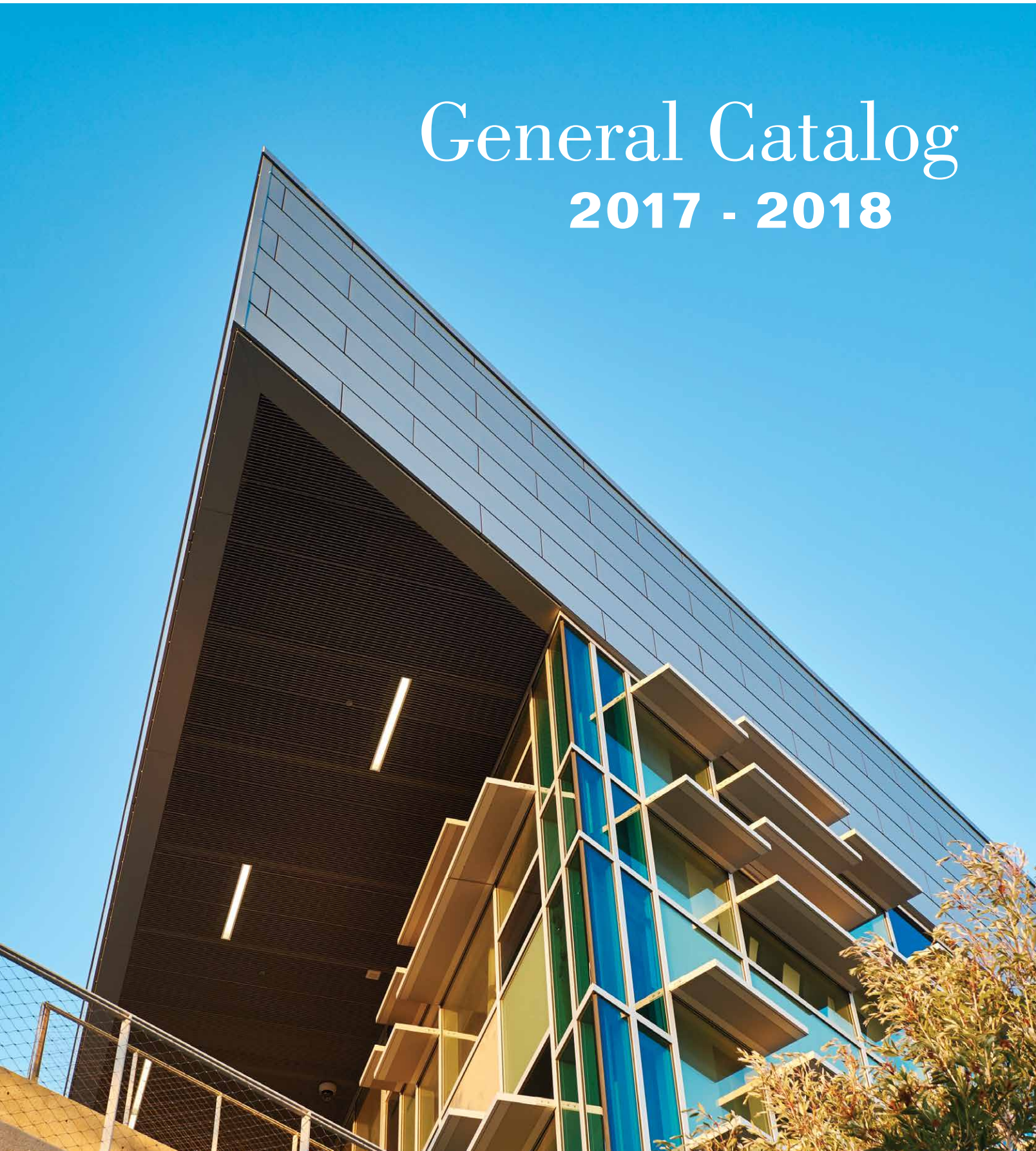




LOS ANGELES CITY COLLEGE

General Catalog

2017 - 2018



General Catalog
2017 - 2018



LOS ANGELES CITY COLLEGE
the City's
College

ACCURACY STATEMENT

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

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

ACCREDITATION & PROFESSIONAL PROGRAM APPROVALS

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

Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.accjc.org. Students and members of the public who desire to file a formal complaint related to noncompliance with accreditation standards (<https://accjc.org/complaint-process>) 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

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

COLLEGE ADMINISTRATION

RENEE D. MARTINEZ, *President*
DR. DAN WALDEN, *Vice President, Academic Affairs*
DR. JOHN AL-AMIN, *Vice President, Administrative Services*
DR. REGINA SMITH, *Vice President, Student Services*
DR. THELMA DAY, *Dean, Academic Affairs*
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FELICIA DUEÑAS, *Dean, Strategic Program Support, Academic Affairs*
DR. CAROL KOZERACKI, *Interim Dean, Academic Affairs*
DR. ANNA BADALYAN, *Dean, Institutional Effectiveness, Academic Affairs*
ANGELICA RAMIREZ, *Assistant Dean, Academic Affairs*
DR. ADRIANA "ALEX" DAVIS, *Dean, Academic Affairs*
ALEN ANDRIASSIAN, *Dean of Student Life, Student Services*

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

ASSESSMENT OF STUDENT LEARNING OUTCOMES

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

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

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.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Boulevard, Los Angeles, CA 90017
(213) 891-2000

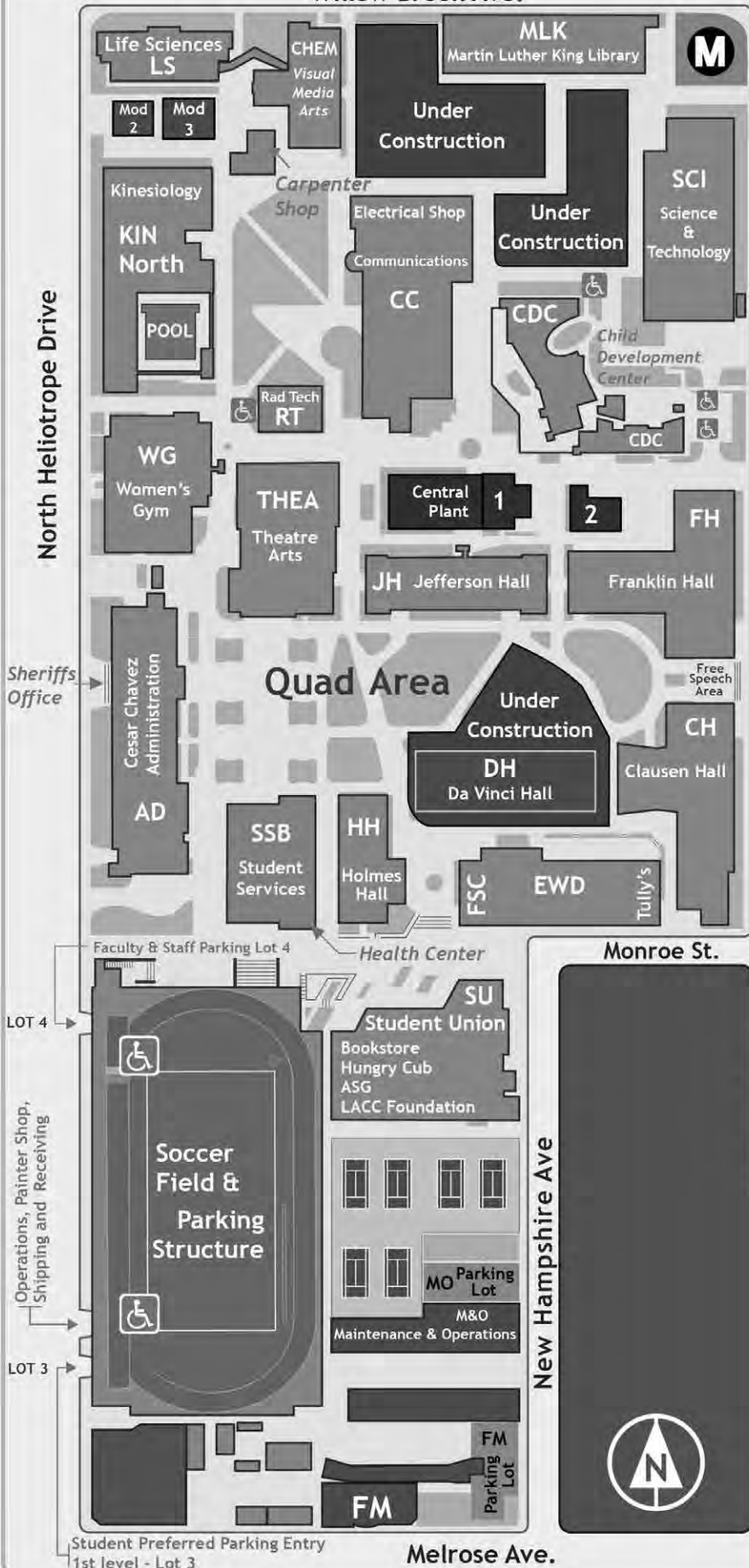
2017-2018 BOARD OF TRUSTEES

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THOMAS HALL, *Interim Chief Facilities Executive*

Willow Brook Ave.



LACC

Los Angeles City College

Campus Map

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

Telephone: | (323) 953-4000

www.lacitycollege.edu

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

For Los Angeles County Sheriffs
(Campus Police): (323) 662-5276
or dial #3 on any campus phone.

NO Smoking
Vaping
Skating
Biking

SSB - New Student Services Building:

- | | |
|-----------------------------|--------------------------------|
| - Admissions & Records | - Foster & Kinship Care Center |
| - Assessment | - Health & Wellness Center |
| - Business Office | - Honors Program |
| - CalWORKS | - International Students |
| - Career / Transfer Centers | - Matriculation - SSSP |
| - Counseling | - Office of Special Services |
| - Cub Card Office | - Outreach and Recruitment |
| - EOP&S / CARE / CAFYES | - TRIO |
| - FASTLAB | - Upward Bound |
| - Financial Aid | - Welcome Center |
| - First Year Experience | |

Monroe St.

🦿

Parking Lot 1

🦿

Parking Structure Lot 2

Marathon St.

Note: Visual & Media Arts classes also in Mod 2 and Mod 3 Units.

Revised April 13th 2017

WELCOME TO LOS ANGELES CITY COLLEGE!

Dear LACC Students

Los Angeles City College (LACC) has had some exciting times and we are pleased that you have decided to take the next step on your educational pathway.

LACC has been serving the Los Angeles community since 1929 and as our 80th anniversary approaches we are happy to still be a part of providing quality education to our community. We enroll more than 20,000 students every semester and offer a wide variety of classes and programs to assist with a career and/or transferring to a four year University.

Los Angeles City College continues to work hard to ensure that students have state-of-the-arts buildings, latest technology and other educational resources to help with completing their education. As you walk around the campus, you will see several new complexes and renovations that house many support resources for our students and community.

Holmes Halls which holds classes such as Administration of Justice, Psychology and Community Services classes has been renovated and given a new look, with newly designed classrooms and computers to help students with research projects.

The new Student Services building is our one-stop shop for our students providing services such as Financial Aid, OSS, Counseling, Admissions & Records, Business Office, and much, much, more. The Welcome Center is also located in the new Student Services building; the staff is knowledgeable and professional and can assist students with questions and all their enrollment needs. Our counselors will help you meet the necessary requirements for degree and certificate attainment, or to transfer.

Other programs such as the FYE “First Year Experience” program allows eligible new students to enroll full time at the college, complete most or all of their math and English classes in one year, and begin enrolling in the general education and career classes that fulfill their major requirements.

Our EOPS/CARE program is a state-funded retention and support program designed to facilitate the success of the financially and educationally disadvantaged student. Services provided by EOPS include registration assistance, EOPS specific mandatory orientations, academic counseling, book services, tutoring and transfer information. The CARE program is an extension of EOPS for single parents/heads of household receiving CalWORKS/TANE, who have at least one child under the age of 14. The services provided are: transportation passes/parking permits, books, supplies and meal tickets.

Other student support programs such as STEM (Science, Technology, Engineering, and Mathematics)/HSI (Hispanic Serving Institutions) grant consist of several educational components to assist students in Math Preparation, Peer-Led Team Learning, Science, providing Faculty Mentoring, and other resourceful projects.

Los Angeles City College is proud to serve our student veterans. We offer a full support staff who works hard to help veterans transition to the academic paths and careers that their experience and service warrant.

At LACC you will receive professional and quality services from our faculty, staff and administrators while completing your education. We work harder each day to improve your experiences here at LACC and we are fully committed to you and your success.

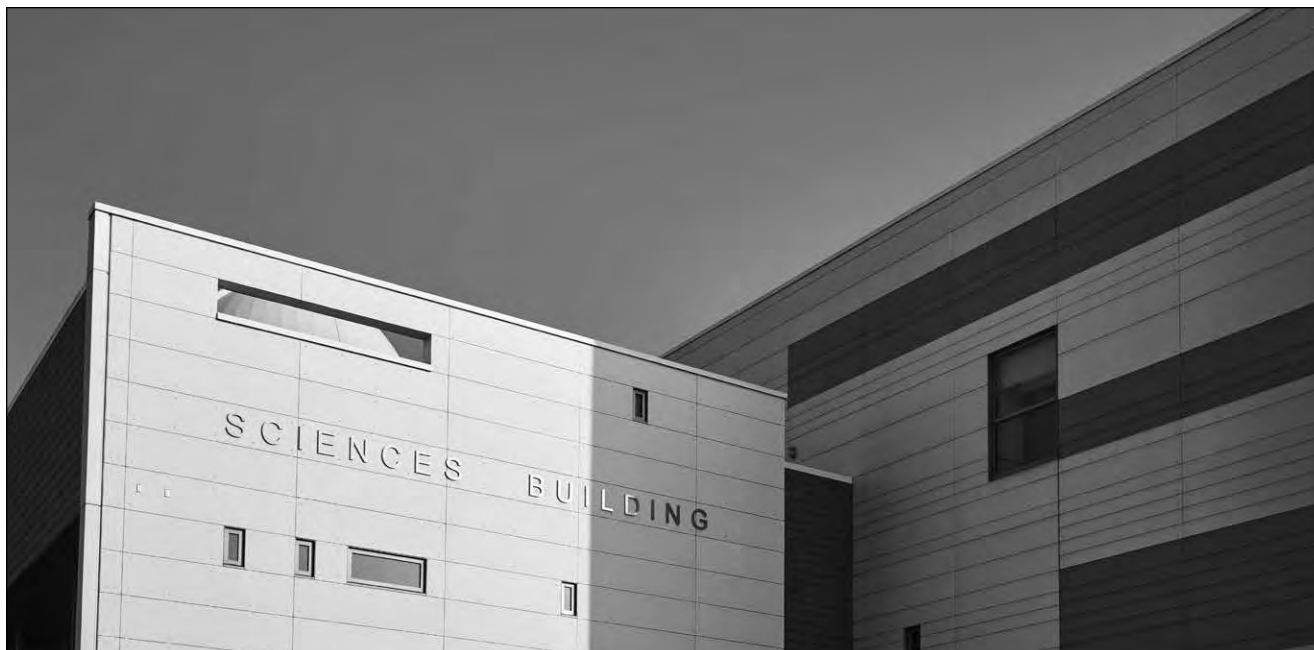
Again, welcome to Los Angeles City College! Go City!

Yours in Student Success,

RENEÉ D. MARTINEZ
President, Los Angeles City College
855 North Vermont Avenue
Los Angeles, Ca 90029
(323) 953-4010



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HOW TO USE THIS CATALOG



Information Section

Following General Information at the beginning, this section is divided into additional information sections which are described below.

Admission And Matriculation

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

Student Success And Support Program

The purpose of the Student Success and Support Program (formerly known as Matriculation) is to ensure that all credit and noncredit students promptly define their educational and career goals, complete their courses, persist to the next academic term, and achieve their educational objectives in a timely fashion. The goal is that students benefit from comprehensive and integrated delivery of services to increase retention and to provide students with a foundation to support success.

Financial Aid

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

Scholastic Policies

This contains information on attendance policies, pre-requisites and co-requisites, grading policies, scholastic awards, grade changes, repetition of courses, and credit by examination.

Student Services And Programs

This section contains information on different services and programs available for students. It includes office location, phone number and the service provided.

Graduation And Transfer Requirements

This section gives the procedures for students to apply for graduation and transfer, the requirements for graduation and transfer, and options for courses which must be taken to qualify for graduation and transfer.

Departmental Listings

Course names and abbreviations are listed on page "Academic Subjects and Abbreviations" on page [].

Departmental listings start on page "Administration of Justice Department" on page 98 of this catalog. All listings generally follow the same format, which includes:

1. Department name, office and phone number of the chairperson
2. Educational Programs - Summary of Skills Certificates, Certificates of Achievement, Associate Degrees, and Transfer Curriculum offered by the department
3. Associate Degree Program details
4. Certificate of Achievement program details
5. Skills Certificate program details
6. Course descriptions - listed by Subject

Appendix

This section lists faculty of the college with the date of their first appointment, title, and degrees along with the institutions conferring the degrees.

This section also contains a listing of emeriti faculty, a glossary, and an index.

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 multistory 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, Online Edition.)

Satellites

LACCD Van de Kamp Innovation Center

2930 Fletcher Dr.

(323) 953 - 4000 ext. 3534

We also offer distance learning (taking classes via computer and/or video) through Instructional Television and online 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.

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://srtd.cccco.edu>. Student Right To Know: Campus Security.

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:

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

**Continuous attendance means no more than a one semester absence within a school year, excluding summer sessions and winter 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:
Authorize or require substitutions for discontinued courses;
or Require a student changing his/her major to complete the major requirements in effect at the time of the change.

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/complianceoffice) or by calling the LACCD Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the LACCD Office of Diversity Programs at (213) 891-2315.

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

Limited English Proficiency

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

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

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Campus Security Reports

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

Los Angeles County Sheriff

The Los Angeles community college district has a Sheriff's department for the protection of students, staff, visitors, and other persons on campus from bodily harm or deprivation of their property. They are also responsible for the protection of their property they are also responsible for the protection of the district's buildings and property, the sheriff's department will respond to assist students, staff and visitors on campus in a variety of personal emergencies, i.e., Emergency notification (in compliance with the privacy act), lost and found property, police escort, upon request etc. For further information regarding their services, you can contact the sheriff department.

ADMISSIONS AND MATRICULATION



Academic Year

The academic year is divided into 4 sessions:

Fall Semester (15 weeks, August- December)

Winter Session (5 weeks, January- February)

Spring Semester (15 weeks, February - June)

Summer Session (5 & 8 week sessions, June - August)

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

Days, Evening, Weekends & Distance Learning Classes

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

Summer Sessions

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

Registration Information Open Enrollment

The Policy of the Los Angeles Community College District Is That, Unless Specifically Exempted By Statute Or Regulation, Every Course, Course Selection, Or Class Offered And Maintained By the District And Reported For State 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.

Program Planning-Unit Limit

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

Students may petition for additional units for Spring and Fall semesters only. Petition to enroll in additional units

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

Admission Application

The first step to becoming a college student is to submit a college application. The college application is available online at the college website www.lacitycollege.edu. After the submission of a college application, the applicant will receive a Student ID and instructions on how to login to the Student Information System portal and campus email account.

All new students accepted in FALL 2017 will receive a Student ID number that begins in "90". Any corrections to the Student ID or merging of multiple Student IDs must be made in the Admissions and Records office.

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

Re-Admission Policy

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

Concurrent And Dual Enrollment

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

Students under the age of 14 must also request an interview with the Dean of Enrollment Services for approval prior to admittance and provide a recommendation letter from a middle or high school official and academic transcripts.

Admissions Eligibility Requirements

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

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

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

Residency Classification

The residency classification determines the amount of enrollment or tuition fee that a student will be required to pay to enroll in classes. In addition, the residency status is used to determine student eligibility for the California Board of Governor's Fee Waiver.

California Residency

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

Non-Resident

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

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

Appeal of Residency Status

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

Admissions Requirements for Veterans

Veterans are required to follow these procedures

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admission to the college.
2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended.

The appropriate form for over 60 units must be filed.

3. Request that transcripts from all colleges attended be sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each dependent child.
5. File VA Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
6. Apply each semester for continuous VA educational benefits.

Veterans' Services and Programs

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

Provisions for Veterans under Public Law 358. To qualify for V.A. benefits a veteran must have served at least 181 days of active duty, and have received other than a dishonorable discharge. A veteran may receive educational benefits of 1 1/2 months for each month or fraction of a month of creditable active duty. Reduction of this entitlement will be at the same rate as the training time for which he/she receives benefits: 1/2 month reduction for each month at the 1/2-time rate, and one-month reduction for each month at the full-time rate. All educational benefits must be used within 10 years from the date of separation: 1/2 month reduction for each month at the 1/2-time rate, 3/4 month reduction for each month at the 3/4-time rate, and one-month reduction for each month at the full-time rate.

Program Planning For Veterans

Veterans are required to complete a Student Educational Plan and submit to Veterans clerk.

The counseling department will advise you in preparing your Student Educational Plan (known as the SEP). This plan basically consists of the educational goal and major which you intend to pursue, the classes you expect to take in order to achieve your goal and major, and the student services you expect to use in order to help you complete your college program.

The Veterans Administration will not pay for courses that do not fit in a veteran's selected major.

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

Credit For Military Service

1. Credit for military service will be awarded toward Associate Degree requirements as follows:

- Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
 - Three units of elective credit toward the 60 units required for an associate degree
2. Application Requirements:
 - Complete an LACCD Application
 - Arrange for all transcripts (including A/ASRTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
 - Provide verification of U.S. military service, as follows:
 - a. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty.
 - b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty.
 3. Acceptable Documentation for Verifying Military Course Completion:
 - Army/American Council on Education Registry Transcript System (A/ASRTS)
 - Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service"
 - DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge"
 - Course completion certificates
 - Sailor/Marine American Council on Education Registry Transcript (SMART)
 - Community College of the Air Force (CCAF) Transcript
 - Defense Acquisition University (DAU) Transcript
 4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.
 5. Transcript Annotation Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

Adds and Drops for Veterans must be reported to the Veterans Clerk in the Admissions Office as soon as possible. To fail to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Attendance Verification: Veterans must sign in with the Veterans Clerk from the 20th to 28th of each month or they will be discontinued from receiving benefits.

Academic Probation

In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such

a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

Selective Service

Under Veterans Affairs, according to Duration Code section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

Elective Credit For Military Service

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

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

A veteran may also receive 6 units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service and Elective Credit for Military Training.

AB 540 and 2000 Non-Resident Tuition Exemptions

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

1. The student must have attended a California high school for three or more years
2. Attainment of credit earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools. .
3. The student must have graduated from a California high school or attained the equivalent , such as GED or passing of the CA High School Proficiency Exam)
4. A U.S. Citizen or legal lawful immigrant from out of state who meets both of the above requirements may also qualify for exemption from non-resident tuition payment.

5. Undocumented students must certify that an application for legalization is currently in process or that will do so when they become eligible to do so.
6. To qualify for an exemption to payment of non-resident tuition, the student must complete and sign the LACCD Non-Resident Tuition Exemption Request form, otherwise known as the AB 540 Affidavit.

International Students

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

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

You may be considered if you meet the following requirements:

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 earned a high school diploma from a high school in the United States or the equivalent education from a foreign country.

Show the ability to pay the nonresident tuition, currently \$243 per unit. (Immigration required to be enrolled in 12 semester units to maintain visa status.)

The student must also show the ability to pay living and personal expenses for twelve (12) months, which are estimated to be \$16,500 per year. (fees subject to change). Fees include mandatory Medical Insurance provided by LACCD with no substitution of other medical insurance coverage.

Have a valid non-immigrant visa.

International students must maintain a full-time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and

Summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring) and Learning Skills Center, and an international student organization.

International Student Medical Insurance Fee

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

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

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

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

Course Registration

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

Priority Registration

Priority registration is given in the following order to new and continuing students who are in good academic standing and completed the college orientation, English and Math assessment, and Educational Plan.

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

Priority Registration Tier 2: Athletes, Promise, Completion

Registration Tier 3: Continuing & New, Fully Matriculated Students

Registration Tier 4: Students Who Lost Priority

Registration Tier 5: K12 Special Admits

Loss of Priority Registration

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

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

Appealing Loss of Priority Registration and Loss of Bog Fee Waiver

After each regular term, the college will send an email notification to students who are subject to the loss of priority registration and BOG Fee Waiver. Students may petition to appeal the loss of priority registration or fee waiver by submitting a Petition to Appeal Loss of Enrollment and BOG Fee Waiver that comes with the notification.

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

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

All petitions must be submitted by the established deadline as stated in the notification or in the college website. The college Priority Registration and Loss of BOG Fee Waiver Appeals Committee will review each petition and inform the student of the outcome within ten (10) business days after the review of petition. The decision of the Priority Registration and Loss of BOG Fee Waiver Committee shall be final.

LATE REGISTRATION

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

SECTION TRANSFER

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

Consent must be granted by the new instructor for the new class, and may involve instructor-to-instructor transfer of grade records. The section transfer form requires incoming instructor and student signatures and must be submitted to the Admissions Office by the section transfer deadline (see class schedule).

CANCELLATION OF CLASSES

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

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

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

At the same time, the District has a responsibility to fulfill public information needs (e.g., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility, the District may release directory information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college records

officer, designated by the chief administrative officer on each campus. The records officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the records officer and are available for inspection and inquiry.

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

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

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

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

Academic Transcripts

An official academic transcript is a record of all the courses you completed and the grades you earned along with your degrees and academic honors. Beginning in Fall 2017, an official academic transcript may be requested in-person at any of nine Los Angeles Community College District (LACCD) college campus. The transcript will include all coursework completed within LACCD.

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

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

A student's transcript may be withheld if:

- a. Any library books or other college property are charged to the student or are unreturned, or
- b. There are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

Submission of Academic Transcripts

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

Evaluation of Foreign and International Transcripts

Students who wish to receive course credit for college and university work completed from a foreign country must have their transcripts evaluated, if the transcript is in foreign language. The course description must be submitted along with the evaluated transcript. The process for receiving credit for Foreign/International Transcripts is as follows:

- a. A petition must be submitted to the Admissions and Records Office to request credit for the courses in question along with the evaluated transcripts. The Admissions and Records Office maintains a list of LACCD recognized companies that are authorized to evaluate Foreign/International transcripts.
- b. Provide the Admissions Office with course descriptions of the evaluated course work or any catalog information that may expedite the evaluation process.
- c. After the transcripts have been evaluated, the student will be informed of the petition outcome. If the student disagrees with the outcome of the petition, the student may petition to the appropriate Department Chair. The decision of the Department Chair is final.

Foreign Transcript Credit Policy

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

- a. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.
- b. The foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.

- c. No courses taken outside the United States may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement.
- d. No course may be used to satisfy the Associate Degree's American Institutions requirement.
- e. In cases where equivalent course credit is not granted, elective credit may be awarded.

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

Student Fees

Enrollment Fees For Students

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

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

K-12 Students

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

Fee For Out-Of-State Non-Residents

U.S. Citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$190 per unit plus an enrollment fee of \$46 for a total of \$243 per unit.

Note: Fees Subject to change by the California legislature.

Fee For Residents of a Foreign Country

Students with Visas which require residency in a country outside the United States are required to pay a non-resident fee of \$243 per unit plus an enrollment of \$46 per unit, for a total of \$258 per unit. In addition, students with visas are required to pay a capital outlay fee of \$17.

Note: Fees Subject to change by the California legislature.

Health Fee

The Los Angeles Community College District charges a \$11.00 per semester (and a \$8.00 per Summer or Winter Session) mandatory Health Fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempted from paying the Health Fee if they are eligible for religious reasons. Contact the Dean of Student Activities for religious exemption procedures.

8502. STUDENT HEALTH. The Board of Trustees shall give diligent care to the health, safety and physical development of students enrolled in the public colleges under its jurisdiction. The Chancellor or designee shall establish such regulations as shall be necessary for the administration of college health

program. The Board of Trustees shall require that each campus collect a mandatory fee for these services to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702, fee procedures, and specific allowable fee expenditures. Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

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

Parking Fee

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

Associated Student Organization Fee

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

Service Fee

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

Instructional Materials Fee

Students may be required to pay for instructional and other material required for some courses. Such materials shall be

of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Enrollment Fee Waiver-Bogfw

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program (AFDC), the Supplemental Security Income (SSI) or State Supplementary programs (SS), the General Assistance Program (GAP), or have low income as deemed by the State of California and classified as a California resident, the enrollment fee will be waived at the Financial Aid Office (E1-173).

Loss of Board of Governor's (Bog) Fee Waiver

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

Fee Refund Policies

Full-Term Course Fees

A student will receive a full refund of the enrollment fee if they drop by the refund deadline. Thereafter, no refund is authorized, except when college action to cancel or reschedule a class necessitates the drop. After the refund deadline, a student may drop a course and apply the fee previously paid towards meeting the cost of the fee of a course to be added during the same semester. Please note that after the refund deadline there will be absolutely no refunds even when an added course has fewer units than a course that was dropped. For example, a student who enrolls in 3 units, then after the refund deadline drops those 3 units and adds another 3 units, will not be charged an additional fee. A student who enrolls in 3 units, then after the refund deadline drops the 3 units and adds 2 units, will not be charged for the 2 units and will not receive a refund for the difference between 3 and 2 units. SEE SCHEDULE OF CLASSES FOR DATES ON REFUNDS.

Short-Term Course Fee

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

Non-Resident Tuition Fee

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

Audited Course Fee

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

Parking Fee

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

Student Prerequisite or Co-Requisite Challenge Policy

STUDENTS WITHOUT PREREQUISITES MAY BE DROPPED FROM A COURSE BY THE INSTRUCTOR OR THE DEAN OF ADMISSIONS.

It is the student's responsibility to know and to meet any and all course prerequisites and co-requisites. These requirements are indicated in the individual course description sections of this catalog or the accompanying catalog update. Students who are currently enrolled in the prerequisite course will be allowed to conditionally enroll in the next sequence-level course. Failure to successfully pass the prerequisite course with a "C" or better may result in exclusion from the sequential course. Students challenging prerequisites or co-requisites will be required to file proof of meeting these course requirements along with an appropriate "Challenge Form".

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

Pre-Requisites, Co-Requisites and Advisories:

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

CO-REQUISITE: Courses that a student is required to take simultaneously in order to enroll in another course.

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

SATISFACTORY GRADE: Academic record with the symbol A, B, C, or "P".

Procedures For Challenging Pre/Co-Requisites and Limitations On Enrollment

If a student believes a course taken at another college or university meets the prerequisite for a course in which he/she wishes to enroll, the student may submit a prerequisite clearance request.

If a student has not met a prerequisite at either City or another college/university and qualifies for an exemption from the pre-requisite requirement, a prerequisite challenge form should be submitted to the department chair.

The Grounds For Student Challenges

(ACCORDING TO SECTION 55003 OF TITLE 5)

1. Successful completion of a course similar to the one listed as the prerequisite and/or co-requisite for the course in question (documentation must be provided). Such courses

must be from collegiate institutions accredited by the Western Association of Universities and College or related accrediting agency;

2. Requirement (prerequisite or co-requisite) not established by adopted LACCD process;
3. Requirement established in violation of Title 5;
4. Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner;
5. Student has the appropriate documented knowledge or ability to succeed in the course for which the prerequisite or co-requisite is specified (documentation must be provided);
6. Student will be delayed in completing educational objectives by one or more semesters in fulfilling the requirements for a degree and/or certificate because the prerequisite and/or co-requisite course has not been made reasonably available (documentation must be provided).*

**Note: A CHALLENGE USING THIS PORTION OF SECTION 55003 WILL BE CONSIDERED VALID ONLY IF:*

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

Limitations on Enrollment

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

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

Challenges to Limitations on Enrollment:

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

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
2. The District is not following its policy on enrollment limitations, or
3. Basis upon which the District has established an enrollment limitation does not exist.
4. The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed in 5 working days and if the challenge is upheld, the enrollment limitation shall be waived.
5. Upon completion of the challenge, the college shall advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the district and the student attempted to informally resolve the complaint.

Full-Time Definition

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

Minimum study loads for specific programs:

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

Concurrent Course Enrollment

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

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

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

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

Auditing Classes

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

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.



2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.

Audit permits must be submitted to Admissions Office before the Audit deadline (see class schedule).

Adding and Dropping Classes

A student may add and drop classes between certain dates as published in the schedule of classes each semester.

Registration Appointments

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

Dropping Classes and Withdrawing From College

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

1. Dropping officially from a class or withdrawing from the College by the end of 20% of the term will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 20% of the term is completed will result in a "W" being recorded by the Admissions Office. IT

IS THE STUDENT'S RESPONSIBILITY TO DROP BEFORE THE DEADLINE DATES. Excessive "W" grades may lead to progress dismissal.

3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the grade-point average of the student during the period of attendance. Students may receive a failing grade in any course when they stop attending class and do not officially drop the class.
4. Students seeking withdrawal from a class after the "W" deadline for extenuating circumstances must submit a petition to Admissions clearly stating the circumstances and providing documentation of such circumstances. Petitions are to be available in the Admissions Office after the "W" deadline. Petitions will not be accepted without documentation.

The Dean of Admissions will review petitions. The following criteria will be applied:

Verified cases of accidents, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, and/or other reasonable obstacles that prevented a student from complying with college procedures for dropping a class.

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

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

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

STUDENT SUCCESS AND SUPPORT PROGRAM

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. Signed by Governor Brown on September 27, 2012, the program began on January 1, 2013 and will be implemented through stages over a five year period.

The Student Success and Support Program (formerly Matriculation) supports the transition of new students into the college by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement.

Effective Fall 2014, based on student responses to the Los Angeles City College application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are referred to core matriculation services: assessment placement, orientation, and counseling. Students must complete the assessment placement, orientation, and counseling (abbreviated student educational plan) prior to their priority registration date and time. The abbreviated student educational plan is provided during the in-person orientations. After registration and sometime during the semester, a comprehensive student educational plan must be completed within a reasonable time period by making an appointment to meet with a counselor. Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate.

All new non-exempt students are required to complete the Student Success and Support Program mandated core services:

Admissions

Students can complete an admissions application online at www.lacitycollege.edu. Students can also speak to a staff member at the Welcome Center (located on the 1st floor of the Student Services building) for assistance in completing the admissions application and to receive general campus information.

Assessment

The Assessment Center provides English, English as a Second Language (ESL) and mathematics assessments for placement in an appropriate courses based on the students' skill levels. Assessment is required for all new non-exempt students who have not received a waiver. Assessment is also available for continuing students who are eligible to re-assess and returning students who need to retake the placement test. Students can "drop in" and take the assessment test the same day or make an appointment to take the test when they feel they are prepared to do their best.

Orientation

All new, non-exempt students should complete the LACC college orientation prior to taking the assessment test. Students

can complete the orientation online or schedule an appointment to do the orientation in person with a counselor. The Online Orientation is available via the LACC webpage. The Online Orientation introduces students to the campus policies, procedures, resources, support services and college programs which are available to help you make better, more informed educational and career choices. Failure to complete orientation will impact your priority enrollment.

Counseling/Student Educational Planning

Provides academic advisement and assistance in course selection, development of a Student Educational Plan, career planning, referral to appropriate student services, and Counseling Classes which are taught by counseling faculty.

First Semester Student Educational Planning (SEP)

Once students have completed the online orientation and have assessment results, they are required to make a Counseling appointment for an abbreviated student educational plan (SEP).

In-person orientations are counselor-led advisement sessions where students review: Assessment results, educational goals, the registration process, important dates and deadlines and develop an abbreviated student education plan (SEP).

Comprehensive Student Educational Plan (SEP)

Before completing 15 units, or their third semester, students must declare a course of study and complete a Comprehensive Student Educational Plan (SEP). Students must meet with an academic counselor to develop a Comprehensive SEP. Counselors are also available by appointment for: academic counseling, career assessment and exploration and transfer information. Counselors are also available for Online Chat and Online Advising.

Failure to complete the Abbreviated or Comprehensive Student Educational Plan will impact your priority enrollment.

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

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



5. Students who completed assessment or taken English and math classes at another California community college in the past two years may submit an Assessment Exemption Request available in the Admissions & Records Office or see an academic counselor for pre-requisite clearance.

Appeal

SSSP 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 Admission Office (located on the 1st floor of the Student Services building).

Follow-Up

Provides regular evaluation of student's progress through the Early Alert program. Will monitor probation students (year-round) and provide services including group counseling sessions, group workshops and one-on-one counseling.

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.

FINANCIAL AID

Financial Aid Office

Student Services Building

(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.

Eligibility for Financial Aid

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

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

Ability to Benefit (ATB):

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

- Received a high school diploma; or Passed a high school proficiency examination; OR

- Received a certificate of General Education Development (GED); OR
- Successfully completed a two-year program (minimum 48 credit towards a bachelor's degree)

Education Status

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

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

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

Apply for Financial Aid

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. 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 <https://dream.csac.ca.gov>. The process is free.

Never pay for federal or state financial aid. You'll need an FSA User ID and password to "sign" your application, make corrections to the application, and more. If you are a dependent student, your parent will also need an FSA User ID and password. The option to create your FSA User ID and password will be presented to you when you first begin your FAFSA. If you choose not to create your FSA User ID and password at the beginning of the application the option will be presented to you again when you get ready to submit it.

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

Note: Financial Aid applicants must use their own social security number on all college records.

Priority Dates & Deadlines

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

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

To receive a Cal Grant, the FAFSA must be submitted no later than March 2, 2017 for the 2017-2018 award year. Students planning to attend a community college have a secondary deadline of September 2, 2017 to apply for Cal Grant.

The priority processing date May 1, 2017 for the 2017-2018 academic year. Students who have missed the priority processing date are encouraged to apply as Pell Grant funds may be available.

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

Verification

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

Federal Refund Requirements

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

Post-Withdrawal Disbursements

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

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

Federal Recalculation Requirements

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

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

Federal Financial Aid

Federal Pell Grants

The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. The maximum for 2017-2018 is \$5,920. During his or her lifetime a student's eligibility is limited to the full-time equivalent of 12 semesters.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG is a federal grant program designed to supplement other sources of financial aid for Pell Grant recipients with exceptional need. A student must file a FAFSA by the May 1, 2016 and have a complete financial aid file by June 1, 2016 in order to qualify.

Federal Work Study (FWS)

FWS enables a student to earn part of his/her financial aid award through campus employment. A student must have filed a FAFSA by the May 1, 2016 and indicate on the FAFSA the he/she was interested in work-study. Also, the student must have a completed his/her financial aid file by June 1, 2016 in order to qualify.

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 \$3,500 for first year students and \$4,500 for second year students per academic year from the Direct Loan Program. The student's annual borrowing limit may also vary based upon the following:

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

Federal Direct Subsidized Loan

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



In general, a student's eligibility for subsidized loans is limited to 150% of student's published program length.

Federal Direct Unsubsidized Loan

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

Bureau of Indian Affairs Grants (BIA)

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

Are a member of, or at least one-quarter American Indian blood or a descendant of a member of an American Indian tribe who are eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs to Indians because of their status as Indians.

Have been accepted for admission to a nationally accredited institution of higher education that provides a course of study conferring the Associate of Arts or Bachelor's degree.

Demonstrate financial need as determined by the financial aid officer of the post-secondary institution.

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

State Financial Aid

Board of Governor's Fee Waiver Program (BOGFW):

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

Method A

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

Method B

You meet the following 2017-2018 income standards:

HOUSEHOLD SIZE (INCLUDING YOURSELF)	TOTAL 2016 FAMILY INCOME (ADJUSTED GROSS INCOME AND/OR UNTAXED INCOME)
1	\$17,820
2	\$24,030
3	\$30,240
4	\$36,450
5	\$42,660
6	\$48,870
7	\$55,095
8	\$61,335
Each additional Family Member	\$6,240

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 or CA Dream Act Application.

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.

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

Cal Grant Programs

Cal Grant A

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

Cal Grant B

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

Cal Grant C

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

Full-time Student Services Grant

Cal Grant B and Cal Grant C recipients may receive up to \$600 per year. The actual amount received is constrained by the student's unmet need.

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.

<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 an eligible program in order to receive Federal Student Aid at LACC.

Chafee Grant Program

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

Law Enforcement Personnel Dependents Scholarship

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

Determining Financial Need

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

2017-2018 COST OF EDUCATION: LIVING AT HOME

	9 MONTHS	12 MONTHS
Fees	\$1,220	\$1,827
Books & Supplies	\$1,791	\$2,687
Room & Board	\$4,968	\$6,624
Transportation	\$1,107	\$1,476
Personal Expenses	\$3,177	\$4,236
TOTAL	\$12,263	\$16,850

2017-2018 COST OF EDUCATION: LIVING AWAY FROM HOME

	9 MONTHS	12 MONTHS
Fees	\$1,220	\$1,827
Books & Supplies	\$1,791	\$2,687
Room & Board	\$12,492	\$16,656
Transportation	\$1,242	\$1,656
Personal Expenses	\$2,916	\$3,888
TOTAL	\$19,661	\$26,714

* 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

1. 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.

FEDERAL PELL GRANT

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work Study (FWS)

Federal Perkins Loan

Federal Nursing Loan

Federal Parent Loan for Undergraduate Students (PLUS) Family Educational Loan (FFEL)

Federal Direct Student Loan (FDSL)

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).

2. 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.

3. 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 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 Credit (NCR), 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 at the end of each payment period/semester.

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 - 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.
- Cumulative GPA is less than 2.0;

- Cumulative Non-Grades are more than 33%;
- Warning Probation Letter - 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).

4. 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:

REQUIRED CERTIFICATE UNITS	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 LACC Foundation.

Foundation

LACC Foundation located on the 3rd floor of the Student Union building.

(323) 953-4000 ext. 2490 • www.laccfoundation.org.

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

Student Fees

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

TYPE OF FEE SUMMER	SUMMER/WINTER	FALL/SPRING
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	\$46/unit	\$46/unit
Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the \$46* per unit enrollment fee) Capital Outlay Fee	\$193/unit \$22/unit	\$193/unit \$22/unit
Non-Resident Tuition for Out-of-State Residents Beginning 2015-16 Academic Year Capital Outlay Fee	\$197/unit \$25/unit	\$197/unit \$25/unit
Non-Resident Tuition for International Student and/or F-1 VISA (All Non-Resident International students must also pay the \$46* per unit enrollment fee) Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED)	\$215/unit \$35 \$25 None	\$215/unit \$35 \$25 \$600
Non-Resident Tuition for International Student and/or F-1 VISA Beginning 2015-16 Academic Year (All Non-Resident International students must also pay the \$46* per unit enrollment fee) Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED)	\$222/unit \$35 \$25 None	\$222/unit \$35 \$25 \$618
Audit Fee	\$15	\$15
Health Services Fee	\$8	\$11
Associated Student Organization (ASO) Membership Fee (Optional)	\$3	\$7
Student Representation Fee (Mandatory)	\$1	\$1
Parking Fee –Standard All Student Lots	\$7	\$20
Parking Fee ASO Preferred	\$10	\$27
Instructional Materials Fee	See courses in schedule of classes	See courses in schedule of classes
Other Fees (All fees owed must be paid before transcripts or verifications will be released.) Emergency Processing of Transcripts (CSU/IGETC Certification is not available with Rush Transcript requests) First 2 transcripts ever requested Additional Rush Transcripts Verification of Enrollment/Transcripts First 2 transcripts ever requested Additional copy	\$7 \$10/copy Free \$3/copy	\$7 \$10/copy Free \$3/copy

POLICIES

Policies: Academic

Attendance

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

Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may be excluded by the instructor.

Student Responsibilities

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

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

Students may petition for one more attempt by citing “extenuating circumstances,” however, for the most part the only extenuating circumstances that are allowed are military deployment or natural disaster.

It is the responsibility of the student to notify the instructor of circumstances which will prevent attendance at any meeting of the class. Students may notify instructors by e-mail or by phone using the number listed on the course syllabus. If the number is not listed, use the number for the department chair listed in the class schedule and ask that the message be forwarded.

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

IT IS THE STUDENT'S RESPONSIBILITY TO DROP FROM A COURSE. Any drops or exclusions that occur between 20% and 75% of the term will result in a “W” on the student's record, which will be included in the determination of progress probation. Drops are not permitted beyond 75% of the term. An evaluative grade (“A”, “B”, “C”, “D”, “F”, “P”, or “NP”) will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to the Dean of Admissions to withdraw from class demonstrating extenuating circumstances.

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

Tardies

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

Final Examinations

Final examinations are given in all courses according to the schedule which is printed in the Schedule of Classes.

Grading Symbols and Definitions and Conditions For Use

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

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

GRADE SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory - units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
NP	No-Pass (less than satisfactory - units awarded but not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to June 30, 2007.) Applied to credit and noncredit courses.	
RD	Report Delayed (assigned only by the registrar when there is a delay in reporting the grade behind the control of the student; a temporary notation to be replaced by a permanent symbol as soon as possible.)	
W	Withdrawal (the “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024.)	
WM	Military Withdrawal (the “MW” symbol may be used to denote Military Withdrawal in accordance with section 55024)	

(P and NP grades may be given only in courses authorized by the District Pass/No-Pass Option and Credit by Examination Policies).

The following non-evaluative symbols may be entered on a student's record, but are not part of the GPA calculation.

INC Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for removal of the “I” and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record. This record shall be given to the student, with a copy on file in the college Admissions Office until the “I” is made up and a final grade assigned, or when on year has passed. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” may be made up no later than one



year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances.

IP In Progress

The "IP" (In Progress) symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await the course completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade point averages.

RD Report Delayed

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

W Withdrawal

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

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

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the

time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week of 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

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

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

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

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

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

A "W" shall not be assigned, or if assigned shall be removed from a student's academic record, if a determination is made that the student withdrew from the course due to a discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she

reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

A student may not withdraw and receive a "W" symbol on his or her record more than three times for enrollment in the same course. A student may enroll again in the same course after having previously received the authorized number of "W" symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

MW Military Withdrawal

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

1. Military withdrawals shall not be counted in progress probation and dismissal calculations.
2. MW shall not be counted towards the permitted number of withdrawals.

The District shall refund the entire enrollment fee unless academic credit has been awarded.

RD Report Delayed

A notation of RD shall be entered on a student's transcript when an instructor fails to turn grades in on time. The notation on the student's transcript shall be changed to the grade earned by the student following receipt of the grades from the instructor.

Pass/No-Pass Option

The College President may designate courses in the college catalog wherein all students are evaluated on a "pass-no pass" basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. These courses will be noted in the college catalog as being eligible for the "pass-no pass" option.

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

The student who is enrolled in a course on a "pass-no-pass" basis will be held responsible for all assignments and examinations required in the course and must meet the same standards of evaluation as required for all students.

NOTE THAT UC AND CSU POLICIES ON ACCEPTING P/NP VERSUS GRADES VARY BY CAMPUS. SEE YOUR COUNSELOR FOR CURRENT INFORMATION.

LOS ANGELES CITY COLLEGE OFFERS PASS/NO-PASS COURSES IN THE FOLLOWING CATEGORIES:

A. NON-OPTIONAL

The courses wherein all students are graded on a Pass/No-Pass basis. These courses are indicated in the Schedule of Classes

CAOT	64
CH DEV	84-1, 84-2, 85, 85-1
COMM	60 (A-D)
ENGLISH	20, 67, 68, 69, 94, 97, 108
E.S.L.	4A , 4B
ESL	1B, 2A, 2B, 3A, 3B, 3C
DEN TEK	304
KIN	230
LRNSKIL	1, 2,3, 6, 7, 8,10, 11, 40, 41, 43, 485
MATH	100
MUSIC	180-1, 180-2, 180-3, 180-4
PSYCH	27, 43
RAD TEC	280, 281, 282, 283
T V	185

B. OPTIONAL

The College President may designate courses in the College Catalog wherein each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "Pass/No-Pass" or a letter grade. Pass/No-Pass petition forms listing all approved courses are available in admissions.

Acceptance of Pass Credits

All courses and units (including those units earned on a "Pass/No-Pass" basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in this Board Rule.

"Accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S.

Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

Recording of Grade

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

Grade Point Calculation

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

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 the standards of evaluation are identical for all students in the course.

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.

Grade Changes

Grade Change Petition

The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course, and concurrence of the office of Academic Affairs. The Grade Challenge policy is contained in Administrative Regulation E-55. The Ombudsperson is able to facilitate the process.

The changing of a grade is a serious matter that must be supported with documentation provided by the student of the course. To request a grade change, students may submit a petition for review to the Admissions Office.

NO GRADE MAY BE CHALLENGED BY A STUDENT AFTER ONE YEAR FROM THE END OF THE TERM IN WHICH THE COURSE WAS TAKEN.

Transcripts

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

Upon written request of the student, a copy of the student's academic record shall be forwarded by the Admissions Office to a designated addressee promptly by U.S. mail.

A student or former student shall be entitled to two free copies of the transcript of his or her record or two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3.00. Students may request special processing to expedite their request for an additional fee of \$7. This option is subject to the college's ability to provide this service.

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

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 calendar 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:

Academic renewal actions are irreversible. Students should meet with a College Counselor before taking such an action.

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 student 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: Kinesiology 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".

Granted, Academic Renewal Shall Result In:

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

Granting of Academic Renewal does not mean the course can be repeated beyond the maximum repeatability listed for the course.

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

This Administrative Regulation, as authorized by Board Rule 6700, Chapter VI, Article VII, is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

Course Repetition to Remove a Substandard Grade

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

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

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

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

Course Repetition: Fourth Attempt or More

FOURTH ATTEMPT

A student may enroll and receive an evaluative symbol of "D, F, NCR and NP" and/or a non-evaluative symbol of "W" in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances.

Extenuating Circumstances. According to Board Rule 6701.10, "Extenuating circumstances may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student."

Repetition of Courses In Which A Satisfactory Grade Was Recorded

- a. Repetition of courses for which a satisfactory grade of "A", "B", "C", "CR" or "P" has been recorded shall be permitted only upon an advanced petition of the student and with the written permission from the college president, or designee, based on a understanding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded.
- b. When course repetition under the section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- c. Grades awarded for courses repeated under the provisions of sub-section "a" and "b" of this section shall not be counted in calculating a student's grade point average.
- d. When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.

THE COLLEGE'S PROCESS FOR CERTIFICATION OR DOCUMENTATION OF LEGAL TRAINING REQUIREMENTS SHALL BE DEVELOPED IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER XVIII OF THE BOARD RULES -- ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

- e. A student may repeat any course if the college has properly established a recency prerequisite for a course, if there has been "significant lapse of time." In no instance shall this be less than three years. f. A student with a disability may repeat a class any number of times, if such repetition is required as a disability-related accommodation for that particular student.

Repeatable Courses

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods. Enrollment in these courses is limited in any similar course to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.



Duplicative Credit

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

Awarding Credit

The colleges within the LACCD will accept upper division course-work completed at other colleges for the purpose of fulfilling Associate Degree requirements using the following guidelines:

1. Coursework must be completed at a United States regionally accredited institution.
2. A student must submit official transcripts from the originating institution.
3. Upper division courses may be applied to an LACCD general education area or major and/or elective requirements based on content equivalency to a general education, major or elective course offered at an LACCD campus.
4. Upper division courses in Math or English composition may be used to satisfy competency requirements for the Associate Degree.

Use of Upper Division Courses to Satisfy IGETC or CSU GE Breadth

Policy on the use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University systems. Consult the IGETC Standards and CSU Executive Order 1100 for complete details.

Previously Earned College Units

College credits earned at any accredited institutions of higher education. Credits are posted to transcripts upon completion of all other graduation requirements. Students must request copies of official sealed transcripts be mailed to the Office of Admissions and Records from each college attended.

Acceptance of Course to Meet Associate Degree and General Education Requirements:

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

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be Associate Degree applicable.
3. A student must submit official transcripts from the originating institution consistent with current Board policy.
4. The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required

and does not prohibit application of the course to an alternative general education area, if deemed beneficial to the student.

5. Courses taken at the origination institution that do not appear on that college's general education pattern will be applied to an LACCD general education area based on course content equivalency to a general education course offered at an LACCD campus.
6. A minimum grade of "C" (2.0) is required in each course used to fulfill the English and Mathematics competency requirement.

Advanced Placement Credit

1. Course Equivalency

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

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

2. USE OF ADVANCED PLACEMENT

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

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

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

3. Advanced Placement Unit Credit

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

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

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

4. CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively;

therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how AP tests are used to meet these requirements.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax.

College Level Examination Program (CLEP) Credit

1. Course Equivalency

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

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

2. Use of CLEP exams for meeting General Education requirements and Graduation Competency requirements for the Associate in Arts and Associate in Science Degrees.

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

Students must receive a passing score (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score.

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

3. CLEP Unit Credit

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

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

LACCD Credit for Advanced Placement Exams

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.7	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO AA-2015-19
Art History	3, 4, 5	6	3	Area C: Humanities			3A or 3B 3 semester units/ 4 quarter units	C1 or C2 3 semester units
Biology	3, 4, 5	6	3	Area A: Natural Science			5B and 5C 4 semester units/ 5 quarter units	B2 and B3 4 semester units
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC/AB Subscore	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Chemistry	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D8 3 semester units
Computer Science Exam A	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking			NA	NA
Computer Science Exam AB	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking			NA	NA
Computer Science Principles	3, 4, 5	6	0	NA			NA	NA
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A 3 semester units/ 4 quarter units	A2 3 semester units
English Literature and Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A or 3B 3 semester units/ 4 quarter units	A2 and C2 6 semester units
Environmental Science	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
European History	3, 4, 5	6	6	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
French Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
German Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.7	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO AA-2015-19
Latin Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
Latin: Vergil	3, 4, 5	3	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 12)
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Music Theory	3, 4, 5	6	3	Area C: Humanities			NA	C1 3 semester units (removal fall 09)
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics B	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units (removal fall 13)
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C: Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Mechanics	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Electricity & Magnetism	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D9 3 semester units
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Studio Art: Drawing	3, 4, 5	3	3	Area C: Humanities			NA	NA
Studio Art: 2-D Design	3, 4, 5	3	3	Area C: Humanities			NA	NA
Studio Art: 3-D Design	3, 4, 5	3	3	Area C: Humanities			NA	NA
United States Government and Politics	3, 4, 5	3	3	Area B1: American Institutions		American Institutions Satisfied	4 and US-2 3 semester units/ 4 quarter units	D8+US-2 3 semester units
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities		American Institutions Satisfied	3B or 4 and US-1 3 semester units/ 4 quarter units	C2 or D6 + US-1 3 semester units
World History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units

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

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

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

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

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

LACCD Credit for International Baccalaureate (IB) Exams

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

Credit By Examination

Some courses listed in this catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination.
 - a. Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Board
 - b. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the Los Angeles City College Catalog.
 - c. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by Los Angeles City College.
2. Determination of Eligibility to Take College Administered Examinations. Students who qualify:
 - a. Must be currently enrolled in at least six (6) units at Los Angeles City College, in good standing, and with minimum grade point average of "C" (2.0) in any work attempted at Los Angeles City College.
 - b. May petition for credit by examination if they
 1. Are eligible to take such course for credit under existing regulations;
 2. Have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.
3. Maximum credit allowable for credit by examination: the maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15). Credit by examination transferred from other institutions is counted toward this maximum. Limitations:
 - a. Credits acquired by examination are not applicable to meeting such unit load requirements as Veteran or Social Security benefits.
 - b. Recording of Credit: Students who successfully pass the examination given to fulfill the "credit by examination" option shall have the course posted on their cumulative record indicating "Credit" in the grade column. The number of units of credit recorded for any course may not exceed those listed in the College catalog.
4. Acceptance Towards Residence Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve units of credit in residence requirement.
5. Recording of credit:
 - a. If a student passes the examination, the course shall be based on his/her cumulative record indicating "Credit" in the "Grade" column.
 - b. The number of units of credit recorded for any course may not exceed those listed in the Los Angeles City College Catalog.

Credit For Courses Completed At Non-Accredited Institution

1. Credits for Military Service Training Students who are currently serving in or have served in the military service, may, after successful completion of at least one course at a college in the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties for a total of six general elective credits.
2. Credits for Law Enforcement Academy Training Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
 - a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
 - b. A single block of credit will be given and identified as academy credit.
 - c. One unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent. Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.
 - d. The transcript is not to reflect the major field nor
3. 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.
4. Recording of Grade Students who successfully pass the examination given to fulfill the "credit by examination" option shall have the record of such examination entered on their record as "CRX" (Credit by Exam), as provided by the LACCD Grading Symbols and Definitions Policy.

**The exception being foreign languages.*

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.

Conditions of Enrollment

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

Auditing

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.

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.

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.

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.

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.

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/

Policies: Student

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.

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.

Academic Freedom

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

It is further recognized that academic freedom.

Student Grievance Procedures (E-55 Regulation)

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

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

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

This grievance procedure does not apply to the challenge process for prerequisites, 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.

Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request from Mr. Edward Bird Song, at (323) 953-4000 ext. 1256 or Dr. Jeremy Villar (323) 953-4000 ext. 2011, both serving as campus ombudspersons.

Policies: General

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.

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.

Standards of Student Conduct

Board Rules website:

<http://www.laccd.edu/Board/Pages/Board-Rules.aspx>

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.

STUDENT SERVICES & PROGRAMS

Admissions & Records

Student Services Building

(323) 953-4000 ext. 2104

<http://www.lacitycollege.edu/citymain/admissions.html>

HOURS

Monday - Thursday: 8am - 6:30pm

Friday: 8am - 2pm

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

Assessment

Student Services Building

(323) 953-4000 ext. 2264

<http://www.lacitycollege.edu/services/matriculation/>

The Assessment Office schedules and administers placement tests for new non-exempt students, continuing students who are eligible for re-assessment, and returning students who need to retake the placement test for course placement into English, Math, or ESL courses. The office also schedules in-person (and online) appointments for orientations and counseling.

You will lose your place in priority enrollment if you do not participate in orientation, assessment, and educational planning services.

For enrollment question, please visit SSB, Room 180 or call 323-953-4000 X2455

Associated Student Government (ASG)

Student Union Building, Office of Student Life

(323) 953-4000 ext. 2450

<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 including Dean's Honor Ceremony, Commencement, Welcome Days, Health Fair, English Writing Contest, Forensics Team, Latino Heritage Festival, Foreign Language Day, African-American History Month, blood drives, social events, speakers, and other events. Student clubs provide a rich and exciting multi-cultural dimension to college life. Any ASG member can start a club— it just takes eight ASG members who share an interest and a faculty advisor—to be chartered by the ASG. Information on joining or starting a club is available in the Office of Student Life. All student clubs must be chartered by the ASO in order to be recognized and officially function on campus.

The Student Senate is composed of the elected, or appointed, student leaders. It meets regularly, with agendas posted in advance in accordance with the Brown Act. It is composed of the President, Executive Vice President, Vice President of Finance, Vice President of Clubs, and 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 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. (Page 262-263)

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. 2142

www.laccbookstore.com

Regular Business Hours

Mon - Thur, 7:30am to 7:00 pm

Friday 7:30 am to 3:00pm

CLOSED Saturday and Sundays

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 Cub Store during the last week of each major term and other posted dates.

—Please see 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 Cub Store refund policy for more information 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 Cub Store 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/Prepaid Sales: 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 Cub Store 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.

Purchasing

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

Refunds will be issued on a credit card used at time of 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 Cub Store at the end of each semester (during finals) and/or during the first week of each semester.

The Cub Store 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 Cub Store, 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 market price.

Check LACC Website and/or posted signs for dates and times.

1. A signed adoption by the department.
2. Needed for the LACC Cub Store 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 Cub Store 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 Cub Store Management

Textbooks not bought back by the Cub Store may be purchased by the company conducting the buyback, at a lesser price, subject to that companies buying policy. The Cub Store regrets it cannot buy back all books.

Cubstore Bookstore**Cub Snack shop**

- Candy and snacks
- Hot and cold beverages

Cubstore Vending Machine (in front of EWD building)

- Testing Materials (scantrons, bluebooks, pencils)
- Flashdrives

Business Office**Student Services Building**

(323) 953-4000 ext. 2180

The Business office handles collection of fees relating to enrollment, health, tuition, ASG membership, student representation, parking and transcripts in accordance with LACCD Board Rules and is subject to audit. Assistance with student account balances and refund requests are processed here as well.

College Readiness Academy/Ged-Hiset Prep

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 GED, College Entrance Exam, and Basic Skills assessments. In addition to providing courses, support services are available to all student. Some of the services include free class materials, book loans, tutors, computer literacy, and job training.

For information and Counseling contact (323) 953-4000 X 2236 and 2231 location EWD Building

CalWORKs**Student Services Building, 3rd Floor**

(323) 953-4000 ext. 2599/2856

(next to the Chemistry Bldg)

(323) 953-4000 ext. 2586

<http://www.lacitycollege.edu/services/calworks2/index.html>

CalWORKs Program assists student-parents who are receiving Temporary Assistance for Needy Families (TANF) to realize their Dreams, Achieve their educational goals and Succeed in leading families to self-sufficiency and independence (DAS). Student-parents of the CalWORKs Program receive the benefit of education, workforce training, one-on-one counseling and specialized case management. The CalWORKs office completes county documents which includes GN 6005/06 forms, employment/child care verifications; progress reports; and assist with other county paperwork or issues regarding GAIN participation. In addition, CalWORKs students are eligible for priority registration, books and supplies, childcare and tutoring at no cost. Furthermore, CalWORKs offers work study placement on and off campus in the students related field. Monies earned does not affect any assistance provided by the Department of Public Social Services (DPSS). Each semester, job readiness services are available for students via monthly workshops and/or one-on-one sessions.

Campus Child Development Center

Child and Family Studies Building

(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

Student Services Building

(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 208A

(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. 2651

www.lacitycollege.edu/comsucs/

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.

Academic Counseling

Student Services Building

(323) 953-4000 ext. 2250

www.lacitycollege.edu/services/counsel/index.html

Academic counseling services are available for all students in the Counseling Department. Students are encouraged to

make an appointment to consult with a college counselor. If students need to review their records, appointments should be made in person several days in advance.

No appointments are available the first week of the semester. Walk-in counselors are available to answer quick questions or to provide emergency help for students.

The services available include counseling and guidance on educational, career, and personal goals as well as problems that may interfere with a successful adjustment to college life. The experienced and professionally trained counseling faculty works with students concerning transfer, educational goals, career planning, choice of college or universities, and other decisions involving a direction in life. Counselors also help students select and plan their academic majors, explore future college or other educational choices, and develop specific plans to meet their transfer and graduation goals. Students should consult with a college counselor as soon as possible to make these plans.

Counselors will work with students who feel the need for greater self-understanding, who need to know more clearly what their abilities and interests are, and where these abilities and interests may lead.

Personal Development courses offered through the department have been structured to prepare and help students complete their college education in a timely manner. The courses are highly recommended for new and returning students.

Computer Labs

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

MLK Library – Ext. 2396

- Open to all students. Please check the library schedule

Art – Chem 112

- Art Design students only.

Business Administration - AD 305 & 316 Ext. 2549

- Business Students only.

Cinema, Film and Media Center - CC 118, 147, & 220

- Cinema, TV and Photo students only.

Computer Applications & Office Technologies - FH B04, FH B06, AD 305 & AD 319

- For CAOT students only.

CSIT - FH 201, FH 202, FH 204A, FH 206 & FH 208 Ext. 2676.

- For CSIT students only.

The High Tech Center (Disabled Students) - Office of Special Services SSB 1st Floor Ext. 2278

- For OSS students only.

English Writing Center - JH 318 Ext. 2726.

- For English 67 & 108 students only.
- Foreign Language - JH 115 For Foreign Language students only.

Math - FH 104 Ext. 2815

- For Math students only.

Music - HAMC 120 & HAMC 130 Ext. 2880

- For Music students only.

PI Shop - FH 104 Ext. 2676

- For Math Tutoring only.

Speech - LS 105 Ext. 2963

- For Speech students only.

Teaching Learning Center - AD 300 Ext. 2480

- For LACC employees only.

English Literacy & Citizenship Center

The LACC English Literacy Program and Citizenship Center are part of the Noncredit Success Academies 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 test preparation and application process. FREE Classes and Workshops- are open entry/open exit.

Citizenship Requirements

Lawful permanent resident for at least 5 years

-OR- Lawful permanent resident for at least 3 years and married to a US citizen for those 3 years

-OR- Lawful resident child of a citizen parent.

FREE Naturalization Services Include:

N-400 referrals, Document Duplication and Translations, USCIS Study materials, a certificate of completion to be presented to USCIS on the day of the interview, and CASAS practice interview test.

FOR MORE INFORMATION: (323) 953-4000 EXT. 2235 and 2231 EWD 100 (near Music Building)

OFFICE HOURS:

8:00 am to 7:00 pm, Mon-Thurs

8:00 am to 4:00 pm, Friday

9:00 am to 12:00 pm, Saturday

Extended Opportunity Programs & Services (EOP&S)

Student Services Building 3rd floor

(323) 953-4000 ext. 2300 & 2301

<http://eops.lacitycollege.edu>

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.

Bring your registration receipt showing 12 or more active units to Student Services Building 3rd floor to find out if you qualify. OSS students must be enrolled in 6 or more active units to apply.

CARE

The CARE Program is a supplement program 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.

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 Building

(323) 953-4000 ext. 2010

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

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

First Year Experience (FYE)

Student Services Building Rm. 108

(323) 953-4000 ext. 2104

fye.lacitycollege.edu

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.

Foundation

Student Union Building

(323) 953-4000 ext. 4011

www.laccfoundation.org

The Foundation provides deserving students with the opportunity to achieve their academic goals by providing a full range of scholarships and awards. All awards and scholarships are given on an annual basis normally during the Spring semester. For application, criteria and requirements visit the foundation website: www.laccfoundation.org. The specific and primary purposes for which the Foundation is formed are: (1) To promote, foster, encourage and provide scientific, literary, educational and recreational facilities at LACC; (2) To provide for scholarships, fellowships, grants in aid, loans and other financial assistance to worthy students and members of the faculty; (3) To further research and provide for associated facilities; (4) To receive gifts, bequests or devises either outright or as a trustee or beneficiary of a trust, to hold, transfer, buy, sell, invest, or reinvest real property, cash, stocks and bonds, and all other evidences of value; (5) To expend moneys for the general welfare of the students and faculty of LACC; and (6) To otherwise provide aids to education supplementary to state and local tax means for the support and benefit of LACC.

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

Foster & Kinship Care Education

Student Services Building, 3rd Floor

(323) 953-4000 ext. 2335

<http://www.lacitycollege.edu/services/fostercare/>

The Foster & Kinship Care Education Program provides quality education and support opportunities for caregivers to meet the educational, emotional, behavioral and developmental needs of children and youth placed in out-of-home care. Our program trains Foster, Adoptive, Kinship, and Non Relative Extended Family caregivers to improve the lives of families in crisis by promoting teamwork and sensitivity.

All classes are free and open to any caregiver. 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); Commercial Sexual Exploitation of Children (CSEC), and Resource Family Approval Training (RFA); Certificate provided upon completion of the requirements.

Guardian Scholars

Student Services Building, 3rd Floor Room 360

(323) 953-4000 ext. 2345

The LACC Guardian Scholars (GS) Program is a comprehensive program that supports current former and emancipated foster youth from 16-30 years of age as they transition into adulthood and pursue their educational/vocational goals. GS provides a seamless integration of student support services including counseling, tutoring, peer mentoring, leadership and self-development workshops, financial aid support, and community resources. The programs primary function is to support and assure that each foster youth is adequately guided and mentored throughout their entire educational process.

Health & Wellness Center

Student Services Building, 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

Student Services Building (The Ralph Bunche Scholars Program)

(323) 953-4000 ext. 2340, AD 205B

http://www.lacitycollege.edu/services/honorsprogram/Page_1x.html

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

who complete a minimum of 15 units (5 classes) of Honors credit will receive certification in the Transfer Alliance Program (TAP).

This guarantees priority consideration for admission to non-impacted majors in UCLA's College of Letters and Sciences, and increases the students' chances of being admitted. Other partners include UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University. For more information see the "Transfer Information" section.

IHSS

In Home Supportive Services Vocational Training.

LACC Workforce Readiness Academy serves as the lead IHSS training provider in our District.

Services under the WRA IHSS program are to provide through customized training key healthcare patterns and participants supporting career ladder advancement for enrolled participants. Red Cross provides CPR and First Aid to all participants completing the In Home Supportive Skill Certificate. Student received Vocational ESL and additional support such as books and instructional materials. Location EWD 100 (323) 953-4000 ext 2230 and 1230

Instructional Television (ITV)

<http://www.lacitycollege.edu/Academic-Info/Distance-Education/Home>

(818) 833-3594 (LA 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

Student Services Building

(323) 953-4000 ext. 2470 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.

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

<http://lacitycollege.edu/Resources-Services/Library/Library-Home>

The library features:

- Reference Center with Faculty Librarians for Research Assistance
- Circulation/Periodicals Desk with Textbooks, Reserve Material, Magazines, and Newspapers
- 192 Computers for Students
 - 5 ADA Stations
 - 2 Tables with low/high adjustability
- Wireless Access
- Photocopy Center
- 2 Print Station Desks with B&W and Color Copying & Printing
- 18 Group Study Rooms
- 150,00 Print books and 188, 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. A one-unit course is offered: LS 101 Library 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 Room 111

(323) 953-2911 or #3 from an on campus telephone

Inquiries about personal belongings lost on campus should be directed to the Campus Sheriff's office.

Noncredit Adult and Continuing Education - "Noncredit Success Academies"

Mission Statement

The Los Angeles City College WIOA Noncredit Adult and Continuing Education Office - "Noncredit Success Academies" is committed to improving, expanding and creating adult education programs to increase student success entering in post-secondary education. The Noncredit Success Academies prepares students to transition to college, improve language and workforce skills, increase civic involvement, and promote lifelong learning.

Vision

Creating opportunities leading to employment, basic and advance education, and career progression.

The Adult Basic Education Academy

EWD Building (near Da Vinci Hall and the Herb Alpert Music Center)

Will help students increase their skills in reading, writing, grammar and math. Prepare students to enter the High School Subjects and GED/HiSET program. And increase reading/writing and math skills to improve workplace abilities.

FOR MORE INFORMATION: (323) 953-4000 EXT. 2235 and 2231 OFFICE HOURS

College Readiness Academy/Ged-Hiset Prep

EWD Building (near Da Vinci Hall and the Herb Alpert Music Center)

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 GED, College Entrance Exam, and Basic Skills assessments. In addition to providing courses, support services are available to all student. Some of the services include free class materials, book loans, tutors, computer literacy, and job training.

FOR MORE INFORMATION and COUNSELING CONTACT (323) 953-4000 X 2236 and 2231

English as a Second Language Noncredit Academy

EWD Building (near Da Vinci Hall and the Herb Alpert Music Center)

The ESL Noncredit helps non-English or limited English speaking adults survive in an English speaking community. Provides communication skills and cultural knowledge necessary

for daily living in an English speaking community. Provide instruction on how to get and keep a job, how to get medical help, and how to understand basic government rules. Prepares Intermediate students with skills for transfer to a college.

And leads to future opportunities by preparing students for:

- Adult Basic Education (ABE)
- Adult High School Diploma Program
- College credit classes
- High School Equivalency(GED-HiSET)
- Vocational training programs

FOR MORE INFORMATION CONTACT: (323) 953-4000 EXT. 2235 and 2231 OFFICE HOURS

Office of Economic Development and Workforce Education

Administration Building AD 208A

(323) 953-4000 ext. 2594

The Office of Economic Development and Workforce Education houses Career Technical Education, Community Services / Continuing Education, Cooperative Education Work Experience, Gateway to College, Linked Learning, and other specially-funded educational programs that respond to the immediate needs of traditional and nontraditional students, the community, and business- industry sector employers.

Office of Special Services

Student Services building, Room 100

(323) 953-4000 ext. 2270

(Same number for TDD/TTY)

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.

Welcome Center

Student Services Building

(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

Student Services Building 3rd floor

(323) 953-4000 ext. 2466

www.lacitycollege.edu/services/triosss/

TRIO Student Support Services is a federally funded program designed to serve students who have declared earning an Associate's degree or certificate 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, first-generation college students and/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/copying privileges; and calculator loans. We accept applications on a rolling-basis; however, space is limited.

University Transfer Center

Student Services Building

(323) 953-4000 ext. 2215

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

At LACC, provide students with personalized counseling to receive up-to-date information on transfer requirements, as well as develop educational plans that satisfy transfer requirements. Four-year university admissions representatives make visits to the Center on a regular basis to provide up-to-date transfer information to prospective transfer students, as well as meet with students individually by appointment. Guidance on the transfer process, admissions requirements and procedures, financial aid, majors, and/or on transfer opportunities is available on a walk-in basis. In addition, assistance with university admissions application is available when the application filling period is open for prospective transfer students. Workshops on various transfer topics and field trips to universities are offered each semester. And the Center organizes an annual Transfer Day event every fall term.

Upward Bound

Student Services Building Room 242

(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 800 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

Located in the Student Union

(323) 953-4000 ext. 2450,

<http://www.lacitycollege.edu/services/sao/sao.html>

The Office of Student Life 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 transferable in their personal, academic, and professional lives..

Vehicles on Campus

See the Current Schedule of Classes For Additional And Current Parking Information

Board Rule 7400.

PARKING AND MOVEMENT OF VEHICLES

Parking and movement of vehicles on District-owned property shall be controlled by the College President, who shall prepare, post, and make available any special regulations. The LACCD Chancellor shall make these regulations available at the District office. Vehicle Code 21113.

Board Rule 7401

DAMAGE OR LOSS OF PROPERTY

Neither the Board of Trustees nor the Los Angeles Community College District shall be responsible for damage to or loss of vehicles or loss of contents thereof from any cause whatever except in those instances in which the District would be liable under Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

Board Rule 7402

INJURY

Neither the Board of Trustees nor the District shall be responsible for any injury to persons arising out of or in connection with the presence of or operations of vehicles on District property except in those instances in which the District would be liable under the Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

Veterans Resource Center

Student Union Building

(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.

DEGREE AND CERTIFICATE 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.

Graduates with an associate degree will demonstrate competence in five areas of learning:

1. **Broad & Integrative Knowledge.** Graduates will be able to consolidate broad knowledge across multiple areas of learning from the arts and humanities, natural sciences, mathematics, and social sciences and to discover and explore concepts and questions that bridge these fields.
2. **Intellectual Skills.** Graduates will exhibit the skills of aesthetic awareness, communication competency, critical & creative thinking, information competency and quantitative competency.
3. **Global Learning & Social Responsibility.** Graduates will demonstrate civic engagement, diverse perspectives and ethical reasoning.
4. **Lifelong & Applied Learning.** Graduates will be able to apply their knowledge to address unscripted problems in scholarly inquiry, at work and in other non-academic settings.
5. **Specialized Knowledge.** Graduates will exhibit the proficiencies identified in their major's program student learning outcomes (PSLOs).

Associate Degree 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.

1. **Unit Requirement** – A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. 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.
2. **Scholarship Requirement** – A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.
3. **Competency Requirement** – Students must demonstrate competence in reading, written expression, and mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.

Effective for students entering prior to Fall 2009 semester:

- a. The competency requirement in reading and written expression may be met by:
 1. Completion of a course in intermediate composition with a grade of "C" or better: 1) ENGLISH 28 – Intermediate Reading and Composition; 2) ENGLISH 101 – College Reading and Composition 1; 3) JOURNALISM 101 – Collecting and Writing News
- b. The competency requirement in mathematics may be met by:
 1. Completion of Math 115; or 113 and 114; or a higher mathematics course with a grade of "C" or better, or;
 2. Achieving a satisfactory score on the District

Mathematics Competency Examination given by the Mathematics department.

Effective for all students admitted on or after the Fall 2009 semester:

- a. The competency requirement in reading and written expression may be met by:
 1. Completion of a course in college reading and composition with a grade of "C" or better: English 101
 2. A score of 3 or higher on one of the following AP Exams:

- English Language and Composition
 - English Composition and Literature
3. 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 individual colleges.
- b. Completion of the college assessment exam in English and achievement of a score determined comparable to satisfactory completion of ENGLISH 101. Students who place into an ENGLISH course above the level of ENGLISH 101 are deemed to have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).
 - c. The competency requirement in mathematics may be met by:
 1. Completion of Math 125; or 124A and 124B; or a higher mathematics course with a grade of "C" or better, or;
 2. Achieving a satisfactory score on the District

Mathematics Competency Examination given by the Mathematics Department.

3. A score of 3 or higher on one of the following AP Exams: Calculus AB; Calculus BC; Statistics.
4. Completion of the college assessment exam in mathematics and achievement of a score determined comparable to satisfactory completion of intermediate algebra (Mathematics 123C, 124A & B, 125, or 127 & 128). Students who place into a mathematics course above the level of intermediate algebra are deemed to have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).

a. Competency Requirements and General Education Area D.

Assessment cannot be used to waive General Education requirements. Students who meet Mathematics and/or Reading and Written Expression competencies through assessment must still complete the LACCD Associate Degree Area D General Education course and unit requirements.

4. Residence Requirement – as defined in Board Rule 6201.13
 1. Curriculum Alignment:
 - a. In order to ensure that local requirements are aligned with the California State University General Education Breadth (CSUGE Breadth) and Intersegmental General Education Transfer Curriculum (IGETC) patterns, all courses meeting the following requirements will be honored as satisfying the competency requirements for the Associate Degree.
 - b. Completion of a course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning shall meet the Mathematics Competency.

5. Completion of a course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition shall meet the reading and written expression competency.
 - a. Students must complete no fewer than 12 units at the college conferring the degree.
 - b. When the same major is offered at multiple colleges in the LACCD, the degree shall be conferred by the college where the student has taken the majority (greater than 50.0%) of units in the major.
 - c. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.
6. Major requirements: A minimum of eighteen (18) semester units of study taken in a single discipline or related disciplines.
7. 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.

Course Equivalency

Advanced Placement (AP), International Baccalaureate (IB), and College-Level External Examinations CLEP, for purposes to meet General Education and graduation competency requirements for the Associates Degree, please refer to the LACCD AP, IB, and/or the CLEP credit chart.

Double-Counting of Coursework

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement and a major/area of emphasis requirement.

There is no limit on the number of courses that may be used simultaneously in this manner. Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

Second and Concurrent Associates Degree Requirements

Additional Associate Degrees

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

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.

2. Completion of a minimum of six (6) new units in a major. Major course requirements completed in previous degrees awarded can be used again for additional degrees.
3. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
4. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
5. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy

Concurrent degrees

Concurrent degrees are degrees awarded in the same semester.

Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.
3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.
4. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees, if the same general education pattern applies to the additional degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each concurrent degree.
5. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
6. The LACCD does not offer double majors.

Continuous Attendance

"Continuous attendance" means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession.

Students granted a "military withdrawal" under the provisions of Board Rule 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

Graduation Petitions for Degree

Students who are eligible for graduation from Los Angeles City College must file a Graduation Petition with the Admissions Office. Please contact Admissions Office for deadlines.

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:

1. 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.
2. 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.
3. Cum Laude is granted to students who have maintained a 3.5+ grade point average in all work taken at Los Angeles City College.

Certificate of Achievement Requirements

A "Certificate of Achievement" is issued in State approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Career and Technical Career Education (CTE) certificate programs are usually one-year educational programs that offer courses needed to prepare students for immediate employment. A Certificate program is specific, and no course substitution will be permitted unless approved by the department. A grade of "C" or better is required in each course required for the major.

A "Skill Certificate" is issued by the department offering the certificate for programs requiring 17 semester units or less. Skill Certificates are designed for those students who have limited time, or who wish to limit their commitment to a particular field of study. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a Skill Certificate may apply toward a Certificate Program or Associate Degree. A grade of "C" or better is required in each course required for the major. Always consult a counselor for verification.

NOTE: Departments offering skills certificates are responsible for their issuance.

Lacc General Education Pattern For Associate Degree 2017–2018

(EFFECTIVE FALL 2017)

1. Minimum of 60 units with a cumulative grade point average of 2.0 or better (12 units must be completed at LACC).
2. All specific requirements for the Major as determined by the Academic Department (minimum of 18 units). All courses required for the Major must be completed with grade of "C" or "P" or better. Please consult with an academic counselor.
3. Completion of all G.E. Requirements for the Associate Degree listed above. Competency requirement for English and Math courses must be completed with a grade of "C" or better.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by Admissions and Records or the Articulation Office.



- I. **UNIT REQUIREMENT:** 60 – 64 units of course credit in a selected curriculum. (Board Rule 6201.10)
- II. **SCHOLARSHIP REQUIREMENT:** A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (Board Rule 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. (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 Math 125 or Math 124A and 124B or higher or its equivalent at another accredited 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. (Board Rule 6201.13)
- V. **MAJOR REQUIREMENTS:** Must have a minimum of 18 units in a single or related field. Specific courses for the major determined each year by the Academic Department and approved by Curriculum. 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.
- VI. **GENERAL EDUCATION REQUIREMENTS:** Minimum of 21 semester units. Note: Effective Fall 2015 students may satisfy their G.E. requirements for graduation by completing either the Associate G.E. pattern, IGETC, or CSU Breadth.

A. NATURAL SCIENCES

Complete 1 course from below 3 UNITS

- Anatomy 1
- Anthropology 101
- Astronomy 1, 5, 11
- Biology 3, 6, 7, 25, 46
- Chemistry 60, 65, 101, 102, 211, 212, 221
- Earth Science 1
- Environmental Science 1
- Family & Consumer Studies 21
- Geography 1, 15
- Geology 1, 2, 6

Microbiology 1, 20
 Oceanography 1
 Physical Science 10
 Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103
 Physiology 1
 Psychology 2

B. SOCIAL AND BEHAVIORAL SCIENCES

(TOTAL 6 UNITS FROM B1 and B2) 3 UNITS

1. AMERICAN INSTITUTIONS

Complete 1 course from below

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

2. SOCIAL AND BEHAVIORAL SCIENCES

Complete 1 course from below 3 UNITS

Accounting 1
 Anthropology 102, 103, 121, 151
 Business 1
 Chicano Studies 7, 8, 44
 Child Development 1, 11, 42
 Communications 122
 Economics 1, 2
 Family & Consumer Studies 31
 Geography 2
 History 1, 2, 3, 4, 59, 73, 86, 87
 Journalism 105
 Law 3, 7
 Linguistics 2, 3
 Political Science 2, 5, 7, 14, 19
 Psychology 1, 13, 41, 43
 Sociology 1, 2, 11, 12, 31, 32

C. HUMANITIES

Complete 1 course from below 3 UNITS

African American Studies 20, 60
 American Sign Language 1, 2, 3, 40
 Arabic 1, 2
 Armenian 1, 2
 Art 201, 209, 250, 501
 Art History 103, 110, 120, 130, 139, 140, 151, 171
 Chicano Studies 44
 Chinese 1, 2, 3, 4, 10, 21, 22
 Cinema 3, 4, 18, 501 (same as Photo 501)
 Communication Studies 130
 Dance Studies 805
 French 1, 2, 3, 4, 10, 21, 22
 English 102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270
 Humanities 6, 8, 30, 31, 61
 Italian 1, 2, 10
 Japanese 1, 2, 3, 4, 9, 21, 22
 Korean 1, 2, 3, 4, 10, 21, 22
 Linguistics 1
 Music 101, 111, 116, 121, 122, 135, 136, 141, 200
 Philosophy 1, 14, 20, 30, 32, 40
 Photography 10, 34, 501 (same as Cinema 501)

Russian 1, 2, 3, 4, 10, 12
 Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 21, 22, 35, 36
 Theater 100, 110, 114, 338, 400

D. LANGUAGE AND RATIONALITY

(TOTAL 6 UNITS FROM D1 and D2)

Complete with a grade of "C" or better

1. ENGLISH COMPOSITION

Complete 1 course from below 3 UNITS

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

2. COMMUNICATION AND ANALYTICAL THINKING

Complete 1 course from below 3 UNITS

1. Demonstrate math competency by placing one level higher than intermediate algebra (e.g., university transferable math courses) using multiple measures such as the LACCD official assessment score; or
2. Submit documentation that a course equivalent to one of the mathematics courses listed below has been completed (with a grade of "C" or better) at another accredited college/university; or
3. Complete one of the following LACC math courses (with a grade of "C" or better): Mathematics 124A & 124B, 125, 190, 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275

Computer Science 101, 103, 108
 Computer Technology 1
 Communication Studies 101, 104, 121
 English 102, 103
 Philosophy 5, 6, 8, 9
 Psychology 66, 74
 Mathematics 124A, 124B, 125, 190, 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275

E. HEALTH AND PHYSICAL EDUCATION

Must include 1 unit of P.E. Activity* (Health 2 includes a P.E. Activity) 3 UNITS

*Exemption from the P.E. requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions & Records Office

The entire area is waived for Veterans with a DD214 - honorable discharge.

1. HEALTH EDUCATION:

Health 2, 8, 11, 12, 101
 Kin Maj 117

2. PHYSICAL EDUCATION ACTIVITY:

Dance Studies, Dance Techniques, Dance Specialties, Kinesiology

TRANSFER REQUIREMENTS

Transfer Requirements

Students who plan to earn a bachelor's degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer.

Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU campuses, or the CSU G.E. breadth requirements which will enable them to complete their lower-division general education courses at Los Angeles City College. Los Angeles City College can provide lower-division preparation for various majors at most California public and private four-year institutions.

For the purposes of classification, students who are paralleling the work of four-year colleges and universities are deemed to be "transfer students."

Two principal kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer:

1. Completion of the specific requirement for junior standing in the proposed college or university; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

NOTE: Students are strongly advised to gather as much information as possible about their chosen transfer college or university. Counselors will assist students with the transfer process, including appropriate course selection and information regarding the admissions process and requirements. However, it is up to each individual student—working with a counselor—to decide upon an educational goal, to take responsibility for devising a long-range educational plan to achieve this goal, to read the catalog of his or her chosen transfer institution, and then to choose the appropriate Los Angeles City College courses to satisfy the requirements for transfer to that college or university. We also recommend students to visit the University Transfer Center for guidance on transfer requirements (AD 109).

Courses Which May Be Used in CSU or IGETC patterns:

1. Courses that are required for the major may also be used for general education.
2. A course found in more than one area may be counted only once.
3. Courses taken at other California Community

Colleges are counted only in the area(s) where they are listed for that college.

Courses taken at a foreign institution may not be used on the UC/CSU Certified Plan.

Courses required for the major must be completed with a grade of "C" or higher.

California State University (CSU) Admission

Students intending to transfer to a California State University campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Consult the catalog issued by the individual campus for a complete description of the curricula or with a counselor in the Counseling Office.

Applicants who are California Residents and who have completed 60 to 70 transferable semester units (84-105 quarter units) are eligible for admission if (a) they are in good standing at Los Angeles City College, and (b) have achieved a 2.0 or better grade-point average in all college units attempted (non-residents, 2.4 or better). Any student applying for admission for Fall 1998 or later must complete Area A1. Oral Communication, A2. Written Communication, A3. Critical Thinking, and Area B3. Mathematics/Quantitative Reasoning for admission.

Departmental Majors

In some transfer programs, Los Angeles City College does not offer all courses required by the departmental major. It is essential, therefore, to refer to the appropriate California State University catalog for complete departmental majors. Since many of the Departmental Majors Requirements are revised after a college catalog has been printed, students are also urged to consult with a counselor for current information.

General Education Requirements

The following program meets the needs of the student for essentially all the California State Universities; however, due to the fact that the requirements for general education often change. It is essential for students to consult with a counselor for information about any recent changes.

To be eligible for the Bachelor's degree from a State University, the candidate must have completed a minimum of 48 semester units of General Education requirements. At least 9 semester units must be upper division and must be earned at the campus granting the degree. The California Administrative Code authorizes Los

Angeles City College to certify that the student has completed the lower division portion of the General Education requirements, i.e., 39 semester units, from the pattern listed below.

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University system.

The 39 semester/58 quarter units required for CSU GE-Breadth are distributed as follows:

California State University General Education (GE) Breadth Requirements 2017 - 2018

(EFFECTIVE FALL 2017)

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 2017 semester and remains valid through Summer 2018.

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. 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, the official source for California articulation and student transfer information. Other lower division courses that are not offered at LACC may be required for the major after transfer.
4. Students who transfer to CSU may also complete an Associate degree at LACC by completing courses in the major (please see a counselor for major-specific information) and the CSU GE Pattern.
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. The CSU GE Breadth pattern may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep). Please consult with a counselor to determine the best plan to meet your educational goals.

AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Select at least 1 course from each Group below. Must be completed with a grade of C- or better. 9 units min

A1: ORAL COMMUNICATION

Communication Studies 101, 121

A2: WRITTEN COMMUNICATION

English 101

A3: CRITICAL THINKING

Communication Studies 104

English 102, 103

Philosophy 5, 6, 8, 9

Psychology 66

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Select at least 1 course from each Group listed below. 9 units min

B1: PHYSICAL SCIENCE

Astronomy 1, 5, 11

Chemistry 60, 101, 102, 211, 212, 221

Earth Science 1

Geography 1, 15

Geology 1, 2, 6

Oceanography 1

Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103

B2: LIFE SCIENCE

Anatomy 1

Anthropology 101

Biology 3, 6, 7, 25

Microbiology 1, 20

Physiology 1

Psychology 2

B3: LABORATORY ACTIVITY

At least one of the courses selected from group B1 or B2 must include a lab. Lab courses are indicated by an underline.

The chosen lab must be associated with the lecture course.

B4: MATHEMATICS/QUANTITATIVE REASONING

Select 1 course; must be completed with a grade of C or better.

Mathematics 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275

AREA C: ARTS AND HUMANITIES

Select 3 courses from below, 1 course from Arts, 1 course from Humanities & 1 from either area 9 units min

C1: ARTS

Select at least 1 course from below

African American Studies 60
 Art 201, 209, 501
 Art History 103, 110, 120, 130, 139, 140, 151, 171
 Cinema 3, 4, 18, 501
 Dance Studies 805
 Music 101, 111, 116, 121, 122, 135, 136, 200
 Photography 10, 34
 Theater 100, 110, 338, 400

C2: HUMANITIES

Select at least 1 course from below

African American Studies 20
 American Sign Language 1, 2, 3
 Arabic 1, 2
 Armenian 1, 2
 Chicano Studies 44
 Cinema 18
 Chinese 1, 2, 3, 4, 10
 Communication Studies 130
 English 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270
 French 1, 2, 3, 4, 10, 21
 History 3, 4, 7, 86, 87
 Humanities 6, 8, 30, 31, 61
 Italian 1, 2
 Japanese 1, 2, 3, 4, 9
 Korean 1, 2, 3, 4, 10
 Linguistics 1
 Philosophy 1, 14, 20, 30, 32, 40
 Political Science 5
 Russian 1, 2, 3, 4, 10
 Spanish 1, 2, 3, 4, 5, 6, 9, 10, 21, 22, 35, 36

AREA D: SOCIAL SCIENCES

Select 3 courses from below, from at least 2 disciplines. 9 units min

African American Studies 4, 5, 7
 Anthropology 102, 103, 121, 151
 Business 1
 Chicano Studies 7, 8
 Child Development 1, 11, 42
 Computer Science 103
 Communication Studies 121, 122

Economics 1, 2
 Geography 2
 History 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 81, 82, 86, 87
 Journalism 105
 Law 3, 7
 Linguistics 2, 3
 Political Science 1, 2, 7, 14, 19
 Psychology 1, 13, 74
 Sociology 1, 2, 11, 12, 32

US HISTORY, CONSTITUTION, AND AMERICAN IDEALS

Complete 1 course from each group below:

Completion of the United States History, Constitution, and American Ideals is a CSU graduation requirement at all campuses.

(Note: Courses will also fulfill G.E. Breadth Requirements in Area D: SOCIAL SCIENCES)

GROUP 1

African American Studies 4, 5
 Chicano Studies 8 History 11, 12, 13, 81, 82

GROUP 2

African American Studies 7
 Political Science 1

AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT

Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer. 3 units min

Child Development 1
 Counseling 40
 Family & Consumer Studies 21
 Health 2, 8, 11
 Psychology 41, 43, 60

PLEASE NOTE THIS IMPORTANT INFORMATION

1. Minimum of 60 CSU transferable units with a cumulative grade point average of 2.0 or better.
2. Courses taken in A1, A2, A3, and B4 must be completed with a grade of "C-" or better.
3. Students are encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by Admissions and Records and the Articulation Office.
5. This advisement sheet is unofficial and all courses can be verified at the website: ASSIST.ORG

General Education Certification For the California State University

A student planning to transfer to the California State University system should request to have their general education units certified by Los Angeles City College.

General Education Certification is a contractual agreement between Los Angeles City College and the California State University and Colleges. Students meeting the requirements for Full Certification will have met the necessary requirements

completing all lower division general education for the California State Universities. Three additional upper division general education classes will be required at the university.

In order to be fully certified, a student must complete a total of 39 units of general education at Los Angeles City College and/or any accredited institution of higher education. A total of 39 units is reached by completing courses in categories A through E (see previous pages for General Education course listings).

When partial certification is requested, a checklist is completed by our credit clerks indicating which categories have been met. Your records are then evaluated by the university based on the contractual agreement rather than on requirements for non-community college transfer students. Certification must be requested at the Admissions

Office at the time your final Transcript Request Form is submitted.

For further clarification please review the UNIVERSITY OF CALIFORNIA

Advanced Standing Admission

It is suggested that students planning for transfer to the University of California discuss their transfer plans with a counselor semester by semester, in-as-much as major changes frequently occur in requirements subsequent to the printing of this catalog.

The University defines an advanced standing applicants as a high school graduate who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation.

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

Advanced Standing Admission Requirements:

Any student ineligible as a freshman to the University of California because of grade-point and Subject deficiencies will be eligible for admission to the University of California after completing 60 transferable college units with a grade-point average of 2.4 or better. Students will be required to make up all but two of the "A-G" requirements before admission. These students are urged to see a counselor.

In addition, students who were ineligible for the University only because of a Subject deficiency may transfer to the University after completing eight or more semester units in college with a grade-point average of 2.0 or better, including the appropriate Subjects which were lacking with grades of "C" or better. Also see a counselor for assistance.

Students planning to transfer to the University of California are required to complete 60 semester units of transferable work with a minimum 2.4 grade-point average. No more than 70 semester units (105 quarter units) from community colleges will be credited towards a bachelor's degree. If you have attended and received credit from any four-year college or university, you will be ineligible for admission to a UC with 80 semester units or more.

Students eligible to enter the University directly on graduation from high school may transfer at any time provided their grade-point average is 2.0 or better.

As an integral part of the system of public education in California, the University accepts, usually at full unit value, approved transfer courses completed with satisfactory grades in the public community colleges of the State. Such transfer courses are limited, however, to a maximum of 70 semester units or 105 quarter units.

In addition, credit is allowed for having completed with high scores certain tests of the College Board. These include Advanced Placement Examinations and International Baccalaureate Examinations

Intersegmental General Education Transfer Curriculum (Igetc)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division general education requirements at either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses. This policy is governed by the Intersegmental Committee of the Academic Senators (ICAS). Completion of IGETC is not an admissions requirement.

Some students may be better served by taking courses which fulfill the CSU General Education Breadth requirements or those specific major requirements of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation such as Engineering or business majors at UC Berkeley may not find the IGETC option to be advantageous.

The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus. Please see a counselor for more information.

If you are planning to transfer to any of the California State Universities or University of California systems, you need to have your course work in IGETC certified by Los Angeles City College. You MUST REQUEST certification at the time you order your final transcript. In addition to the course requirements for each Subject area, full certification for the CSU must include completion of the Oral Communication requirement. For the UCs, Oral Communication is not required, but the certification must include satisfaction of the foreign language proficiency requirement.

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

Intersegmental General Education Transfer Curriculum (IGETC) 2017-2018

(EFFECTIVE FALL 2017)

MAY BE USED FOR GENERAL EDUCATION CERTIFICATION FOR UNIVERSITY OF CALIFORNIA AND / OR CALIFORNIA STATE

AREA 1: ENGLISH COMMUNICATION

CSU: Select 3 courses, one from Group 1A and one from Group 1B, and one from Group 1C for a total of 9 units required

UC: Select 2 courses, one from Group 1A and one from Group 1B for a total of 6 units required

GROUP 1A: ENGLISH COMPOSITION (3 UNITS)

English 101

GROUP 1B: CRITICAL THINKING/ENGLISH COMPOSITION (3 UNITS)

English 102, 103 Philosophy 5

GROUP 1C: ORAL COMMUNICATION - CSU ONLY (3 UNITS)

Communication Studies 101, 121

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Select 1 course from below 3 units min

Mathematics 227, 230, 236, 245, 260, 261, 262, 263, 270, 272, 275

AREA 3: ARTS AND HUMANITIES

Select 3 courses from below, at least 1 course from Arts, 1 course from Humanities and 1 from either area. 9 units min

3A: ARTS

Select at least 1 course from below:

African American Studies 60
 Art History 103, 110, 120, 130, 139, 140, 151, 171
 Cinema 3, 4, 18, 501
 Dance Studies 805
 Music 111, 116, 121, 122, 135, 136
 Photography 34
 Theater 338, 400

3B: HUMANITIES

Select at least 1 course from below:

African American Studies 20
 American Sign Language 3
 Chicano Studies 44 Chinese 3, 4, 10 Cinema 18
 English 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 219, 239, 240, 252, 255, 270
 French 3, 4, 10 History 3, 4, 7, 86, 87
 Humanities 6, 8, 30, 31, 61
 Japanese 3, 4, 9 Korean 3, 4, 10
 Linguistics 1 Philosophy 1, 14, 20, 30, 32, 40
 Political Science 5 Russian 3, 4, 10
 Spanish 3, 4, 5, 6, 9, 10
 Theater 100, 110

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

Select 3 courses from below, from at least 2 different disciplines 9 units min

African American Studies 4, 5, 7
 Anthropology 102, 103, 121, 151
 Chicano Studies 7, 8
 Child Development 1
 Communication Studies 121, 122
 Economics 1, 2

Geography 2

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

Law 3

Linguistics 2, 3

Political Science 1, 14, 19

Psychology 1, 13, 74

Sociology 1, 2, 11, 12, 32

(Note any combination of HISTORY 11, 12, AFRO AM 4, 5, CHICANO 7, 8 is given credit for one course only and max 3 units)

AREA 5: PHYSICAL SCIENCE AND BIOLOGICAL SCIENCE

Select 1 Physical Science Course and 1 Biological Science Course from below. 1 course must include a laboratory 7 units min

5A: PHYSICAL SCIENCE

Astronomy 1, 5, 11

Chemistry 60, 101, 102, 211, 212, 221

Earth Science 1

Geography 1, 15

Geology 1, 2, 6

Oceanography 1

Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103

5B: BIOLOGICAL SCIENCE

Anatomy 1

Anthropology 101

Biology 3, 6, 7, 25

Microbiology 1, 20

Physiology 1

Psychology 2

5C: LABORATORY SCIENCE REQUIREMENT

At least one course selected from group 5A or 5B must include a lab. Lab courses are indicated by an underline. The chosen lab must be associated with the lecture course.

AREA 6: LANGUAGE OTHER THAN ENGLISH - UC REQUIREMENT ONLY

Proficiency in a language other than English may be met in one of the ways listed below.

1. Complete Level 2 or higher of the following Foreign Language courses: A S L, Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish; or
2. Complete 2 years of high school study in the same language with a grade of "C-" or higher; or
3. Demonstrating equivalent proficiency prior to transfer may also satisfy this requirement. Please consult with a counselor.

AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY

Complete 1 of the combinations below. (Note: Can also fulfill G.E. requirements in Area 4.)

GROUP 1

African American Studies 4, 5

Chicano Studies 8 History 11, 12, 13, 81, 82

GROUP 2

African American Studies 7
Political Science 1

PLEASE NOTE THIS IMPORTANT INFORMATION

1. Minimum of 60 UC transferable units with a cumulative grade point average of 2.4 or better.
2. All courses taken to meet IGETC requirements must be completed with a grade of "C" or better.
3. Students are encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by Admissions and Records or the Articulation Office.
5. This is an advisement sheet which can be updated. To assure accuracy all courses can be officially verified at the website: assist.org

IGETC FAQs

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

A IGETC is a general education pattern which community college transfer students can follow to fulfill lower-division general education requirements for either the UC or CSU systems. This pattern is advisable for students who are undecided about their transfer goals because it keeps their options open. Many private/independent colleges/universities also recognize or accept IGETC (check with a counselor for details).

Q Is IGETC an admission requirement?

A NO. There is no connection between completion of IGETC and eligibility for admission to the CSU or UC system.

Q What alternatives to IGETC exist?

A Community college students who are CSU-bound have the option to complete the CSU General Education Breadth requirements.

Students who are UC-bound have the option of completing the general education requirements of the destination UC campus or the minimum UC transfer admission requirements as listed on ASSIST.org.

Q Is it advisable for all transfer students to follow IGETC?

A NO. Not all majors should follow IGETC. Students pursuing majors that require extensive lower-division major preparation (i.e. Engineering) may not find IGETC advantageous, and the transfer institution may advise following the minimum UC eligibility requirements listed on ASSIST.ORG.

Q What are the minimum UC Transfer Eligibility Requirements for junior-level transfer students?

A Minimum Admission Requirements:

- 60 UC transferable units
- 2.4 cumulative GPA (impacted campuses and majors may require higher GPAs)
- No more than 14 semester units taken Pass / Not Pass (P/ NP)

• 7 UC transferable GE courses as follows:

- 2 courses in English composition
- 1 course in Mathematical Concepts and Quantitative Reasoning
- 4 courses chosen from at least 2 of the following subject areas:
 - Arts and Humanities
 - Social and Behavioral Sciences
 - Physical and Biological Sciences

Q Will all UC and CSU campuses accept IGETC?

A UC San Diego's Eleanor Roosevelt and Revelle Colleges and UC Berkeley's Haas School of Business will NOT accept IGETC.

Q Can I use Advanced Placement (AP) exams for IGETC?

A YES. AP exams may be applied to IGETC with passing scores. For details, see the AP Chart in the LACC Catalog.

Q What is "IGETC Certification" and how do I request it?

A IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern (partial completion is possible, if missing up to two courses), which is sent directly to the transfer institution. If IGETC is not certified, students may be subject to the lower-division general education requirements of the campus to which they transfer. Request IGETC Certification when ordering your transcripts in the Admissions & Records at the end of the last semester enrolled before transferring.

Independent Universities

Transfer admission requirements of independent colleges and universities vary, as do course transferability and course credit allowed. Students should consult the College Catalog for their intended transfer institution for specific transfer admission requirements, general education and major preparation requirements and course transferability and/or see a counselor for additional transfer information/articulation. Visit the University Transfer Center (Student Services Building) for more information.

Historically Black Colleges & Universities Transfer Information

The Historically Black Transfer Project was developed to offer a smooth and seamless student pathway from California Community Colleges to targeted Historically Black Colleges and Universities. Students, by preparing to transfer to the University of California or the California State University systems may also be eligible for admissions to targeted HBCUs.

Students completing California State University General Education breadth requirements or the Intersegmental General Education Transfer Curriculum (IGETC) with full certification, an Associate degree and a 2.5 or higher Grade Point Average are guaranteed admissions at the junior level to the HBCU partners.

Students with 30 or more California State or University of California transferable units and a 2.5 or higher grade point average are also guaranteed admissions with full acceptance of transferable units.

Historically Black Colleges and Universities are typically much smaller in student size than most of the California public institutions. The majority of classes are taught by professors rather than teaching assistants, in a nurturing and supportive environment. There also tends to be more opportunities for student leadership development.

All of the HBCUs that have partnered with California Community Colleges are private except one. The tuition costs for private HBCUs are typically a fraction of the costs of private institutions in California.

The one state university partner, Lincoln University in Missouri, will offer in state tuition for California Community College students.

Associate Degrees for Transfer (ADT)

REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREES

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees priority consideration for admission to a California State University (CSU) campus for any community college student who completes an "Associate Degree for Transfer", a newly established variation of the Associate Degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a Bachelor's degree (unless the major is a designated "high unit" major. This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Requirements

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade-point average (GPA) of a least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

3. Completion of a minimum of 18 semester units in a "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass-No-Pass" basis (Title 5, 55063).

4. Completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a state-wide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at the college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

- Art History
- Communication Studies
- English
- Journalism
- Kinesiology (pending)
- Music
- Political Science
- Psychology
- Studio Arts
- Theatre Arts

ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

- Administration of Justice
- Biology (pending)
- Business Administration
- Early Childhood Education
- Mathematics
- Physics

EDUCATIONAL PROGRAMS

ADMINISTRATION OF JUSTICE

CHAIR

Wilhelm I. Vargas, J.D.

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

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

PROGRAMS OFFERED

Associate of Arts

Administration of Justice

Associate of Science (AS-T)

Administration of Justice

Certificate of Achievement

Administration of Justice

Skills Certificates

Evidence Specialist

Fingerprint Expert

Private Investigation

The Administration of Justice programs are designed to prepare students to begin careers as Police Officers, Deputy Sheriffs, Highway Patrol Officers, Forensic Specialists, Police Assistants, Fingerprint Experts, Custodial Officers, Probation/Parole Officers, Private Investigators, Insurance Investigators, and Financial Investigators with private agencies. The programs stress practical application in order to expose students to the fundamental concepts and tasks of law enforcement and ready them for employment. Additionally, students are prepared for the qualification and screening process required to enter law enforcement academies such as the Los Angeles Police Department Academy. Internship opportunities include: the Los Angeles Police Department, the Los Angeles Sheriff's Department, the District Attorney's Office, the Coroner's Office, and the Probation/Parole Offices.

DEGREE PROGRAMS

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

ADMINISTRATION OF JUSTICE

Associate of Arts Degree

(Program: 210500 State Code: 02759)

Program Student Learning Outcomes

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

3. Recognize the responsibilities and requirements of law enforcement careers.

MAJOR + ELECTIVES

12 COURSES | 36 UNITS | AA

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

REQUIRED

ADM JUS 1	INTRO ADMINISTRATION OF JUSTICE	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 4	PRINCIPLE & PROC JUSTICE SYSTEM	3
ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 382	INTRO TO FIREARMS TRAINING	3
TOTAL		18 UNITS

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

EVIDENCE OPTION

ADM JUS 3	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 53	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
ADM JUS 379	ADVANCED CRIMINALISTICS FORENSICS I	3
ADM JUS 391	FIREARMS EVIDENCE ANALYSIS	3

INVESTIGATIONS OPTION

ADM JUS 14	REPORT WRITING FOR LAW	3
ADM JUS 60	ARREST, SEARCH AND SEIZURE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 396	TRAFFIC COLLISION INVESTIGATION	3
ADM JUS 413	FINANCIAL CRIMES INVESTIGATIONS	3

FINGERPRINT CLASSIFICATION OPTION

ADM JUS 53	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3

ADDITIONAL ELECTIVES TO CHOOSE FROM

ADM JUS 6	PATROL PROCEDURES	3
ADM JUS 8	JUVENILE PROCEDURES	3
ADM JUS 14	REPORT WRITING FOR LAW	3
ADM JUS 16	RECRUITMENT SELECTION PROCESS	3
ADM JUS 60	ARREST, SEARCH AND SEIZURE	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 379	ADVANCED CRIMINALISTICS-FORENSICS I	3
ADM JUS 381	LAW ENFORCEMENT INTERNSHIP	3
ADM JUS 382	INTRO TO FIREARMS TRAINING	3
ADM JUS 391	FIREARMS EVIDENCE ANALYSIS	3
ADM JUS 396	TRAFFIC COLLISION INVESTIGATION	3
ADM JUS 413	FINANCIAL CRIMES INVESTIGATIONS	3
CORR 1	INTRO TO CORRECTIONS	3
TOTAL		36 UNITS

3. Conduct a firearms analysis investigation and write an investigative report.

REQUIRED

ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 53	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 379	ADVANCED CRIMINALISTICS FORENSICS	3
ADM JUS 391	FIREARMS EVIDENCE ANALYSIS	3
TOTAL		18 UNITS

FINGERPRINT EXPERT

Skills Certificate

Upon completion of the fingerprint classification course, students will receive a certificate that qualifies them to take the state fingerprint examination, which is required for the position of Finger Identification Expert.

Program Student Learning Outcomes

1. Categorize fingerprint records by identifying the different types of fingerprint patterns in the three basic groups, i.e., arches, loops, and 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
TOTAL		6 UNITS

PRIVATE INVESTIGATIONS

Skills Certificate

This certificate is designed to give those students interested in private investigations the necessary skills to perform the needed work for private investigation firms, insurance companies, state agencies, business and others.

Program Student Learning Outcomes

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

REQUIRED

ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 14	REPORT WRITING FOR LAW	3
ADM JUS 180	INTRO TO FORENSICS	3
ADM JUS 396	TRAFFIC COLLISION INVESTIGATION	3
ADM JUS 413	FINANCIAL CRIMES INVESTIGATION	3
TOTAL		15 UNITS

ART (Visual & Media Arts)

CHAIR

Alexandra Wiesenfeld

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

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

PROGRAMS OFFERED

Associate of Arts

Art - General

Art - Graphic Design

Associate of Arts (AA-T)

Art History

Studio Arts

Certificate of Achievement

Art Graphic Communication

The Los Angeles City College Art Department is committed to offering an extensive program of courses for students whose goals range from a career in fine arts or graphic design to those pursuing personal enrichment. Our faculty of working professionals teaches art as both a subject and an activity. Our courses provide a foundation in visual knowledge and theory and training in the techniques of art-making. We recognize the uniqueness of the individual and encourage exploration of her/his creative talents by emphasizing art experience and

potential in a diversity of cultures. The relationships among the arts are emphasized and enrollment is encouraged in other arts disciplines.

DEGREE PROGRAMS

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

ART - GENERAL

Associate of Arts Degree

(Program: 100200 State Code: 02735)

Program Student Learning Outcomes

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

MAJOR

9 COURSES | 27 UNITS | AA

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

PLUS THREE ELECTIVES FROM THE LIST BELOW

FIRST SEMESTER

ART HISTORY 110	OR 120	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 201	DRAWING I	3

SECOND SEMESTER

ART HISTORY 110	OR 120	3
ART 202	OR 204	3

REQUIRED ELECTIVE 3

THIRD SEMESTER

ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3
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REQUIRED ELECTIVE 3

TOTAL 27 UNITS

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

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

REQUIRED ELECTIVES – SELECT TWO COURSES FROM

ART 250	INTRO TO DIGITAL ART	3
ART 300	INTRO TO PAINTING	3
ART 304	ACRYLIC PAINTING I	3
ART 307	OIL PAINTING I	3
ART 400	INTRO TO PRINTMAKING	3
ART 700	INTRO TO SCULPTURE	3
ART 708	INTRO TO CERAMICS	3
CINEMA 10	INTRO TO FILM DIRECTING	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3

REQUIRED ELECTIVE – SELECT ONE COURSE FROM

ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
ART HISTORY 139	INTRO TO ISLAMIC ART	3
ART HISTORY 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ART HISTORY 151	INTRO TO LATIN AMERICAN ART	3
ART HISTORY 171	INTRO TO GLOBAL CONTEMPORARY ART	3

ART - GRAPHIC DESIGN

Associate of Arts Degree

(Program: 103000 State Code: 02739)

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

Program Student Learning Outcomes

1. Apply fundamental art and art historical terminology and appreciation of process to analyze works.
2. Articulate the historical, social and aesthetic functions of art.
3. Discuss major works and cultural shifts in art history from pre-history to the modern world.

4. Appraise the diverse roles and meanings of art across cultures and geographic boundaries.
5. Conduct research and use visual evidence and reason to construct and examine theories.
6. Analyze, compare and contrast works of art with appropriate methodology and terminology.
7. Solve various art and art history related problems using creative and critical thinking skills.

MAJOR

12 COURSES | 36 UNITS | AA

ART 201	ART 605
ART 204	ART 606
ART 209	ART 620
ART 250*	ART 634
ART 501	ART 645
ART 604	ART 103, 110, 120, 130, 140, 151 OR 171

FIRST SEMESTER

ART 250	INTRO TO DIGITAL ART	3
ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3

SECOND SEMESTER

ART 604	GRAPHIC DESIGN I	3
ART 620	ILLUSTRATION I	3
ART HISTORY 103, 110, 120, 130, 140, 151, OR 171		3

THIRD SEMESTER

ART 202	OR ART 204 OR 209	3
ART 605	GRAPHIC DESIGN II	3
ART 645	INTRO TO WEBSITE DESIGN	3

FOURTH SEMESTER

ART 202	OR ART 204 OR 209	3
ART 606	GRAPHIC DESIGN III	3
ART 634	INTRO TO DIGITAL IMAGING	3

TOTAL 33 UNITS

* Art 250 is equivalent to both Art 633 & 639

ART HISTORY

Associate of Art (AA-T)

(Program: 101000 State Code: 32832)

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

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

Program Student Learning Outcomes

1. 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	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ART 201	DRAWING I	3

LIST A

SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ARTHIST 151	INTRO TO LATIN AMERICAN ART	3

LIST B

SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

ART 204	LIFE DRAWING I	3
ART 300	INTRO TO PAINTING	3
ART 304	ACRYLIC PAINTING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3

LIST C

SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

ARTHIST 171	INTRO TO GLOBAL CONTEMPORARY ART	3
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TOTAL MAJOR 18 UNITS

STUDIO ARTS

Associate of Art (AA-T)

(Program: 100200 State Code: 33120)

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

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and

- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes

1. 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	SURVEY OF WESTERN ART HISTORY II	3
ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3

LIST A

SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3

LIST B

SELECT 3 COURSES (9 UNITS) FROM THE FOLLOWING

ART 202	OR 204	3
ART 300	INTRO TO PAINTING	3
ART 400	INTRO TO PRINTMAKING	3
ART 604	GRAPHIC DESIGN I	3
ART 700	INTRO TO SCULPTURE	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3

TOTAL MAJOR 24 UNITS

CERTIFICATE PROGRAMS

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

ART GRAPHIC COMMUNICATION

Certificate of Achievement

(Program: 050400 State Code: 21610)

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

Program Student Learning Outcomes

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

REQUIRED COURSES

ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 250	INTRO TO DIGITAL ART	3
ART 604	GRAPHIC DESIGN I	3
ART 605	GRAPHIC DESIGN II	3
ART 606	GRAPHIC DESIGN III	3
ART 645	INTRO TO WEBSITE DESIGN	3
TOTAL		21 UNITS

REQUIRED ELECTIVES – SELECT ONE COURSE FROM

ART HISTORY 103	ART APPRECIATION I	3
ART HISTORY 120	SURVEY OF WESTERN ART HISTORY II	3
ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
ART HISTORY 139	INTRO TO ISLAMIC ART	3
ART HISTORY 151	INTRO TO LATIN AMERICAN ART	3
ART HISTORY 171	INTRO TO GLOBAL CONTEMPORARY ART	3
TOTAL		3 UNITS

REQUIRED ELECTIVE – SELECT ONE COURSE FROM

BUSINESS 1	INTRO TO BUSINESS	3
MARKETING 21	PRINCIPLES OF MARKETING	3
COMMUNICATIONS 101	OR 121	3
JOURNALISM 101	OR 105	3
TOTAL		3 UNITS
TOTAL UNITS		27 UNITS

BIOLOGY / ANATOMY

CHAIR

Greg Gonsalves

(323) 953-4000 EXT.2796 | SCI-TECH 222-E

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

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

Anatomy

Biology

Microbiology

Physiology

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

BUSINESS ADMINISTRATION

CHAIR

Britt Hastey

(323) 953-4000 EXT. 2549 | AD304

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

PROGRAMS OFFERED

Associate of Arts

Accounting

Bookkeeping

Business Administration

Finance & Banking

Management

Marketing

Real Estate

Associate of Science (AS-T)

Business Administration

Certificates of Achievement

Automated Accounting Technician

Business Administration

Finance & Banking

Management

Management, Retail

Management, Small Business

Marketing

Real Estate, Broker License Specialization

Skills Certificate

Real Estate Sales License

Income Tax

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)

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

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

Program Student Learning Outcomes

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

MAJOR

8 COURSES | 30 UNITS | AS-T

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

REQUIRED CORE (19 UNITS)

ACCTG 1	INTRODUCTORY ACCOUNTING I	5
ACCTG 2	INTRODUCTORY ACCOUNTING II	5
ECON 1	PRINCIPLES OF ECONOMICS I	3
ECON 2	PRINCIPLES OF ECONOMICS II	3
LAW 1	BUSINESS LAW I	3

LIST A

SELECT 1 COURSE (4 UNITS) FROM THE FOLLOWING

MATH 227	STATISTICS	4
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LIST B

SELECT 2 COURSES (7 UNITS) FROM THE FOLLOWING

CO SCI 101	INTRO TO COMPUTERS AND THEIR USES	4
BUS 1	INTRO TO BUSINESS	3
TOTAL MAJOR		30 UNITS

ACCOUNTING

Associate of Arts Degree

(Program: 050200 State Code: 02719)

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

Program Student Learning Outcomes

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

MAJOR

13 courses | 39-41 units | AA

ACCTG 1, 2, 15, 16, 17 19, 23, 27	BUS 1, 15
ACCTG 31 OR BUS 38	FINANCE 2
ACCTG 55 OR BUS 17	

ACCOUNTING 1	INTRODUCTORY ACCOUNTING I	5
ACCOUNTING 2	INTRODUCTORY ACCOUNTING II	5
ACCOUNTING 15	TAX ACCOUNTING I	3
ACCOUNTING 16	TAX ACCOUNTING II	3
ACCOUNTING 17	PAYROLL ACCOUNTING	2
ACCOUNTING 19	ETHICS FOR ACCTG PROFESSIONALS	2
ACCOUNTING 23	RECORDKEEPING FOR SMALL BUSINESS	3
ACCOUNTING 27	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
ACCOUNTING 31	OR BUSINESS 38	3
ACCOUNTING 55	ACCOUNTING COMPUTER LABORATORY	1
OR BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
BUSINESS 1	INTRO TO BUSINESS	3
BUSINESS 15	BUSINESS STATISTICS	3
FINANCE 2	INVESTMENTS	3

TOTAL **39-41 UNITS**

BOOKKEEPING

Associate of Arts Degree

(Program: 050203 State Code: 08213)

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

Program Student Learning Outcomes

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

MAJOR

13 COURSES | 35-37 UNITS | AA

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

FIRST SEMESTER

ACCOUNTING 21	BOOKKEEPING & ACCOUNTING I	3
BUSINESS 1	INTRO TO BUSINESS	3
BUSINESS 17	OR ACCOUNTING 55	1 / 3
ACCOUNTING 31	OR BUSINESS 38	3

SECOND SEMESTER

MANAGEMENT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
ACCOUNTING 17	PAYROLL ACCOUNTING	2
ACCOUNTING 22	BOOKKEEPING & ACCOUNTING II	3
ACCOUNTING 23	RECORDKEEPING FOR SMALL BUSINESS	3

THIRD SEMESTER

ACCOUNTING 27	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
ACCOUNTING 15	TAX ACCOUNTING I	3
ACCOUNTING 16	TAX ACCOUNTING II	3
ACCOUNTING 19	ETHICS FOR ACCOUNTING PROFESSIONALS	2
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3

TOTAL **35 - 37 UNITS**

BUSINESS ADMINISTRATION

Associate of Arts Degree

(Program: 050100 State Code: 02718)

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

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

MAJOR: 12 COURSES | 38 UNITS | AA

ACCTG 1, 21	INTL BUS 1
BUS 1, 15, 17	MGMT 2
ECON 1, 2	MARKET 21
FINANCE 2	SUPV 1

FIRST SEMESTER

ACCOUNTING 1	INTRO TO ACCOUNTING I	5
BUSINESS 1	INTRO TO BUSINESS	3
ECON 1	PRINCIPLES OF ECONOMICS I	3
FINANCE 2	INVESTMENTS	3

SECOND SEMESTER

ECON 2	PRINCIPLES OF ECON II	3
INT'L BUSINESS 1	INTERNATIONAL TRADE	3
MANAGEMENT 2	ORGANIZATION AND MANAGEMENT THEORY	3

THIRD SEMESTER

BUSINESS 15	BUSINESS STATISTICS	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
MARKETING 21	PRINCIPLES OF MARKETING	3

FOURTH SEMESTER

ACCOUNTING 21	BOOKKEEPING AND ACCOUNTING I	3
SUPERVISION 1	ELEMENTS OF SUPERVISION	3

TOTAL **38 UNITS**

FINANCE & BANKING

Associate of Arts Degree

(Program: 050400 State Code: 02720)

The Finance and Banking curriculum has been planned by the Business Administration department to provide training

for employment in such fields as banking, corporate finance, stocks and bonds, credits and collections, and savings and loan businesses.

Program Student Learning Outcomes

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

MAJOR

13 COURSES | 39 UNITS | AA

ACCTG 21, 22, 27	FINANCE 2, 8, 15
BUS 1, 15, 17	INTL BUS 1
ECON 1, 2	SUPV 1

FIRST SEMESTER

FINANCE 2	INVESTMENTS	3
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3
FINANCE 15	PRINCIPLES OF BANKING	3
BUSINESS 1	INTRO TO BUSINESS	3
INT'L BUSINESS 1	INTERNATIONAL TRADE	3

SECOND SEMESTER

ACCOUNTING 21	BOOKKEEPING AND ACCOUNTING I	3
ACCOUNTING 27	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
SUPERVISION 1	ELEMENTS OF SUPERVISION	3
ECONOMICS 1	PRINCIPLES OF ECONOMICS I	3

THIRD SEMESTER

ACCOUNTING 22	BOOKKEEPING AND ACCOUNTING II	3
BUSINESS 15	BUSINESS STATISTICS	3
ECONOMICS 2	PRINCIPLES OF ECONOMICS II	3
TOTAL		39 UNITS

MANAGEMENT

Associate of Arts Degree

(Program: 050600 State Code: 02721)

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

Program Student Learning Outcomes

1. Analyze and explain human relations and their implications for management and their employees.
2. Create a business plan.
3. Research and analyze job analysis data for the job descriptions and job specifications of an occupation.

4. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
5. Construct and format a slide presentation and worksheet that is appropriate to the given audience and purpose, utilizing Microsoft PowerPoint and Excel.

MAJOR

13 COURSES | 38 UNITS | AA

ACCTG 17	INTL BUS 1
BUS 1, 17	MARKET 21
BUS 38 OR ACCTG 31	MGMT 2, 13, 31, 33
FINANCE 8	SUPV 1, 12

FIRST SEMESTER

BUSINESS 1	INTRO TO BUSINESS	3
MANAGEMENT 31	HUMAN RELATIONS FOR EMPLOYEES	3
MANAGEMENT 2	ORGANIZATION AND MANAGEMENT THEORY	3
MANAGEMENT 13	SMALL BUSINESS ENTREPRENEURSHIP	3

SECOND SEMESTER

SUPERVISION 1	ELEMENTS OF SUPERVISION	3
MANAGEMENT 33	PERSONNEL MANAGEMENT	3
ACCOUNTING 17	PAYROLL ACCOUNTING	2
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
SUPERVISION 12	WRITTEN COMMUNICATIONS FOR SUPERVISORS	3

THIRD SEMESTER

FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3
INT. BUSINESS 1	INTERNATIONAL TRADE	3
BUSINESS 38	OR ACCOUNTING 31	3
MARKETING 21	PRINCIPLES OF MARKETING	3
TOTAL		38 UNITS

MARKETING

Associate of Arts Degree

(Program: 050900 State Code: 02724)

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

Program Student Learning Outcomes

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

EDUCATIONAL PROGRAMS

MAJOR

12 courses, 36 units, AA

BUS 1, 17	MGMT 2 OR 31
BUS 38 OR ACCTG 31	MARKET 1, 11, 21, 31
INTL BUS 6	SUPV 1, 12
MGMT 13	

BUSINESS 1	INTRO TO BUSINESS	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
BUSINESS 38	BUSINESS COMPUTATIONS	3
OR ACCOUNTING 31	INTRODUCTORY ACCOUNTING I	5
INT. BUSINESS 6	INT'L MARKETING I	3
MANAGEMENT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
MANAGEMENT 2	ORG. AND MANAGEMENT THEORY	3
OR MNGT. 31	HUMAN RELATIONS FOR EMPLOYEES	3
MARKETING 1	PRINCIPLES OF SELLING	3
MARKETING 11	FUNDAMENTALS OF ADVERTISING	3
MARKETING 21	PRINCIPLES OF MARKETING	3
MARKETING 31	RETAIL MERCHANDISING	3
SUPERVISION 1	ELEMENTS OF SUPERVISION	3
SUPERVISION 12	WRITTEN COMMUNICATIONS FOR SUPERVISORS	3
TOTAL		36 UNITS

REAL ESTATE

Associate of Arts Degree

(Program: 051100 State Code: 02726)

The Real Estate curriculum has been designed for students who plan to enter the real estate field in such areas as sales, brokerage, management, and escrows. Individuals who complete all class requirements listed below in a chosen Real Estate program with a satisfactory grade or better in each course may apply for a Real Estate Certificate. Education and experience requirements for the broker license are set by the California Department of Real Estate. For more information please visit: <http://www.dre.ca.gov>

Program Student Learning Outcomes

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

MAJOR

12 COURSES | 36-39 UNITS | AA

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

BUSINESS 1	INTRO TO BUSINESS	3
REAL ES 1	REAL ESTATE PRINCIPLES	3
REAL ES 3	REAL ESTATE PRACTICES	3
REAL ES 5	LEGAL ASPECTS OF REAL ESTATE I	3
REAL ES 6	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 7	REAL ESTATE FINANCE I	3
REAL ES 9	REAL ESTATE APPRAISAL I	3
REAL ES 11	ESCROW PRINCIPLES	3
REAL ES 14	PROPERTY MANAGEMENT	3
REAL ES 18	REAL ESTATE INVESTMENTS I	3
REAL ES 21	REAL ESTATE ECONOMICS	3
REAL ES 60	REAL ESTATE MATHEMATICS	3
TOTAL		36 UNITS

CERTIFICATE PROGRAMS

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

AUTOMATED ACCOUNTING TECHNICIAN

Certificate

(Program: 050201 State Code: 08211)

Program Student Learning Outcomes

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

REQUIRED COURSES

ACCOUNTING 21	BOOKKEEPING & ACCOUNTING I	3
ACCOUNTING 22	BOOKKEEPING & ACCOUNTING II	3
ACCOUNTING 19	ETHICS FOR ACCOUNTING PROFESSIONALS	2
ACCOUNTING 17	PAYROLL ACCOUNTING	2
ACCOUNTING 23	RECORDKEEPING FOR SMALL BUSINESS	3
ACCOUNTING 55	ACCOUNTING COMPUTER LABORATORY	1
ACCOUNTING 31	OR BUSINESS 38	3
ACCOUNTING 27	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
TOTAL		20 UNITS

BUSINESS ADMINISTRATION

Certificate

(Program: 050100 State Code: 21609)

Program Student Learning Outcomes

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

REQUIRED COURSES

ACCOUNTING 1	INTRODUCTORY ACCOUNTING I	5
ACCOUNTING 2	INTRODUCTORY ACCOUNTING II	5
BUSINESS 1	INTRO TO BUSINESS	3
ECONOMICS 1	PRINCIPLE OF ECONOMICS I	3
ECONOMICS 2	PRINCIPLE OF ECONOMICS II	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
OR CO SCI 1	INTRO TO COMPUTERS AND THEIR USES	4
TOTAL		22/23 UNITS

FINANCE & BANKING

Certificate

(Program: 050400 State Code: 21610)

Program Student Learning Outcomes

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

REQUIRED COURSES

FINANCE 2	INVESTMENTS	3
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3
FINANCE15	PRINCIPLES OF BANKING	3
BUSINESS 1	INTRO TO BUSINESS	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
BUSINESS 38	OR ACCOUNTING 31 OR MATH 112	3
TOTAL		18 UNITS

MANAGEMENT

Certificate

(Program: 050600 State Code: 21611)

Program Student Learning Outcomes

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

REQUIRED COURSES

MANAGEMENT 2	ORGANIZATION AND MANAGEMENT THEORY	3
MANAGEMENT13	SMALL BUSINESS ENTREPRENEURSHIP	3
MANAGEMENT31	HUMAN RELATIONS FOR EMPLOYEES	3
MANAGEMENT33	PERSONNEL MANAGEMENT	3
SUPERVISION1	ELEMENTS OF SUPERVISION	3
SUPERVISION12	OR BUSINESS 1	3
TOTAL		18 UNITS

MANAGEMENT - RETAIL

Certificate

(Program: 050951 State Code: 14232)

Program Student Learning Outcomes

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

REQUIRED COURSES

MARKETING 21	PRINCIPLES OF MARKETING	3
MARKETING 31	RETAIL MERCHANDISING	3
MANAGEMENT 2	ORGANIZATION AND MANAGEMENT THEORY	3
MANAGEMENT 31	HUMAN RELATIONS FOR EMPLOYEES	3
MANAGEMENT 33	PERSONNEL MANAGEMENT	3
SUPERVISION 12	OR CAOT 32	3
BUS 17	OR CAOT 82	3
ACCOUNTING 21	BOOKKEEPING AND ACCOUNTING I	3
ACCOUNTING 55	ACCOUNTING COMPUTER LABORATORY	1
TOTAL		25 UNITS

MANAGEMENT - SMALL BUSINESS

Certificate

(Program: 050640 State Code: 21612)

Program Student Learning Outcomes

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

REQUIRED COURSES

MANAGEMENT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
MANAGEMENT 33	OR 2 OR 31 OR SUPERVISION 1	3
BUSINESS 1	INTRO TO BUSINESS	3
ACCOUNTING 23	RECORDKEEPING FOR SMALL BUSINESS	3
BUSINESS 38	OR ACCOUNTING 31 OR MATH 112	3
BUSINESS 17	COMPUTER GRAPHICS FOR BUSINESS	3
TOTAL		18 UNITS

MARKETING

Certificate

(Program: 050900 State Code: 21613)

Program Student Learning Outcomes

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

EDUCATIONAL PROGRAMS

REQUIRED COURSES

MARKETING 21	PRINCIPLES OF MARKETING	3
MARKETING 1	PRINCIPLES OF SELLING	3
MARKETING 11	FUNDAMENTALS OF ADVERTISING	3
MARKETING 31	MANAGEMENT 13	3
INTERN. BUSINESS 6	INTERNATIONAL MARKETING I	3
SUPERVISION 12	OR BUSINESS 1	3
TOTAL		18 UNITS

REAL ESTATE

Certificates of Achievement

These certificates satisfy the statutory college course requirement necessary for the California Real Estate Broker license. A college degree and/or additional experience is also required. Please consult with the California Department of Real Estate. For more information at the website: <http://dre.ca.gov>

REAL ESTATE: BROKER LICENSE SPECIALIZATION

Certificate of Achievement

(Program: 051102 State Code: 10771)

Program Student Learning Outcomes

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

CORE

REAL ES 3	REAL ESTATE PRACTICES	3
REAL ES 5	LEGAL ASPECTS OF REAL ESTATE I	3
REAL ES 7	REAL ESTATE FINANCE I	3
REAL ES 9	REAL ESTATE APPRAISAL I	3
REAL ES 21	REAL ESTATE ECONOMICS	3

ADDITIONAL REQUIRED COURSES

REAL ESTATE 14	PROPERTY MANAGEMENT	3
REAL ESTATE 6	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 1	REAL ESTATE PRINCIPLES	3
REAL ES 11	ESCROW PRINCIPLES	3
REAL ES 18	REAL ESTATES INVESTMENTS I	3
SUB-TOTAL		9 UNITS
TOTAL (CORE + SPECIALIZATION)		24 UNITS

SKILLS CERTIFICATE

REAL ESTATE SALES LICENSE

CORE REQUIREMENTS

REAL ES 1	REAL ESTATE PRINCIPLES	3
REAL ES 3	REAL ESTATE PRACTICES	3

3 ELECTIVE UNITS

REAL ES 5	LEGAL ASPECTS OF REAL ESTATE	3
REAL ES 6	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 7	REAL ESTATE FINANCE I	3
REAL ES 9	REAL ESTATE APPRAISAL I	3
REAL ES 11	ESCROW PRINCIPLES	3
REAL ES 14	PROPERTY MANAGEMENT	3
REAL ES 18	REAL ESTATE INVESTMENTS I	3
REAL ES 21	REAL ESTATE ECONOMICS	3

TOTAL **9 UNITS**

INCOME TAX

REQUIREMENTS

ACCOUNTING 15	TAX ACCOUNTING I	3
ACCOUNTING 16	TAX ACCOUNTING II	3
ACCOUNTING 19	ETHICS FOR ACCOUNTING PROFESSIONALS	2

TOTAL **8 UNITS**

CAOT

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

CHAIR

Kian Kaviani

(323) 953-4000 EXT. 2811 | FH 1010

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

PROGRAMS OFFERED

Associate of Arts

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

Certificates of Achievement

Administrative Medical Office Assistant

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

Skills Certificates

Basic Administrative Office Assistant
Basic Computer Applications
BASIC LEGAL OFFICE BASIC MEDICAL OFFICE
Basic Medical Transcription
Basic Web Page Design

This curriculum offers the student a wide variety of options, which may lead to a certificate and/or an Associate of Arts degree. The Certificate programs will prepare the student to work closely with management and various types of business, professional, educational, or industrial offices. The student may receive the Associate of Arts degree to ensure upward mobility in the chosen field of employment.

DEGREE PROGRAMS

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

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

REQUIRED CORE COURSES

CAOT 1, 2, OR 3.....	3
CAOT 31.....	3
CAOT 32.....	3
CAOT 84.....	3
TOTAL.....	12 UNITS

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

ADMINISTRATIVE OFFICE ASSISTANT

Associate of Arts Degree

(Program: 051400 State Code: 02727)

Program Student Learning Outcomes

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

MAJOR

12 COURSES | 36 UNITS | AA

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

FIRST SEMESTER

CAOT 1	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . .	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY.	3

SECOND SEMESTER

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . .	3
CAOT 32	BUSINESS COMMUNICATIONS	3
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 97	INTERNET FOR BUSINESS.	3

THIRD SEMESTER

CAOT 3	COMPUTER KEYBOARDING III	3
CAOT 43	OFFICE PROCEDURES	3
CAOT 88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING	3
CAOT 79	OR 112.	3

TOTAL.....36 UNITS

* Suggested Electives CAOT 9, 34, or 64

COMPUTER APPLICATIONS SPECIALIST

Associate of Arts Degree

(Program: 051403 State Code: 08216)

Program Student Learning Outcomes

1. Create a personal or business website containing hyperlinks, marquee, graphic hotspots, and tables.
2. Create and format a presentation with transitions, custom animations, graphics, video, and audio, using Microsoft PowerPoint.
3. Produce a business style report using a computer and MS Word.
4. Type a business letter and an envelope from unformatted copy in the Block Style Letter format within 25 minutes time using Microsoft Word.
5. Utilize the Windows Security Center to protect a computer against computer security risks.

MAJOR

12 COURSES | 36 UNITS | AA

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

FIRST SEMESTER

CAOT 1	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . .	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY.	3

SECOND SEMESTER

CAOT 2	OR 3.	3
CAOT 32	BUSINESS COMMUNICATIONS	3
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3

THIRD SEMESTER

CAOT 79	WORD PROCESSING APPLICATIONS	3
CAOT 88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING	3
CAOT 97	INTERNET FOR BUSINESS.	3
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN.	3

TOTAL.....36 UNITS

* Suggested Electives CAOT 9, 34, or 64

LEGAL OFFICE ASSISTANT

Associate of Arts Degree

(Program: 051410 State Code: 08218)

Program Student Learning Outcomes

1. Produce a professional legal pleadings document, in response to a given legal communication task.
2. Investigate, analyze and write a report on the legal issues presented by a legal situation with which the student is familiar, focusing on those areas of law presented.

EDUCATIONAL PROGRAMS

- 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.
- Prepare professional legal pleadings and forms, given a set of circumstances requiring the preparation of a legal case.
- Produce a business style report using a computer and MS Word.

MAJOR

12 COURSES | 37 UNITS | AA

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

FIRST SEMESTER

CAOT 1	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . . 3
CAOT 31	BUSINESS ENGLISH 3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3
CAOT 82	OR 85 3

SECOND SEMESTER

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . 3
CAOT 23	LEGAL OFFICE PROCEDURES I 5
CAOT 32	BUSINESS COMMUNICATIONS 3
CAOT 93	LEGAL DOCUMENT PRODUCTION 2

THIRD SEMESTER

CAOT 3	COMPUTER KEYBOARDING III 3
CAOT 43	OFFICE PROCEDURES 3
CAOT 49	MACHINE TRANSCRIPTION FOR LEGAL SECRETARIES 3
LAW 1	BUSINESS LAW I 3

TOTAL **37 UNITS**

* Suggested Electives CAOT 9, 34, or 64

ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

Associate of Arts Degree

(Program: 051420 State Code: 08219)

Program Student Learning Outcomes

- Utilize medical terminology in reading and writing medical reports.
- Transcribe a medical report from computer dictation using a standard medical record format for transcription practices to a 97-100% accuracy level.
- 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.
- Assess the situation and describe what actions they would take to serve the client(s), when provided with a medical office scenario.
- Research and write a comprehensive paper describing 1 of the 12 human body organ systems with established college-level formatting.

MAJOR

12 COURSES | 36 UNITS | AA

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

FIRST SEMESTER

CAOT 1	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . . 3
CAOT 31	BUSINESS ENGLISH 3
CAOT 44	MEDICAL TERMINOLOGY 3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3

SECOND SEMESTER

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . 3
CAOT 20	MEDICAL OFFICE PROCEDURES 5
CAOT 32	BUSINESS COMMUNICATIONS 3
CAOT 126	INTRO TO MEDICAL CODING/BILLING 3

THIRD SEMESTER

CAOT 3	COMPUTER KEYBOARDING III 3
CAOT 9	COMPUTER KEYBOARDING IMPROVEMENT 1
CAOT 46	MEDICAL TRANSCRIPTION 3
BIOLOGY 25	HUMAN BIOLOGY 3

TOTAL **36 UNITS**

* Suggested Electives CAOT 34 or 64

CERTIFICATE PROGRAMS

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

The Computer Applications and Office Technologies Programs offers a variety of certificates to students interested in working closely with management and various types of businesses, professional, educational, or industrial offices. Specialty Certificates will prepare the student for positions such as: Administrative Office Assistant, Clerical Office Assistant, Computer Applications Specialist, Legal Office Assistant, and Administrative Medical Office Assistant. Certificates will be issued by the Business Administration Department after submittal of an application to the department Chair by the student. Student should apply during the semester in which the program will be completed. Contact the department Chair's office for specific dates and information regarding application availability and deadline for submitting applications (which may change each academic year).

ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

Certificate of Achievement

(Program: 051420 State Code: 21618)

Program Student Learning Outcomes

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

REQUIRED

CAOT 3	COMPUTER KEYBOARDING III	3
CAOT 20	MEDICAL OFFICE PROCEDURES	5
CAOT 44	MEDICAL TERMINOLOGY	3
CAOT 46	MEDICAL TRANSCRIPTION	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 97	INTERNET FOR BUSINESS.	3
CAOT 126	INTRO TO MEDICAL CODING/BILLING	3
BIOLOGY 25	HUMAN BIOLOGY.	3
TOTAL		.26 UNITS

ADMINISTRATIVE OFFICE ASSISTANT

Certificate of Achievement

(Program: 051400 State Code: 21614)

Program Student Learning Outcomes

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

REQUIRED

CAOT 3	COMPUTER KEYBOARDING III	3
CAOT 43	OFFICE PROCEDURES	3
CAOT 79	OR 112.	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING	3
CAOT 97	INTERNET FOR BUSINESS.	3
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY.	3
TOTAL		.24 UNITS

CLERICAL OFFICE ASSISTANT

Certificate of Achievement

(Program: 051402 State Code: 08215)

Program Student Learning Outcomes

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

REQUIRED

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . 3	
CAOT 7	MACHINE TRANSCRIPTION	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 32	BUSINESS COMMUNICATIONS	3
CAOT 33	RECORDS MANAGEMENT AND FILING.	2
CAOT 47	APPLIED OFFICE PRACTICE	2
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 105	SCHOOL-TO-WORK PORTFOLIO	2
CAOT 106	3
TOTAL		.24 UNITS

COMPUTER APPLICATIONS SPECIALIST

Certificate of Achievement

(Program: 051403 State Code: 21615)

Program Student Learning Outcomes

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

REQUIRED

CAOT 14	MICROCOMPUTER OFFICE APPLICATIONS: POWERPOINT	2
CAOT 79	WORD PROCESSING APPLICATIONS	3
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 86	MICROCOMPUTER OFFICE APPLICATIONS: DATABASE.	3
CAOT 88	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHIN 3	
CAOT 97	INTERNET FOR BUSINESS.	3
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY	3
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN . . 3	
TOTAL		.29 UNITS

LEGAL OFFICE ASSISTANT

Certificate of Achievement

(Program: 051410 State Code: 21617)

Program Student Learning Outcomes

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

REQUIRED

CAOT 3	COMPUTER KEYBOARDING III	3
CAOT 23	LEGAL OFFICE PROCEDURES I	5
CAOT 43	OFFICE PROCEDURES	3
CAOT 49	MACHINE TRANSCRIPTION FOR LEGAL SECRETARIES	3
CAOT 82	OR 85	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 93	LEGAL DOCUMENT PRODUCTION	2
LAW 1	BUSINESS LAW I	3
TOTAL		25 UNITS

BASIC ADMINISTRATIVE OFFICE ASSISTANT

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

CAOT 2	OR 3	3
CAOT 43	OFFICE PROCEDURES	3
CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET.	3
TOTAL		12 UNITS

BASIC COMPUTER APPLICATIONS

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 97	INTERNET FOR BUSINESS.	3
CAOT 98	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY.	3
TOTAL		9 UNITS

BASIC LEGAL OFFICE

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

CAOT 23	LEGAL OFFICE PROCEDURES I	5
CAOT 93	LEGAL DOCUMENT PRODUCTION	2
TOTAL		7 UNITS

BASIC MEDICAL OFFICE

Skills Certificate

Program Student Learning Outcomes

- the student will analyze, assess and communicate what actions are needed to serve clients when given various medical office scenarios.
- The student will utilize medical terminology in reading and writing medical reports.
- The student will analyze and complete a variety of insurance claims for government and private medical insurance claims using OCR Guidelines and electronic transmission to ensure prompt reimbursement.

REQUIRED

CAOT 20	MEDICAL OFFICE PROCEDURES	5
CAOT 44	MEDICAL TERMINOLOGY	3
CAOT 126	INTRO TO MEDICAL CODING/BILLING	3
TOTAL		11 UNITS

BASIC MEDICAL TRANSCRIPTION

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

CAOT 2	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . 3	
CAOT 44	MEDICAL TERMINOLOGY	3
CAOT 46	MEDICAL TRANSCRIPTION	3
TOTAL		9 UNITS

BASIC WEB PAGE DESIGN

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

CAOT 84	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING. 3	
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN. . 3	
TOTAL		6 UNITS

CHEMISTRY AND EARTH SCIENCES

CHAIR

Michael Farrell

(323) 953-4000 EXT. 2600 | SCI 324B

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

PROGRAMS OFFERED

Associate of Science

Chemistry

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

DEGREE PROGRAMS

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

CHEMISTRY

Associate of Science Degree

(Program: 190500 State Code: 02756)

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

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

REQUIRED

CHEMISTRY 101	GENERAL CHEMISTRY I	5
CHEMISTRY 102	GENERAL CHEMISTRY II	5
CHEMISTRY 211	ORGANIC CHEMISTRY FOR SCIENCE MAJORS I	5
CHEMISTRY 212	ORGANIC CHEMISTRY FOR SCIENCE MAJORS II	5
MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
TOTAL		40 UNITS

*CHEM 60 is a prerequisite for CHEM 101

CHILD DEVELOPMENT

CHAIR

Keli Miller

(323) 953-4000 EXT. 2290 | CD 201

VICE CHAIR

Nancy Washburn

(323) 953-4000 EXT. 2296 | CD 204

DIRECTOR, CHILD DEVELOPMENT CENTER

Dorian Harris

(323) 953-4000 EXT. 2220 | CD 117

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

PROGRAMS OFFERED

Associate of Arts

Child Development

Associate of Science (AS-T)

EARLY CHILDHOOD EDUCATION

Certificates of Achievement

Child Development Associate Teacher

Child Development Teacher

Child Development Master Teacher

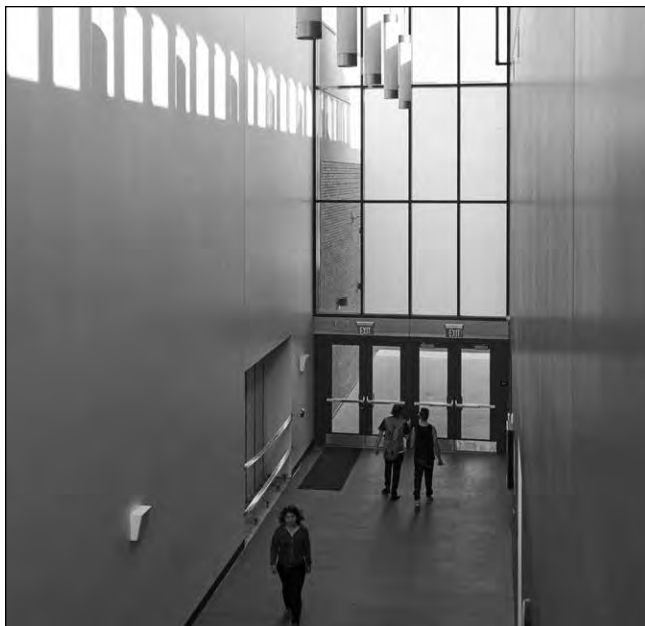
Child Development Site Supervisor

Skills Certificates

Infant & Toddler Studies

Children with Special Needs

The Department of Child & Family Studies and Dietetics at Los Angeles City College provides curriculum that includes theory and practice preparing students to earn vocational career certificates, degrees, and become transfer ready in one of two distinct academic programs: Child Development and Dietetics. Highly trained and experienced faculty teach in state-of-the-art facilities including the Child Development Center that provides lab experiences for both programs. The Dietetics



program is accredited by the American Dietetic Association and serves as a unique program in the region. To assist students in meeting their academic goals, the Child Development program administers three dynamic support programs that include the Child Development Training Consortium, and the California Early Childhood Mentor Teacher Program.

Program Mission

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

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

Program Notes

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

- **Criminal Clearance:** In order to fulfill State licensing requirements for employment in private and public programs, students must receive a Criminal Clearance to work with young children. Consult with faculty for additional information.

- **Mantoux test:** Some Child Development courses may require students to obtain a Mantoux test for Tuberculosis clearance. The college Health Center provides this service. Please call ahead to schedule a Mantoux test and reading at 323-953-4000, Ext. 2485.
- **CPR Training:** Your employer may require you to take a 15 hour Cardiopulmonary Resuscitation class. This class covers training on basic first aid for infants and children, CPR techniques and information on basic health and sanitation procedures.
- **Child Development Training Consortium (CDTC):** If you are currently working in a paid position in a licensed Early Childhood Program serving infants to kindergarten, or before and after school-age programs, and are taking Child Development or General Education units towards a Child Development Permit, you may qualify for partial reimbursement of your fees, books, or other expenses at LACC. For more information contact: Mary Skousen Radford, 323-953-4000, Ext. 2297, skouseme@lacitycollege.edu.

DEGREE PROGRAMS

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

CHILD DEVELOPMENT

Associate of Arts

(Program: 130501 State Code: 10783)

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

Program Student Learning Outcomes

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

MAJOR + ELECTIVES 12 COURSES | 36 UNITS | AA

- CH DEV 1
- CH DEV 2
- CH DEV 7
- CH DEV 10
- CH DEV 11
- CH DEV 22
- CH DEV 23
- CH DEV 65
- PLUS ELECTIVES

REQUIRED

CHILD DEV. 1	CHILD GROWTH AND DEV.	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES.	3
CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY	4
CHILD DEV. 22	PRACTICUM IN CHILD DEV. I.	4
CHILD DEV. 23	PRACTICUM IN CHILD DEV. II	2
CHILD DEV. 65	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING.	3

SUBTOTAL - CORE 25 UNITS

Plus 11 Electives Units: Select additional courses from below to complete 36 units in the major.

CHILD DEV. 30	INFANT AND TODDLER STUDIES I.	3
CHILD DEV. 31	INFANT AND TODDLER STUDIES II.	3
CHILD DEV. 34	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR.	3
CHILD DEV. 35	3
CHILD DEV. 38	ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I	3
CHILD DEV. 39	ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II.	3
CHILD DEV. 42	TEACHING IN A DIVERSE SOCIETY.	3
CHILD DEV. 44	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS	3
CHILD DEV. 45	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS	3
CHILD DEV. 48	POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS	3
CHILD DEV. 84	CHILD DEV. LAB I.	0.5
CHILD DEV. 85	CHILD DEV. LAB II	0.5
F & C STUDIES 21	NUTRITION	3
F & C STUDIES 31	MARRIAGE AND FAMILY LIFE	3
ENGLISH 218	CHILDREN'S LITERATURE	3

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

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

FIRST SEMESTER

CHILD DEV. 1	CHILD GROWTH AND DEVELOPMENT	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3

SECOND SEMESTER

CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION	3

THIRD SEMESTER

CHILD DEV. 22	PRACTICUM IN CHILD DEV. I.	4
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FOURTH SEMESTER

CHILD DEV. 23	PRACTICUM IN CHILD DEV. II	4
CHILD DEV. 65	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING.	2

**Note: English 28 is an advisory for CD 2*

EARLY CHILDHOOD EDUCATION

Associate of Science (AS-T)

(Program: 130500 State Code: 31030)

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

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

the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes

1. Integrate understanding of the needs, the characteristics and multiple influences on all areas of Dev. 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 DEV. 1	CHILD GROWTH AND DEVELOPMENT	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY	3
CHILD DEV. 22	PRACTICUM IN CHILD DEV. I.	4
CHILD DEV. 34	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR.	3
CHILD DEV. 42	TEACHING IN A DIVERSE SOCIETY.	3

SUB-TOTAL 25 UNITS

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

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

FIRST SEMESTER

CHILD DEV. 1	CHILD GROWTH AND DEVELOPMENT	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY	3

SECOND SEMESTER

CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION	3
CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3

THIRD SEMESTER

CHILD DEV. 22	PRACTICUM IN CHILD DEV. I.	4
CHILD DEV. 34	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR.	3

FOURTH SEMESTER

CHILD DEV. 42	TEACHING IN A DIVERSE SOCIETY.	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 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

Certificate of Achievement

(Program: 130502 State Code: 08236)

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

Program Student Learning Outcomes

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas of Dev. 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 DEV. 1	CHILD GROWTH AND DEVELOPMENT	3
CHILD DEV. 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CHILD DEV. 7	INTRO TO CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY	3
ENGLISH 28	INTERMEDIATE READING AND COMPOSITION	3
TOTAL		15 UNITS

*Advisory of English 28 for most classes.

**To qualify for Title 22, Director, take above core units and CD 38 (Administration & Supervision of Early Childhood Programs I).

CHILD DEVELOPMENT- TEACHER - CERTIFICATE 2

Certificate of Achievement

(Program: 130500 State Code: 08237)

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

Program Student Learning Outcomes

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas of Dev. for children from birth to age eight.
2. Promote partnerships between programs, teachers, families and communities, applying ethical standards and culturally sensitive professional behavior.

3. Design, implement, and evaluate developmentally appropriate environments, curriculum and teacher/child interactions, while applying the skills of observation and assessment.
4. Apply effective guidance and interaction strategies that support a child’s social learning, identity and self-confidence in an early childhood classroom setting.
5. Create and utilize a professional portfolio to demonstrate career readiness and enhance marketability.

REQUIRED

CERTIFICATE 1 COURSE REQUIREMENTS	15	
CHILD DEV. 10	HEALTH, SAFETY AND NUTRITION	3
CHILD DEV. 22	PRACTICUM IN CHILD DEV. I	4
CHILD DEV. 23	OR ANY CD ELECTIVE*	3-4
CHILD DEV. 34	OR 42	3
TOTAL		28-29 UNITS

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

* Note: To complete requirements for a California Child Dev. Permit at Teacher level, add 16 general education units including Humanities, Social Science, Math/Science and English. Consult with a Counselor regarding general education requirements.

CHILD DEVELOPMENT MASTER TEACHER - CERTIFICATE 3

Certificate of Achievement

(Program: 130501 State Code: 08238)

This certificate enables the recipient to not only teach, but also to supervise other child Development teachers and staff. Some responsibilities of the Master Teacher might include: developing and implementing age-appropriate curriculum within a safe, healthy and stimulating environment, supervision of classroom staff, creating positive communication links with parents, school and community. Additionally, the Master Teacher Certificate is designed to meet the requirements for the major and for the Associate in Arts degree in Child Development. With work experience and 16 general education units, students may also qualify for the California Child Development Permit: Master Teacher level. This level permit is the gateway to the CA Early Childhood Mentor Program: 36-38 Child Development units; meets requirements for the Associate in Arts Major in Child Development.

Program Student Learning Outcomes

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas of Dev. 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.

- Apply effective guidance and interaction strategies that support a child's social learning, identity and self-confidence in an early childhood classroom setting.

REQUIRED

CERTIFICATE 1 AND 2 COURSE REQUIREMENTS	28-29
CHILD DEV. 65 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING.....	2
SPECIALIZATION COURSES (REFER TO OPTIONS BELOW)	6
TOTAL	36-37 UNITS

CHOOSE 2 COURSES FROM THE SAME SEQUENCE BELOW

CHILD DEV. 30 AND 31	6
CHILD DEV. 44 AND 45	6
CHILD DEV. 48 AND FCS 31	6
CHILD DEV. 42, 44, AND 45	6
CHILD DEV. ELECTIVE AND FAM & CS 21	6

CHILD DEVELOPMENT SITE SUPERVISOR - CERTIFICATE 4

Certificate of Achievement

(Program: 130580 State Code: 08239)

This certificate is the highest certificate offered by the Child Development program. Recipients of this certificate are qualified to supervise an entire program at one site. Some responsibilities of site supervisors include the following: use of positive leadership skills to implement the sites' philosophy, adherence to state and federal licensing requirements, budget implementation, enforcement of enrollment / registration policies and procedures, hire, inspire and supervise all staff, foster positive communication links between home, school and community, maintain appropriate health, safety and nutrition standards, supervision of curriculum and schedule development. Students wishing to obtain the California Child Development Permit: Site Supervisor level, must meet experience requirements, obtain an Associate in Arts degree, and meet the requirements listed below.

Program Student Learning Outcomes

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

REQUIRED

CERTIFICATE 1 AND 2 COURSE REQUIREMENTS	28-29
CHILD DEV. 38 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I	3
CHILD DEV. 39 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II	3
CHILD DEV. 65 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING.....	2
TOTAL	36-37 UNITS

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

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

REQUIRED

CHILD DEV. 1 CHILD GROWTH AND DEVELOPMENT	3
CHILD DEV. 10 OR 34	3
CHILD DEV. 11 CHILD, FAMILY AND COMMUNITY	3
CHILD DEV. 30 INFANT AND TODDLER STUDIES I	3
CHILD DEV. 31 INFANT AND TODDLER STUDIES II	3
TOTAL	15 UNITS

Note: English 28 is a prerequisite for CD 34

CHILDREN WITH SPECIAL NEEDS

Skills Certificate

This skill certificate qualifies students for an entry level teacher or assistant position in a program with children who have special needs. Students gain skills in accommodating and adapting the physical environment and developing instructional strategies and curriculum to meet the needs of differently-abled children and their families.

Program Student Learning Outcomes

- Integrate and demonstrate knowledge of the needs, the characteristics, and the multiple influences that support optimal Dev. in all areas for differently-abled children.

- Promote partnerships between programs, teachers, families and communities applying ethical standards and culturally sensitive professional behavior to support the Dev. of children with special needs.
- Design, implement and evaluate developmentally appropriate environments, curriculum, and interactions between teachers and differently-abled children, while applying the skills of observation and assessment.

REQUIRED

CHILD DEV. 1	CHILD GROWTH AND DEVELOPMENT	3
CHILD DEV. 11	CHILD, FAMILY AND COMMUNITY	3
CHILD DEV. 44	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS	3
CHILD DEV. 45	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS	3

ADD ONE ELECTIVE CHOSEN FROM THE FOLLOWING

CHILD DEVELOPMENT 10, 34, 42		
OR 48		3
TOTAL		15 UNITS

CINEMA / TELEVISION

CHAIR

Joni Varner

(323) 953-4000 EXT. 2627 | CC181

<http://cinematv.lacitycollege.edu>

PROGRAMS OFFERED

Associate of Arts

Cinema Production

Television Production

Certificates of Achievement

Cinema Production

Television Production

Cinema / Video Production

Skills Certificates

Beginning Cinema & Television Production

Cinematography

TV Studio Production - Level I

Directing

Producing

Post Production

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

DEGREE PROGRAMS

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

CINEMA PRODUCTION

Associate of Arts Degree

(Program: 061220 State Code: 02729)

This curriculum in the Cinema-Television Department is designed for the student who wishes training in motion picture production. The course of study leads to an Associate of Arts degree in Cinema and/or a Cinema Production

Certificate. An Associate of Arts degree with an emphasis in Cinema will be awarded to students who have completed a minimum of 36 units in Cinema and/or Television with a minimum of 30 units in Cinema.

Program Student Learning Outcomes

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

MAJOR CORE + ELECTIVES 12 COURSES | 36 UNITS | AA

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

REQUIRED CORE

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP	3
CINEMA 3	HISTORY OF MOTION PICTURES	3
CINEMA 4	HISTORY OF THE DOCUMENTARY FILM	3

SUBTOTAL - CORE **12**

TOTAL (CORE + ELECTIVES) **36 UNITS**

REQUIRED ELECTIVES

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

Cinema 5, 6, 7, 9-1, 9-2, 10, 18, 20, 25, 32-1, 32-2, 33-1, 33-2, 38-1, 38-2, 185, 501, 911;

Television 1, 4, 9, 25-1, 25-2;

Law 33

**Prerequisites may apply and must be followed.*

***Courses may be substituted under special circumstances and approval from the department.*

TELEVISION PRODUCTION

Associate of Arts Degree

(Program: 060420 State Code: 08220)

The Television major in the Cinema-Television Department has been designed to provide the student with a solid background in studio television production and post-production.

Television 1, 4, and 9 must be completed first. An Associate of Arts degree in Television will be awarded to students who have completed a minimum of 36 units in Cinema and/or Television with a minimum of 15 units in Television.

Program Student Learning Outcomes

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

MAJOR CORE + ELECTIVES 12 COURSES | 36 UNITS | AA

TV 1	TV 9
TV 4	TV 46

PLUS 24 ELECTIVE UNITS FROM BELOW

REQUIRED CORE

TELEVISION 1	INTRO TO TELEVISION	3
TELEVISION 4	TELEVISION CAMERA LIGHTING AND SOUND	3
TELEVISION 9	TV EQUIPMENT	3
TELEVISION 46	TELEVISION PRODUCTION	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, 9-1, 9-2, 10, 18, 20, 25, 32-1, 32-2, 33-1, 33-2, 38-1, 38-2, 185, 501, 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 of Achievement

(Program: 061220 State Code: 21620)

Program Student Learning Outcomes

1. Combine both narrative and documentary knowledge of the historical, cultural and economic influences on the motion picture.
2. Formulate knowledge of the processes of writing, directing, production, post-production and distribution of motion pictures.
3. Compile knowledge of the job market pathways into motion pictures.

4. Perform the duties of various technical crew positions in a single camera production environment.

REQUIRED

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP	3
CINEMA 3	HISTORY OF MOTION PICTURES	3
CINEMA 4	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 5	INTRO TO SCREENWRITING	3
CINEMA 6	INTRO TO CINEMATOGRAPHY	3
CINEMA 9	MOTION PICTURE SOUND	3
CINEMA 10	INTRO TO FILM DIRECTING	3
CINEMA 20	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION	3
CINEMA 32	EDITING FUNDAMENTALS	3
LAW 33	OR CINEMA 33	3
TOTAL		33 UNITS

CINEMA / VIDEO PRODUCTION

Certificate of Achievement

(Program: 061221 State Code: 10773)

Program Student Learning Outcomes

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

REQUIRED

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP	3
CINEMA 3	HISTORY OF MOTION PICTURES	3
CINEMA 4	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 6	INTRO TO CINEMATOGRAPHY	3
CINEMA 9	MOTION PICTURE SOUND	3
CINEMA 32	EDITING FUNDAMENTALS	3
TELEVISION 4	OR 9	3
TELEVISION 6	OR 48	3
TELEVISION 46	TELEVISION PRODUCTION	3
TELEVISION 55	DIGITAL VIDEO PRODUCTION WORKSHOP I	3

TOTAL 33 UNITS

TELEVISION PRODUCTION CERTIFICATE OF ACHIEVEMENT

(Program: 060420 State Code: 21619)

Program Student Learning Outcomes

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

REQUIRED

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP	3
TELEVISION 1	INTRO TO TELEVISION	3
TELEVISION 4	TELEVISION CAMERA LIGHTING AND SOUND.	3
TELEVISION 6	OR 7.	3
TELEVISION 9	TV EQUIPMENT	3
TELEVISION 46	TELEVISION PRODUCTION	3
TELEVISION 48	OR 49.	3
TELEVISION 55	DIGITAL VIDEO PRODUCTION WORKSHOP I.	3
ADDITIONAL CINEMA/TV CLASS	6
(OR CO-OP EDUCATION CLASSES)		
TOTAL		33 UNITS

BEGINNING CINEMA & TELEVISION PRODUCTION

Skills Certificate

Program Student Learning Outcomes

1. Explain and demonstrate knowledge of cinema and television preproduction techniques by preparing scripts and storyboards for cinema and television projects.
2. Operate cinema and television lighting, cameras and sound equipment according to industry standards.
3. Utilize post-production cinema techniques to produce digital cinema projects with picture, sound and editing.

REQUIRED

CINEMA 1	INTRO TO MOTION PICTURE PRODUCTION	3
CINEMA 2	BEGINNING MOTION PICTURE WORKSHOP	3
TELEVISION 4	TELEVISION CAMERA LIGHTING AND SOUND.	3
TELEVISION 9	TV EQUIPMENT	3
TOTAL		12 UNITS

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	INTRO TO CINEMATOGRAPHY.	3
CINEMA 7	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES	3
PHOTOGRAPHY 7	EXPLORING DIGITAL PHOTOGRAPHY.	3
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY	3
TOTAL		12 UNITS

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	INTRO TO TELEVISION	3
TELEVISION 4	TELEVISION CAMERA LIGHTING AND SOUND.	3
TELEVISION 9	TV EQUIPMENT	3
TELEVISION 46	TELEVISION PRODUCTION	3
TOTAL		12 UNITS

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	INTRO TO FILM DIRECTING.	3
CINEMA 20	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION	3
THEATER 200	INTRO TO ACTING	3
THEATER 225	BEGINNING DIRECTION.	3
TOTAL		15 UNITS

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	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION.....	3
CINEMA 25	PRODUCING MOTION PICTURE FEATURES.....	3
BUSINESS 1	INTRO TO BUSINESS.....	3
LAW 33	LAW AND THE MEDIA.....	3
TOTAL		15 UNITS

POST PRODUCTION

Skills Certificate

REQUIRED

CINEMA 9-1	BEGINNING MOTION PICTURE SOUND PRODUCTION.....	3
CINEMA 9-2	INTERMEDIATE MOTION PICTURE SOUND & POST PRODUCTION SOUND DESIGN.....	3
CINEMA 32-1	EDITING FUNDAMENTALS I.....	3
CINEMA 32-2	EDITING FUNDAMENTALS 2.....	3
TOTAL		12 UNITS

COMMUNICATION STUDIES

CHAIR

M. "Shae" Hsieh

(323) 953-4000 EXT. 2961 | CC187

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

PROGRAMS OFFERED

Associate of Arts (AA-T)

Communication Studies

The Communication Studies Department at Los Angeles City College currently teaches such fundamental communication courses as public speaking, argumentation, forensics, voice and articulation, interpersonal and intercultural communication, oral interpretation of literature, English speech as a second language, listening-speaking laboratory and communication disorders.

DEGREE PROGRAMS

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

COMMUNICATION STUDIES

Associate of Arts for Transfer (AA-T)

(Program: 150600 State Code: 30996)

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

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

Program Student Learning Outcomes

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

MAJOR

6 COURSES | 18 UNITS | AA-T

COMM 101, 104, 121	CHOOSE ONE COURSE: ANTHRO 102; PSYCH 1; SOC 1; ENGLISH 102, 103; JOURNAL 101, 105
CHOOSE TWO COURSES:	
COMM 106, 122, 130	

REQUIRED CORE (3 UNITS)

COMM 101	PUBLIC SPEAKING.....	3
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LIST A

SELECT 2 courses (6 units) from the following

COMM 104	ARGUMENTATION & DEBATE.....	3
COMM 121	INTERPERSONAL COMMUNICATION.....	3

LIST B

SELECT 2 courses (6 units) from the following

COMM 106	FORENSICS (REPEATABLE).....	2
COMM 122	INTERCULTURAL COMMUNICATION.....	3
COMM 130	INTRO TO ORAL INTERPRETATION OF LIT.....	3

LIST C

SELECT 1 course (3 units) from the following

ANTRHO 102	CULTURAL ANTHROPOLOGY.....	3
PSYCH 1	INTRO TO PSYCHOLOGY.....	3
SOC 1	INTRO TO SOCIOLOGY.....	3
ENGLISH 102	COLLEGE READING COMPOSITION II.....	3
ENGLISH 103	COMPOSITION & CRITICAL THINKING.....	3
JOURNAL 101	COLLECTING AND WRITING NEWS.....	3
JOURNAL 105	MASS COMMUNICATIONS.....	3

TOTAL MAJOR 18 UNITS

CO SCI

(COMPUTER SCIENCE / INFORMATION TECHNOLOGY)

CHAIR

Kian Kaviani

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

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

PROGRAMS OFFERED

Associate of Arts

Computer Science/Information Technology

Computer Information Systems

Certificates of Achievement

Applications Software

Programming Languages

Skills Certificates

C++ Programming

Database Administration

Database Developer

Java Programming

Macromedia Software

VBA Application

Web Client Technologies

If you have a talent for math and science our programs will prepare you to enter more advanced university programs or directly enter careers related to Computer and Information Systems, System Analysis, Computer Science, Database Administration, Computer Operations, Information Processing Services, Computer Software Engineering, Telecommunications, and Web Development and Technologies.

DEGREE PROGRAMS

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

COMPUTER SCIENCE

Associate of Arts Degree

Transfer Program

(Program: 070600 State Code: 10774)

Program Student Learning Outcomes

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

CO SCI 104	CO SCI 139
CO SCI 107	CO SCI 140 OR 141
CO SCI 134	CO SCI 158
CO SCI 136	CO SCI 186

FIRST SEMESTER

CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3

SECOND SEMESTER

CO SCI 134	OPERATING SYSTEMS	3
CO SCI 139	C++PROGRAMMING I	3

* Suggested Major Preparation: Physics 101, Math 261

THIRD SEMESTER

CO SCI 140	OR 141	3
CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3

* Suggested Major Preparation: Philosophy 7, 8, or 9

FOURTH SEMESTER

CO SCI 136	INTRO TO DATA STRUCTURES	3
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE	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

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

FIRST SEMESTER

CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3

SECOND SEMESTER

CO SCI 134	OPERATING SYSTEMS	3
CO SCI 139	OR 141	3
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE	3

THIRD SEMESTER

CO SCI 136	INTRO TO DATA STRUCTURES	3
CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3

FOURTH SEMESTER

CO SCI 138, 140, OR 142		3
CO SCI 187	ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION	3

TOTAL 27 UNITS

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

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

CERTIFICATE PROGRAMS

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

Certificates in Computer Science-Information technology will be issued by the Computer Science/Information Technology discipline upon submittal of an application to the department by the student and successful completion of one or more of the following sequences.

APPLICATIONS SOFTWARE

Certificate of Achievement

(Program: 070210 State Code: 08224)

This sequence of courses prepares students for careers in applications software development and usage in fields related to databases, networking, web technologies, business analysis,

and/or programming. Students successfully completing this program will find opportunities for employment in various industries depending on the track chosen for the electives.

Program Student Learning Outcomes

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

REQUIRED

CO SCI 101	OR 103 AND 108	7
CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 134	OPERATING SYSTEMS	3
CO SCI 138	ADVANCED VISUAL BASIC PROGRAMMING	3
CO SCI 148	ADVANCED SPREADSHEET APPLICATIONS	3
CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3
REQUIRED ELECTIVES		6
TOTAL		31 UNITS

ACCEPTABLE ELECTIVES

DATABASE TRACK 2 COURSES FROM CO SCI 187, 188, 189 AND 198
PROGRAMMING TRACK	... 2 COURSES FROM CO SCI 136, 139, 140, 141, AND 142
WEB TECHNOLOGIES TRACK 2 COURSES FROM CO SCI 155 AND 158.
PROGRAMMING LANGUAGES CERTIFICATE OF ACHIEVEMENT (Program: 070710 State Code: 08225)

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

Program Student Learning Outcomes

1. Create a fully documented modular design with correct mathematical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with correct mathematical operations using VisualBasic.Net or other programming language.
3. Install, configure and troubleshoot given problem(s) for Windows 7 or other operating systems.
4. Design and implement a programming solution to a given problem using advanced programming constructs.

- 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	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 134	OPERATING SYSTEMS	3
CO SCI 136	INTRO TO DATA STRUCTURES	3
CO SCI 138	ADVANCED VISUAL BASIC PROGRAMMING	3
CO SCI 139	OR 141	3
CO SCI 140	OR 142	3
CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3
REQUIRED ELECTIVES		9
TOTAL		40 UNITS

ACCEPTABLE ELECTIVES

DATABASES TRACK 3 COURSES FROM CO SCI 187, 188, 189 AND 198
WEB DEVELOPMENT TRACK 3 COURSES FROM CO SCI 155 AND 158.

C++ PROGRAMMING

Skills Certificate

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

Program Student Learning Outcomes

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

REQUIRED

CO SCI 103	INTRO TO COMPUTER SYSTEMS FOR MIS	4
CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 139	C++PROGRAMMING I	3
CO SCI 140	C++ PROGRAMMING II	3
TOTAL		16 UNITS

DATABASE ADMINISTRATION

Skills Certificate

This course sequence offers state of the art hands-on training in setting up and administering Oracle relational databases and prepares students for the Oracle professional certification in database administration.

Program Student Learning Outcomes

- 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.

REQUIRED

CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3
CO SCI 187	ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION	3
CO SCI 188	ORACLE DBA PART 1B: BACKUP AND RECOVERY	3
CO SCI 189	ORACLE DBA PART 2: PERFORMANCE AND TUNING	3
CO SCI 198	PL/SQL PROGRAMMING FOR ORACLE	3
TOTAL		15 UNITS

DATABASE DEVELOPER

Skills Certificate

Use Oracle Developer Suite 10g and deploy applications on the Web with Oracle Application Server 10g. The students learn how to build forms and reports and use the web to access them. Students also learn the procedural language PL/SQL for Oracle.

Program Student Learning Outcomes

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

REQUIRED

CO SCI 186	INTRO TO ORACLE: SQL AND PL/SQL	3
CO SCI 198	PL/SQL PROGRAMMING FOR ORACLE	3
CO SCI 199	ORACLE FORMS AND REPORTS	3
TOTAL		9 UNITS

JAVA

Skills Certificate

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

Program Student Learning Outcomes

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

REQUIRED

CO SCI 104	MATHEMATICS FOR PROGRAMMERS	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 108	BEGINNING VISUAL BASIC PROGRAMMING	3
CO SCI 141	PROGRAMMING IN JAVA	3
CO SCI 142	ADVANCED JAVA	3
TOTAL		15 UNITS

MACROMEDIA SOFTWARE

Skills Certificate

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

CO SCI 151	ADOBE DREAMWEAVER.....	3
CO SCI 152	ADOBE FLASH.....	3
CO SCI 153	3
CO SCI 154	3
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE.....	3
TOTAL		15 UNITS

VBA APPLICATION

Skills Certificate

This certificate program provides the students with an advanced level of instruction and techniques in Microsoft Visual Basic Applications and Visual Basic programming. Students will learn developing and implementing Macros in Microsoft Excel and Microsoft Access. Students will be able complete this certificate program Online.

Program Student Learning Outcomes

1. Create a fully documented design with correct mathematical operations suitable for implementation for a given program specification.
2. Create, deploy and test a Basic program with correct mathematical operations using VBA programming language.

3. Design and implement solution to general purpose problem using advanced programming techniques in VBA programming.
4. Design and create a relational database and install and define, create and test a macro using a spreadsheet program.
5. Install, configure and troubleshoot given problems for Windows 7.

REQUIRED

CO SCI 103	INTRO TO COMPUTER SYSTEMS FOR MIS.....	4
CO SCI 133	MICRO DATABASE PROGRAMMING.....	3
CO SCI 134	OPERATING SYSTEMS.....	3
CO SCI 138	ADVANCED VISUAL BASIC PROGRAMMING.....	3
CO SCI 148	ADVANCED SPREADSHEET APPLICATIONS.....	3
TOTAL		16 UNITS

WEB CLIENT TECHNOLOGIES

Skills Certificate

Program provides training in the use of client-side web technologies for design and development of interactive web sites. Skills include use of HTML, DHTML, XML, Java, Java Script, Dreamweaver and Flash in web site development.

REQUIRED

CO SCI 141	PROGRAMMING IN JAVA.....	3
CO SCI 151	ADOBE DREAMWEAVER.....	3
CO SCI 152	ADOBE FLASH.....	3
CO SCI 103	INTRO TO COMPUTER SYSTEMS FOR MIS.....	4
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE.....	3
TOTAL		16 UNITS

COMPUTER TECHNOLOGY

CHAIR

Kian Kaviani

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

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

PROGRAMS OFFERED

Associate of Science

Computer Technology

Certificates of Achievement

Computer Technology

Cybersecurity

Skills Certificate

Program in A+ Certification

The computer technology curriculum has been developed to provide training in the principles underlying the design of modern computer systems. The program presents theory of computer architecture and design, operation of equipment, and diagnostic programming. Emphasis is placed on essential electronics, design of digital systems used in robotics,

automation and industrial control, data processing, and networking. Practical aspects of maintenance, troubleshooting, and integration of digital and analog systems are included.

DEGREE PROGRAMS

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

COMPUTER TECHNOLOGY

Associate of Science Degree

(Program: 093403 State Code: 08229)

Program Student Learning Outcomes

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

MAJOR:

11 COURSES | 41 UNITS | AS

CO TECH 1	CO TECH 30
CO TECH 20	CO TECH 36



ELECTRN 2	ELECTRN 10
ELECTRN 4	ELECTRN 12
ELECTRN 6	ELECTRN 156
ELECTRN 8	

FIRST SEMESTER

COMPUTER TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
ELECTRONICS 2	INTRO TO ELECTRONICS	3
ELECTRONICS 4	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 10	MATHEMATICS OF ELECTRONICS I.	3

SECOND SEMESTER

COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4
ELECTRONICS 6	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES.	4
ELECTRONICS 12	MATHEMATICS OF ELECTRONICS II.	3

THIRD SEMESTER

COMPUTER TECH 30	INTRO TO MICROPROCESSORS	4
COMPUTER TECH 36	DIGITAL DEVICES AND CIRCUITS.	4

FOURTH SEMESTER

ELECTRONICS 156	ELECTRONICS VI	4
TOTAL		.41 UNITS

CERTIFICATE PROGRAMS

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

COMPUTER TECHNOLOGY

Certificate of Achievement

(Program: 093410 State Code: 21624)

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

Program Student Learning Outcomes

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

REQUIRED

COMPUTER TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4
COMPUTER TECH 30	INTRO TO MICROPROCESSORS	4
COMPUTER TECH 36	DIGITAL DEVICES AND CIRCUITS.	4
COMPUTER TECH 156		4
ELECTRONICS 2	INTRO TO ELECTRONICS	3
ELECTRONICS 4	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 6	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES.	4
ELECTRONICS 10	MATHEMATICS OF ELECTRONICS I.	3
ELECTRONICS 12	MATHEMATICS OF ELECTRONICS II.	3

TOTAL **.41 UNITS**

CYBERSECURITY

Certificate of Achievement

REQUIREMENTS

CO SCI 108	BEGINNING VISUAL BASIC PROGRAMMING	3
OR CO SCI 103	INTRODUCTION TO COMPUTER SYSTEMS FOR MIS.	4
CO TECH 12	INTRO TO COMPUTERS HARDWARE	4
CO TECH 14	A+ CERT PREPARATION	4
CO TECH 4	INTRO TO COMPUTER NETWORKS	4
CO TECH 15	NET+ CERTIFICATION PREP	3
CO TECH 16	SECURITY+ CERT PREP	4
CO TECH 18	LINUX+ CERT PREP	4
CO TECH 29	INTRO TO COMPUTER FORENSICS	3
CO TECH 31	INTRO TO ETHICAL HACKING	3
CO SCI 124	PYTHON PROGRAMMING	4

TOTAL UNITS **.36/37**

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 TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
COMPUTER TECH 12	INTRO TO COMPUTER HARDWARE	4
COMPUTER TECH 14	A-PLUS CERTIFICATION PREPARATION	4
ELECTRONICS 2	, 4 OR 6	3/4

TOTAL **15-16 UNITS**

COOPERATIVE EDUCATION

DIRECTOR

Juliana Medina

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

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

Through Cooperative Education or "CO-OP ED," students may earn college credit for their on-the-job work experience.

CO-OP ED is designed to enhance the student's academic and personal development. Educational objectives are carefully planned and coordinated with the student's employer to provide positive employment relationships.

COUNSELING

CHAIR

Boris Lopez

(323) 953-4000 EXT. 2254 | SSB 2ND FLOOR

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

The Counseling Department offers Counseling courses to introduce students to Los Angeles City College programs and

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

DENTAL TECHNOLOGY

CHAIR

Arax Cohen

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

<http://dental.lacitycollege.edu>

PROGRAMS OFFERED

Associate of Science

Dental Technology

Certificate

Dental Technology

Dental Technology (often referred to as Dental Laboratory Technology) is a career in the design and manufacturing of dental prosthetic devices (dentures, partial dentures, crowns and bridges) and orthodontic devices (both passive and active retainers). Dental Technicians and technologists usually work in a commercial dental laboratory which is separate from the dental practice. Salary is based upon knowledge level, experience and speed of manufacture among other aspects. Dental technicians receive dental impressions and prescriptions (work authorizations) from the dentist, apply their expertise and return the prescribed appliance to the dentist for placement in the patient's mouth.

Entrance into the Dental Technology Program

All candidates for the Dental Technology Program must have a high school diploma or G.E.D. Getting selected into the LACC Dental Technology Program is a two part process. First the candidate must enroll in DEN TEK 100 (Introduction to Dental laboratory) and DEN TEK 102 (Dental Anatomy and Terminology). Candidates for the Dental Technology Program must complete these (2) two courses with a grade of "C" or better. Students who receive a D, F, W, or Incomplete grade will not be considered for entrance into the Dental Technology Program.

The second part of the process is to take the Dental Technology Dexterity Exam that will be given on the 10th class meeting of the DEN TEK 100 course. This exam is not a pass/fail exam and there is no way to study for it. The Dexterity Exam gives the selection committee an accurate indication of hand/eye coordination and three-dimensional ability of each candidate. These qualities are necessary for a dental technologist to have. The candidates are ranked according to their individual results with all of the other dental technology candidates. The top 18 candidates out of the testing cohort are invited to enter the Dental Technology Program. If a candidate is not selected into the Dental Technology Program, the candidate may request to retake the Dental Technology Dexterity Exam when it is given in the next testing cohort.

The Associate of Science Degree Program and the Certificate Program are identical from a course sequence standpoint. The only difference is the general education requirements taken outside of the Dental Technology Department.

In order to minimize the potential for the spread of infectious diseases amongst patients and dental personnel, Dental Technology students and staff are highly encouraged to be immunized against and/or tested for infectious diseases such as mumps, measles, rubella, hepatitis B, and tuberculosis. If you have any questions regarding your immunization status or recommended immunizations for health care workers, please consult your personal physician. If you would like to learn more about Dental Technology program policies and procedures regarding infection control, you may contact the department at (323) 953-4000 x2500.

DEGREE PROGRAMS

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

DENTAL TECHNOLOGY

Associate of Science Degree

(Program: 124030 State Code: 02748)

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. All candidates for the Dental Technology program must have a high school diploma or G.E.D. Courses in the Dental Technology curriculum are designed to be taken in sequence. Successful completion of each Dental Technology course in a particular sequence with a grade of "C" or better is required before the student may progress into the next level of courses in the sequence. All courses listed are required for the Associate of Science degree with a major in Dental Technology. Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologists Exam given by the National Board for Certification of Dental Technologists.

Program Student Learning Outcomes

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

MAJOR: 16 COURSES | 68 UNITS | AS

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

PREREQUISITE

DENTAL TECH 100	INTRO TO THE DENTAL LABORATORY	2
DENTAL TECH 102	DENTAL ANATOMY AND TERMINOLOGY	3

FIRST SEMESTER (SPRING)

DENTAL TECH 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DENTAL TECH 103	COMPLETE DENTURE PROSTHETICS I	5
DENTAL TECH 109	FIXED PROSTHETICS I	4

INTERSESSION (SUMMER)

DENTAL TECH 106	DENTAL MATERIALS	3.5
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SECOND SEMESTER (FALL)

DENTAL TECH 105	COMPLETE DENTURE PROSTHETICS II	2
DENTAL TECH 111	FIXED PROSTHETICS II	5
DENTAL TECH 112	REMOVABLE PARTIAL DENTURE PROSTHETICS I	5.5

INTERSESSION (WINTER)

DENTAL TECH 108	GNATHOLOGICAL CONCEPTS	3
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THIRD SEMESTER (SPRING)

DENTAL TECH 203	METAL CERAMIC RESTORATIONS	2
DENTAL TECH 205 OR 206		10

INTERSESSION (WINTER)

DENTAL TECH 204	ORTHODONTICS	3
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FOURTH SEMESTER (FALL)

DENTAL TECHNOLOGY 207 OR 208		10
DENTAL TECH 202	LABORATORY MANAGEMENT	4

FIFTH SEMESTER (SPRING)

DENTAL TECH 401	DENTAL IMPLANTS	4
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TOTAL 68 UNITS

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

CERTIFICATE PROGRAMS

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

DENTAL TECHNOLOGY

Certificate of Achievement

(Program: 124030 State Code: 21626)

This curriculum is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. Students selected for each new group are admitted into the program based upon their successful completion of DEN TEK 100 course; their dexterity exam score administered during the DEN TEK 100 course; evaluation of the student's level of commitment and determination and the ability to follow

directions. All candidates for the Dental Technology Program must have a high school diploma or G.E.D. Completion of each Dental Technology course in a particular sequence with a grade of "C" or better is required before the student may progress into the next level of courses in the sequence. Successful students who complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam given by the National Board for Certification of Dental Technologists.

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

Program Student Learning Outcomes

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

PREREQUISITE

DENTAL TECH 100	INTRO TO THE DENTAL LABORATORY	2
DENTAL TECH 102	DENTAL ANATOMY AND TERMINOLOGY	3

FIRST SEMESTER (SPRING)

DENTAL TECH 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DENTAL TECH 103	COMPLETE DENTURE PROSTHETICS I	5
DENTAL TECH 109	FIXED PROSTHETICS I	4

INTERCESSION (SUMMER)

DENTAL TECH 106	DENTAL MATERIALS	3.5
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SECOND SEMESTER (FALL)

DENTAL TECH 105	COMPLETE DENTURE PROSTHETICS II	2
DENTAL TECH 111	FIXED PROSTHETICS II	5
DENTAL TECH 112	REMOVABLE PARTIAL DENTURE PROSTHETICS I	5.5

INTERCESSION (WINTER)

DENTAL TECH 108	GNATHOLOGICAL CONCEPTS	3
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THIRD SEMESTER (SPRING)

DENTAL TECH 203	METAL CERAMIC RESTORATIONS	2
DENTAL TECHNOLOGY 205 OR 206		10

INTERCESSION (WINTER)

DENTAL TECH 204	ORTHODONTICS	3
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FOURTH SEMESTER (FALL)

DENTAL TECHNOLOGY 207 OR 208		10
DENTAL TECH 202	LABORATORY MANAGEMENT	4

FIFTH SEMESTER (SPRING)

DENTAL TECH 401	DENTAL IMPLANTS	4
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TOTAL **68 UNITS**

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

EARTH SCIENCES

CHAIR

Michael Farrell

(323) 953-4000 EXT. 2600 | SCI 324B

DEPARTMENT OF CHEMISTRY AND EARTH SCIENCES

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

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

- Earth Science*
- Geography*
- Geology*
- Oceanography*

ELECTRONICS

CHAIR

Kian Kaviani

(323) 953-4000 EXT. 2828 | JH 101H

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

PROGRAMS OFFERED

Associate of Science

Electronic Systems Technology

Certificates of Achievement

Basic Electronics

Electronic Systems Technology

If you are interested in how things work, our Electronics programs will prepare you for entry-level positions related to computer hardware and electronics. Opportunities include: computer repair, manufacture, installation and design; manufacturing and/or repairing electronic equipment including transmission devices used by electronic utilities; machinery controls; telecommunications; wiring in buildings, automobiles, aircraft, robotics, printed circuit development; and more. Students completing one of the certificate programs can expect to enter high paying positions in the computer/electronics industries. With more experience and/ or a Bachelor's degree or advance trade certification (e.g., Electricians), entry-level technicians can advance in position and salary.

DEGREE PROGRAMS

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

ELECTRONIC SYSTEMS TECHNOLOGY

Associate of Science Degree

(Program: 093401 State Code: 02733)

This curriculum provides for the study of the technical aspects of applied electronics and is designed for persons seeking employment as an electronic technician, electronic service technician, communications technician, customer engineer, radiologic electronics specialist, electronic test technician, electronic research and development technician, or electronics equipment representative.

Successful completion of this curriculum will equip the graduate with sufficient mathematics and theory to enter employment and achieve advancement in a variety of job titles. Laboratory and practical courses develop skills that are immediately useful to prospective employers and, as well, provide a foundation for more advanced skills which can be developed with a minimum of on-the-job training.

Program Student Learning Outcomes

1. Describe the electrical and logical characteristics and operation of processors, memory, and control systems.
2. Design and draw schematics for a simple embedded system.
3. Design a simple motor control system.
4. Describe the electrical and logical characteristics and operation of basic digital circuits.
5. Diagnose problems in electronic systems using test equipment including DMM's and oscilloscopes.
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 12
ELECTRN 4	ELECTRN 20
ELECTRN 6	ELECTRN 155
ELECTRN 8	CO TECH 1
ELECTRN 10	CO TECH 20

FIRST SEMESTER

COMPUTER TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
ELECTRONICS 2	INTRO TO ELECTRONICS	3
ELECTRONICS 4*	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 10*	MATHEMATICS OF ELECTRONICS I.	3

SECOND SEMESTER

ELECTRONICS 6*	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES.	4
ELECTRONICS 12*	MATHEMATICS OF ELECTRONICS II.	3
COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4

THIRD SEMESTER

ELECTRONICS 20	ELECTRONIC CIRCUITS I.	4
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FOURTH SEMESTER

ELECTRONICS 155	4
TOTAL	37 UNITS

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

*Suggested Electives Computer Technology 36, Physics 11

CERTIFICATE PROGRAMS

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

BASIC ELECTRONICS

Certificate of Achievement

(Program: 093400 State Code: 08228)

Program Student Learning Outcomes

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 TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
COMPUTER TECH 12	INTRO TO COMPUTER HARDWARE	4
COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4
ELECTRONICS 4	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 6	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES.	4
ELECTRONICS 10	MATHEMATICS OF ELECTRONICS I.	3
ELECTRONICS 12	MATHEMATICS OF ELECTRONICS II.	3

TOTAL **30 UNITS**

RECOMMENDED ELECTIVES ELECTRONICS 81, 83, AND 87

ELECTRONIC SYSTEMS TECHNOLOGY

Certificate of Achievement

(Program: 093401 State Code: 21622)

Program Student Learning Outcomes

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 TECH 1	INTRO TO COMPUTERS FOR TECHNICIANS	4
COMPUTER TECH 20	COMPUTER LOGIC AND ARITHMETIC	4
ELECTRONICS 2	INTRO TO ELECTRONICS	3
ELECTRONICS 4	FUNDAMENTALS OF ELECTRONICS I.	4
ELECTRONICS 6	FUNDAMENTALS OF ELECTRONICS II	4
ELECTRONICS 8	ELECTRON DEVICES	4
ELECTRONICS 10	MATHEMATICS OF ELECTRONICS I.	3
ELECTRONICS 12	MATHEMATICS OF ELECTRONICS II.	3
ELECTRONICS 20	ELECTRONIC CIRCUITS I.	4
ELECTRONICS 155		4
TOTAL		.37 UNITS



ENGINEERING

CHAIR

Dr. Jayesh Bhakta

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

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

PROGRAMS OFFERED

Associate of Science

Engineering

LACC offers a full range of math, physics, and engineering courses for you to gain an associate degree or to allow you to meet your lower division requirements for transfer. In addition to courses, we offer an advisory program where you can be assigned a faculty member who will assist you with matters that relate to your academic progress. We also have an engineering club that allows students to gain experience in working in a team on an engineering project.

DEGREE PROGRAMS

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

ENGINEERING

Associate of Science Degree

(Program: 090100 State Code: 08226)

Program Student Learning Outcomes

1. Apply the principles of mathematics, science and engineering to mechanical and electrical systems.

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

MAJOR: 11 COURSES | 47 UNITS | AS

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

REQUIRED

Path for Electrical Engineering or Computer Engineering transfer majors)

GEN ENGINEERING 101	INTRO TO SCIENCE, ENGINEERING AND TECHNOLOGY	2
MATH 261	CALCULUS I.	5
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I.	5
CHEMISTRY 101	GENERAL CHEMISTRY I	5
GEN ENGINEERING 131	STATICS.	3
MATH 262	CALCULUS II	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
MATH 263	CALCULUS III.	5
PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III.	5
ELECTRICAL ENG 220	ELECTRICAL CIRCUITS I.	4
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS.	3
TOTAL		.47 UNITS

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

ENGLISH & ESL

CHAIR : DR. BERNADETTE TCHEN

(323) 953-4000 EXT. 2700 | JH300A

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

PROGRAMS OFFERED

Associate of Arts

English

Associate of Arts (AA-T)

English

Other Courses

Linguistics

The department offers extensive English and ESL courses. The courses are offered from basic skills English courses, ESL courses, and they extend to our transfer level. The English program is geared to assist students at all levels so that they may improve their writing and prepare to transfer in an environment that fosters a rich literary tradition. Students develop methods for critical interpretations of relevant works of English, American, and other literatures in English. Our ESL program offers courses to assist students to improve their ability to write, read, and listen/speak English.

DEGREE PROGRAMS

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

ENGLISH

Associate of Arts Degree

(Program: 150100 State Code: 02751)

The English curriculum encourages students who plan to transfer to begin their program of coursework early so that they will have completed all the required lower-division courses by the time they are ready to apply to four-year colleges or universities. In order to satisfy the requirements, 9 to 12 of the required 18 units must be satisfied by taking English 102, 203, 205, and 206.

Program Student Learning Outcomes

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

voice for a given audience; vary sentence shape and structure for emphasis and effect; use all major forms of punctuation effectively, including colons.

MAJOR

6 COURSES | 18 UNITS | AA

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

Select 2-3 English Electives

REQUIRED CORE

ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 205	ENGLISH LITERATURE I	3
ENGLISH 206	ENGLISH LITERATURE II	3

TOTAL REQUIRED 9-12 UNITS

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

ELECTIVES

ENGLISH 127	CREATIVE WRITING	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 207	AMERICAN LITERATURE I	3
ENGLISH 208	AMERICAN LITERATURE II	3
ENGLISH 211	FICTION	3
ENGLISH 212	POETRY	3
ENGLISH 214	CONTEMPORARY LITERATURE	3
ENGLISH 215	SHAKESPEARE I	3
ENGLISH 216	SHAKESPEARE II	3
ENGLISH 218	CHILDREN'S LITERATURE	3
ENGLISH 239	WOMEN IN LITERATURE	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE	3
ENGLISH 253		3
ENGLISH 255	LATIN AMERICAN LITERATURE	3
ENGLISH 270	SCIENCE FICTION - FANTASY	3

TOTAL ELECTIVES 6-9 UNITS

TOTAL 18 UNITS

ENGLISH

Associate of Arts AA-T

Transfer Program

(Program: 150100 State Code: 33147)

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

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

Program Student Learning Outcomes

1. 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	COLLEGE READING AND COMPOSITION II	3
ENGLISH 103		3

LIST A

SELECT 2 courses (6 units) from the following

ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 205	ENGLISH LITERATURE I	3
ENGLISH 206	ENGLISH LITERATURE II	3
ENGLISH 208	AMERICAN LITERATURE II	3

LIST B

SELECT 1 course (3 units) from the following

ENGLISH 127	CREATIVE WRITING	3
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LIST C

SELECT 1 course (3 units) from the following

JOURNALISM 101	COLLECTING AND WRITING NEWS	3
COM STUDIES 130	INTRO TO ORAL INTERPRETATION OF LITERATURE	3
THEATER 100	INTRO TO THE THEATER	3

TOTAL MAJOR 18 UNITS

FAMILY & CONSUMER STUDIES

DIETETICS

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

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

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

PROGRAM OFFERED

Certificate

Dietetic Service Supervisor

CERTIFICATE PROGRAMS

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

DIETETIC SERVICE SUPERVISOR

Certificate of Achievement

(Program: 130621 State Code: 08242)

Completion of the Dietetic Service Supervisor Certificate program meets the standards of training for Dietetic Service Supervisors specified by the California Department of Public Health (CDPH). Completion of this certificate qualifies students to work as the food service director in a skilled nursing facility. Some responsibilities of the Dietetic Service Supervisor are to supervise employees, assure menu acceptance by clients, and manage food production. Completion of

the program along with professional experience may qualify a person to take the Dietary Managers Exam. Please see the DMA website at: www.cdmcareer.info

Successful completion of English 28 and Math 105 are required to ensure successful completion of many courses in this certificate. Students must provide their own transportation to assigned field placement sites. A Mantoux test, health exam, fingerprinting, drug screening, background check, and liability insurance are required for supervised practice courses.

Program Student Learning Outcomes

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

FIRST SEMESTER

F & C STUDIES 21	NUTRITION	3
F & C STUDIES 50	SANITATION AND SAFETY	3
F & C STUDIES 51	FOOD PRODUCTION MANAGEMENT	3
F & C STUDIES 55	DIETETIC EDUCATION	3
F & C STUDIES 151	FOOD PRODUCTION MANAGEMENT LABORATORY	2
ENGLISH 28	INTERMEDIATE READING AND COMPOSITION	3

SECOND SEMESTER

F & C STUDIES 24	FOOD PREPARATION	3
F & C STUDIES 52	FOODSERVICE MANAGEMENT	3
F & C STUDIES 56	NUTRITION DELIVERY SYSTEMS	3
F & C STUDIES 156	NUTRITION DELIVERY SYSTEMS LABORATORY	2
MATHEMATICS 105	ARITHMETIC	3
TOTAL		31 UNITS

FOREIGN LANGUAGES

CHAIR

Mickey Hong

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

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

PROGRAMS OFFERED

Associate of Arts

- Chinese
- French
- Japanese
- Korean
- Spanish

Skills Certificates

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

Other Courses

- Arabic
- Armenian
- Russian

LACC is literally where worlds come together, situated between Little Armenia, Korea Town, Hollywood and Central and South American neighborhoods. This makes the college a particularly wonderful setting for learning a new language or mastering the language of your parents or grandparents. Understanding a foreign language can: Increase your understanding of other cultures and/or your own; enrich your travel experiences abroad; and open career opportunities. Language skills are prized by employers, especially in teaching, translating, social work, foreign service, international relations, trade and any other occupations catering to multi-cultural and international audiences.

DEGREE PROGRAMS

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

CHINESE

Associate of Arts Degree

(Program: 110700 State Code: 02745)

Program Student Learning Outcomes

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

MAJOR

4 COURSES | 18 UNITS | AA

CHINESE 4

Select from remaining courses: CHINESE 1, 2, 3, 10, 21, 22, JAPAN 9, KOREAN 10, LING 1, ARTHIST 130, PHILOS 30

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW

MUST INCLUDE CHINESE 4.

CHINESE 1	ELEMENTARY CHINESE I	5
CHINESE 2	ELEMENTARY CHINESE II	5
CHINESE 3	INTERMEDIATE CHINESE I	5
CHINESE 10	CHINESE CIVILIZATION	3
CHINESE 21	FUNDAMENTALS OF CHINESE I	3
CHINESE 22	FUNDAMENTALS OF CHINESE II	3
JAPANESE 9	JAPANESE CIVILIZATION	3
KOREAN 10	KOREAN CIVILIZATION	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
PHILOSOPHY 30	ASIAN PHILOSOPHY	3

FRENCH

Associate of Arts Degree

(Program: 110200 State Code: 02741)

Program Student Learning Outcomes

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Intermediate High Level.

5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

MAJOR

4-5 COURSES | 18 UNITS | AA

FRENCH 4, 8, 10

Select from remaining courses: FRENCH 1, 2, 3, 10, 21, 22, LING 1, ARTHIST 120, PHILOS 14, MUSIC 403

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW

MUST INCLUDE FRENCH 4, 8, 10.

FRENCH 1	ELEMENTARY FRENCH I	5
FRENCH 2	ELEMENTARY FRENCH II	5
FRENCH 3	INTERMEDIATE FRENCH I	5
FRENCH 10	FRENCH CIVILIZATION	3
FRENCH 21	FUNDAMENTALS OF FRENCH I	3
FRENCH 22	FUNDAMENTALS OF FRENCH II	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
ART HISTORY 120	SURVEY OF WESTERN ART HISTORY II	3
PHILOSOPHY 14	HISTORY OF MODERN EUROPEAN PHILOSOPHY	3
MUSIC 403	CLASSICAL VOICE III	3

JAPANESE

Associate of Arts Degree

(Program: 110800 State Code: 02746)

Program Student Learning Outcomes

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

MAJOR

5 COURSES | 18 UNITS | AA

JAPAN 4, 8, 9

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

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW.

MUST INCLUDE JAPANESE 4, 8, AND 9.

JAPANESE 1	ELEMENTARY JAPANESE I	5
JAPANESE 2	ELEMENTARY JAPANESE II	5
JAPANESE 3	INTERMEDIATE JAPANESE I	5
JAPANESE 21	FUNDAMENTALS OF JAPANESE I	3
JAPANESE 22	FUNDAMENTALS OF JAPANESE II	3
CHINESE 10	CHINESE CIVILIZATION	3
KOREAN 10	KOREAN CIVILIZATION	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
PHILOSOPHY 30	ASIAN PHILOSOPHY	3

KOREAN

Associate of Arts Degree

(Program: 111730 State Code: 18809)

Program Student Learning Outcomes

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

MAJOR

5-6 COURSES | 18 UNITS | AA

KOREAN 4, 8, 10

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

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW.

MUST INCLUDE KOREAN 4, 8 AND 10.

KOREAN 1	ELEMENTARY KOREAN I	5
KOREAN 2	ELEMENTARY KOREAN II	5
KOREAN 3	INTERMEDIATE KOREAN I	5
CHINESE 10	CHINESE CIVILIZATION	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
JAPANESE 9	JAPANESE CIVILIZATION	3
ART HISTORY 130	SURVEY OF ASIAN ART HISTORY	3
PHILOSOPHY 30	ASIAN PHILOSOPHY	3

RUSSIAN LANGUAGE AND CULTURE: ELEMENTARY LEVEL

Certificate of Achievement

The California state approved Certificate of Achievement in Russian Language and Culture: Elementary Level, was established to give the student the opportunity to document his or her skill in the Russian language and the knowledge of Russian culture. The Certificate of Achievement is an evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement. The Certificate of Achievement in Russian Language and Culture: Elementary Level will demonstrate the recipient's ability to perform the following:

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level
2. Write at the ACTFL Proficiency Novice High Level
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level
5. Define fundamental aspect of culture at the ACTFL Novice Range

REQUIREMENTS

RUSSIAN 1	ELEMENTARY RUSSIAN I	5
RUSSIAN 2	ELEMENTARY RUSSIAN II	5
RUSSIAN 8	CONVERSATIONAL RUSSIAN	2
RUSSIAN 10	RUSSIAN CIVILIZATION	3
TOTAL UNITS		15

**RUSSIAN LANGUAGE AND CULTURE:
INTERMEDIATE LEVEL**

Certificate of Achievement

The California state approved Certificate of Achievement in Russian Language and Culture: Intermediate Level was established to give the student the opportunity to document his or her skill in the Russian language and the knowledge of Russian culture. The Certificate of Achievement is an evidence of the student's academic persistence and achievement in the language and cultural studies for employment, and professional advancement. The Certificate of Achievement in Russian Language and Culture: Intermediate Level will demonstrate the recipient's ability to perform the following:

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level
2. Write at the ACTFL Proficiency Intermediate High Level
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range

REQUIREMENTS

RUSSIAN 3	INTERMEDIATE RUSSIAN I	5
RUSSIAN 4	INTERMEDIATE RUSSIAN II	5
RUSSIAN 8	CONVERSATIONAL RUSSIAN	2
RUSSIAN 10	RUSSIAN CIVILIZATION	3
TOTAL UNITS		15

SPANISH

Associate of Arts Degree

(Program: 110500 State Code: 02744)

Program Student Learning Outcomes

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

MAJOR

5 COURSES | 18 UNITS | AA

SPANISH 4, 8, 9, 10

Select from remaining courses: SPANISH 1, 2, 3, 21, 22, 35, 36, CHICANO 44, LING 1, DNCESPC 311, ARTHIST 151, ENGLISH 203, 204, 255

18 OR MORE UNITS OF CLASSES CHOSEN FROM BELOW.

MUST INCLUDE SPANISH 4, 8, 9 AND 10.

SPANISH 1	ELEMENTARY SPANISH I	5
SPANISH 2	ELEMENTARY SPANISH II	5
SPANISH 3	INTERMEDIATE SPANISH I	5
SPANISH 21		3
SPANISH 22	FUNDAMENTALS OF SPANISH II	3
SPANISH 35	SPANISH FOR SPANISH SPEAKERS I	5
SPANISH 36	SPANISH FOR SPANISH SPEAKERS II	5
CHICANO 44	MEXICAN CIVILIZATION	3
LINGUISTICS 1	INTRO TO LANGUAGE AND LINGUISTICS	3
DANCE SPEC 311	FLAMENCO AND SPANISH DANCE	3
ART HISTORY 151	INTRO TO LATIN AMERICAN ART	3
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 255	LATIN AMERICAN LITERATURE	3

CERTIFICATE PROGRAMS

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

AMERICAN SIGN LANGUAGE

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

A S L 1	AMERICAN SIGN LANGUAGE I	4
A S L 2	AMERICAN SIGN LANGUAGE II	4
A S L 3	AMERICAN SIGN LANGUAGE III	4
A S L 25	CONVERSATIONAL AMERICAN SIGN LANGUAGE	2
A S L 30	FINGER SPELLING I	1
TOTAL		15 UNITS

**JAPANESE LANGUAGE & CIVILIZATION:
ELEMENTARY LEVEL**

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

JAPANESE 1	ELEMENTARY JAPANESE I	5
JAPANESE 2	ELEMENTARY JAPANESE II	5
JAPANESE 8	ELEMENTARY CONVERSATIONAL JAPANESE	2
JAPANESE 9	JAPANESE CIVILIZATION	3

TOTAL 15 UNITS

JAPANESE LANGUAGE & CIVILIZATION: INTERMEDIATE LEVEL

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

JAPANESE 3	INTERMEDIATE JAPANESE I	5
JAPANESE 4	INTERMEDIATE JAPANESE II	5
JAPANESE 8	ELEMENTARY CONVERSATIONAL JAPANESE	2
JAPANESE 9	JAPANESE CIVILIZATION	3

TOTAL 15 UNITS

KOREAN LANGUAGE & CIVILIZATION: ELEMENTARY LEVEL

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

KOREAN 1	ELEMENTARY KOREAN I	5
KOREAN 2	ELEMENTARY KOREAN II	5
KOREAN 8	CONVERSATIONAL KOREAN	2
KOREAN 10	KOREAN CIVILIZATION	3

TOTAL 15 UNITS

KOREAN LANGUAGE & CIVILIZATION: INTERMEDIATE LEVEL

Skills Certificate

Program Student Learning Outcomes

1. Speak at the ACTFL Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.

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

REQUIRED

KOREAN 3	INTERMEDIATE KOREAN I	5
KOREAN 4	INTERMEDIATE KOREAN II	5
KOREAN 8	CONVERSATIONAL KOREAN	2
KOREAN 10	KOREAN CIVILIZATION	3

TOTAL 15 UNITS

SPANISH LANGUAGE & CIVILIZATION: ELEMENTARY LEVEL

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

SPANISH 1	ELEMENTARY SPANISH I	5
SPANISH 2	ELEMENTARY SPANISH II	5
SPANISH 8	CONVERSATIONAL SPANISH	2
SPANISH 9	OR SPANISH 10	3

TOTAL 15 UNITS

SPANISH LANGUAGE & CIVILIZATION: INTERMEDIATE LEVEL

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

SPANISH 3	INTERMEDIATE SPANISH I	5
SPANISH 4	INTERMEDIATE SPANISH II	5
SPANISH 8	CONVERSATIONAL SPANISH	2
SPANISH 9	OR SPANISH 10	3

TOTAL 15 UNITS

HEALTH

CHAIR

Aykanush Gevanyan

(323) 953-4000 EXT. 2263 | KIN 216

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

HUMANITIES

CHAIR

Mickey Hong

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

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

PROGRAMS OFFERED

Associate of Arts

Humanities

DEGREE PROGRAMS

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

HUMANITIES

Associate of Arts Degree

(Program: 490300 State Code: 02767)

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

Program Student Learning Outcomes

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

REQUIRED

ARTS: ANY 3 UNITS FROM THE FOLLOWING

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

LITERATURE: ANY 3 UNITS FROM THE FOLLOWING

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

FOREIGN LANGUAGE: ANY 3-5 UNITS FROM THE FOLLOWING

All courses in Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish and American Sign Language

HUMANITIES ANY 6 UNITS FROM THE FOLLOWING

Humanities 6, 8, 30, 31, 61

ELECTIVES

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

TOTAL 18-20 UNITS

JOURNALISM

VICE CHAIR

Daniel Marlos

(323) 953-4000 EXT. 2835 | CHEMISTRY BASEMENT

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

PROGRAMS OFFERED

Associate of Arts

Journalism

Associate of Arts (AA-T)

Journalism

The journalism curriculum is an open-ended program that is arranged so the graduate is prepared to work in either the field or, with additional course work, to transfer to a four-year college or university. Journalism majors are offered courses designed to train them in desktop publishing skills and for editorial, and photojournalism jobs on daily and weekly newspapers, magazines, trade journals and consumer publications. They also are prepared for work as freelance writers and as writers for television and radio news programs. The employment records of hundreds of graduates show the California Publishers Association approval of courses offered here.

DEGREE PROGRAMS

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

JOURNALISM

Associate of Arts Degree

(Program: 060200 State Code: 02728)

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

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

FIRST SEMESTER

JOURNALISM 101*	COLLECTING AND WRITING NEWS	3
JOURNALISM 105	MASS COMMUNICATIONS	3
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY	3

SECOND SEMESTER

JOURNALISM 217-1	PUBLICATION LABORATORY I	2
JOURNALISM 218-1	PRACTICAL EDITING I	3
JOURNALISM 219-1	TECHNIQUES FOR STAFF EDITORS I	1
PHOTOGRAPHY 7	EXPLORING DIGITAL PHOTOGRAPHY	3
LIBRARY SCIENCE 101	LIBRARY RESEARCH METHODS	1

THIRD SEMESTER

JOURNALISM 217-2	PUBLICATION LABORATORY II	2
JOURNALISM 218-2	PRACTICAL EDITING II	3
JOURNALISM 219-2	TECHNIQUES FOR STAFF EDITORS II	1
PHOTOGRAPHY 20	BEGINNING PHOTOJOURNALISM	4

FOURTH SEMESTER

JOURNALISM 217-3	PUBLICATION LABORATORY III	2
JOURNALISM 218-3	PRACTICAL EDITING III	3
JOURNALISM 219-3	TECHNIQUES FOR STAFF EDITORS III	1
PHOTOGRAPHY 46	PHOTOGRAPHIC DIGITAL IMAGING	3

TOTAL 38 UNITS

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

JOURNALISM

Associate of Arts (AA-T)

(Program: 060200 State Code: 33155)

Completion of the Associate of Arts in Journalism for Transfer degree prepares students for transfer to a California State University under the provisions of SB 1440, the Student Transfer Achievement Reform Act, and for employment in the field of Journalism. Students who successfully complete this degree are guaranteed admission with junior status to the CSU system, but not to a specific campus or major. The student will receive priority admission to the local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis.

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

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and
 - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission 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	COLLECTING AND WRITING NEWS	3
JOURNALISM 105	MASS COMMUNICATIONS	3
JOURNALISM 218-1	PRACTICAL EDITING I	3

LIST A

SELECT 1 COURSE (3 UNITS) FROM THE FOLLOWING

PHOTOGRAPHY 20	BEGINNING PHOTOJOURNALISM	4
JOURNALISM 218-2	PRACTICAL EDITING II	3

LIST B

SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING

PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY	3
MATH 227	STATISTICS	4
ECONOMICS 1	OR 2	3
COM STUDIES 104	ARGUMENTATION AND DEBATE	3
PHOTOGRAPHY 34	HISTORY OF PHOTOGRAPHY	3
TOTAL MAJOR		18 -20 UNITS

KINESIOLOGY

CHAIR

Aykanush Gevanyan

(323) 953-4000 EXT. 2263 | KIN 216

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

LAW

CHAIR AND PARALEGAL PROGRAM DIRECTOR:

Wilhelm I. Vargas, J.D.

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

www.lacitycollege.edu/academic/departments/law/introparalegalstudies

PROGRAMS OFFERED

Associate of Arts

Paralegal Studies

The Paralegal Studies Program is approved by the American Bar Association. It is offered by the Law Department to students who are interested in working in the legal field. Paralegals assist attorneys in providing legal services in civil and criminal matters. Paralegal training is also valuable to persons seeking employment in fields such as real estate, insurance, banking, or brokerage. Employment of paralegals and legal assistants is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects. The paralegal program is designed to provide students with high quality paralegal training, and on-the-job experience through internships. The paralegal program is flexible and accommodates day, evening, and weekend students.

DEGREE PROGRAMS

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

PARALEGAL STUDIES

Associate of Arts Degree

(Program: 140200 State Code: 02750)

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

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

Program Student Learning Outcomes

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

MAJOR: 15 COURSES | 42 UNITS | AA

CAOT 84	LAW 17
CAOT 93	LAW 19
COMM 101	LAW 51
LAW 1	LIB SCI 101
LAW 2	PLUS 2 ELECTIVES
LAW 4	
LAW 11	
LAW 10	
LAW 12	

FIRST SEMESTER

CAOT 84	KEYBOARDING OPERATIONS	3
COMM 101	ORAL COMMUNICATION I	3
LAW 10	INTRO TO LEGAL ASSISTANT I	3
LIB SCI 101	LIBRARY RESEARCH METHODS	1

SECOND SEMESTER

LAW 1	BUSINESS LAW I	3
LAW 11	INTRO 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
TOTAL		42 UNITS

PARALEGAL GENERAL ELECTIVES

- LAW 3, CIVIL RIGHTS AND THE LAW
- LAW 13, WILLS TRUSTS, AND PROBATE ADMINISTRATION
- LAW 18, MARRIAGE AND FAMILY LAW
- LAW 33, LAW AND THE MEDIA
- LAW 35, IMMIGRATION LAW
- LAW 37, BANKRUPTCY
- LAW 38, CRIMINAL LAW

LEARNING SKILLS

CHAIR

Maryanne Des Vignes

(323) 953-4000 EXT. 2770 | LIFE SCIENCES BLDG 2ND FL

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

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

LIBERAL ARTS

Please see the Counseling Department for Information regarding the Interdisciplinary Programs

PROGRAMS OFFERED

ASSOCIATE OF ARTS LIBERAL ARTS - SOCIAL & BEHAVIORAL SCIENCES

Liberal Arts - Natural Sciences & Mathematics

Liberal Arts - Arts & Humanities

Liberal Arts - Performing & Visual Arts

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

DEGREE PROGRAMS

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

SOCIAL AND BEHAVIORAL SCIENCES

Associate of Arts Degree

(Program: 490100 State Code: 19845)

These courses emphasize the perspective, concepts, theories and methodologies found in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. This pattern emphasizes the contributions and perspectives of men, women and members of various ethnic and cultural groups and a comparative perspective on both Western and non-Western societies.

Program Student Learning Outcomes

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

AFRICAN AMERICAN STUDIES 4, 5, 7

ANTHROPOLOGY 102, 103, 121, 151

BUSINESS 1

CHICANO STUDIES 7, 8

CHILD DEVELOPMENT 1, 11, 42

COMMUNICATION STUDIES 121, 122

COMPUTER SCIENCE 103

ECONOMICS 1, 2

GEOGRAPHY 2

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

JOURNALISM 105

LAW 3, 7

LINGUISTICS 2, 3

POLITICAL SCIENCE 1, 2, 7, 14, 19

PSYCHOLOGY 1, 13, 74

SOCIOLOGY 1, 2, 11, 12, 32

TOTAL 18 UNITS

NATURAL SCIENCES AND MATHEMATICS

Associate of Arts Degree

(Program: 490200 State Code: 19844)

These courses emphasize the natural sciences which examine the physical universe, its life forms, and its natural

phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning beyond the level of intermediate algebra.

Program Student Learning Outcomes

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

ANATOMY 1
 ANTHROPOLOGY 101
 ASTRONOMY 1, 5, 11
 BIOLOGY 3, 6, 7, 25
 CHEMISTRY 60, 101, 102, 211, 212, 221
 EARTH SCIENCE 1
 GEOGRAPHY 1,15
 GEOLOGY 1, 6
 MATHEMATICS 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275
 MICROBIOLOGY 1, 20
 OCEANOGRAPHY 1
 PHYSICS 6, 7, 11, 12, 14, 21, 22, 101, 102, 103
 PHYSIOLOGY 1
 PSYCHOLOGY 2
TOTAL 18 UNITS

ARTS AND HUMANITIES

Associate of Arts Degree

(Program: 490310 State Code: 19843)

These courses bring together art, music, history, literature, and cultural studies. Students will interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.

Program Student Learning Outcomes

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.

4. Employ scientific inquiry methods to conduct and document meaningful research.

AFRICAN AMERICAN STUDIES 20, 60 (SAME AS MUSIC 135)
 ART 201, 209, 501
 ART HISTORY 103, 110, 120, 130, 139, 140, 151, 171
 CHICANO STUDIES 44
 CINEMA 3, 4, 18
 COMMUNICATION STUDIES 130
 DANCE STUDIES 805
 ENGLISH 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270
 FOREIGN LANGUAGE ALL COURSES INCLUDING AMERICAN SIGN LANGUAGE
 HISTORY 3, 4, 7, 86, 87
 HUMANITIES 6, 8, 30, 31, 61
 LINGUISTICS 1
 MUSIC 101, 111,121, 122, 135 (SAME AS AFRICAN AMERICAN STUDIES 60), 200
 PHILOSOPHY 1, 14, 20, 30, 32, 40
 PHOTOGRAPHY 10, 17, 34
 POLITICAL SCIENCE 5
 THEATER 100, 110, 338, 400
TOTAL 18 UNITS

PERFORMING AND VISUAL ARTS

Associate of Arts Degree

(Program: 490105 State Code: 30211)

These courses bring together the performing disciplines of Art, Cinema/TV, Dance, Photography, Music, and Theater. The students will demonstrate through performance how these disciplines integrate and relate to another. Students will be encouraged to work on the interdisciplinary aspect in the 185 Directed Studies through departmental collaborative projects.

Program Student Learning Outcomes

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

A MINIMUM OF 18 UNITS FROM THE AT LEAST 4 DISCIPLINES BELOW:

ART 201, 501
 CINEMA 2
 DANCE STUDIES 185; 301 OR 302 OR 303 OR 304; DANCE TECHNIQUES 241, 242, 243, 244; 141, 142, 143, 144; 111, 112, 113, 114; 121, 122, 123, 124; DANCE SPECIALTIES 311, 321, 331
 MUSIC 185, 311, 400, 501, 601, 621
 PHOTOGRAPHY 1, 7, 10, 46, 107
 THEATER 200, 271, 225, 240, 300, 311, 313, 314, 315, 325, 336, 338, 416, 417

RECOMMENDED ELECTIVES

ART HISTORY 103, 110, 120, 130, 139, 140, 151,171
 CINEMA 3, 4, 18
 DANCE STUDIES 805
 MUSIC 111, 121, 122, 133, 135
 PHOTOGRAPHY 34
 THEATER 110, 400

LIBRARY SCIENCE

CHAIR

Barbara Vasquez

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

<http://library.lacitycollege.edu>

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

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

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

MATHEMATICS

CHAIR

Kian Kaviani

(323) 953-4000 EXT 2828 • JH 101H

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

PROGRAMS OFFERED

Associate of Science

Mathematics

Associate of Science (AS-T)

Mathematics

The LACC Mathematics Department offers classes from Pre-Algebra to Advanced Calculus and Differential Equations. Our students successfully transfer to prestigious university programs including Cal State Universities, UCLA, UC Berkley and other UC's, USC and Cal Tech to name a few. And, LACC's math team has consistently placed in the top 5 out of nearly 200 colleges in the National American Mathematics Association of Two Year Colleges Competition in recent years.

DEGREE PROGRAMS

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

MATHEMATICS

Associate of Science Degree

(Program: 170100 State Code: 02754)

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

to pursue the Mathematics major. Depending on your preparation, you may need additional prerequisite courses before entering this program.

Program Student Learning Outcomes

1. Graph functions using the first and second derivatives and use integration to find areas and volumes bounded by functions.
2. Identify and graph the appropriate (logarithmic or 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	

FIRST SEMESTER

MATHEMATICS 261 CALCULUS I 5

SECOND SEMESTER

MATHEMATICS 262 CALCULUS II 5

MATHEMATICS 270 LINEAR ALGEBRA 3

THIRD SEMESTER

MATHEMATICS 263 CALCULUS III 5

FOURTH SEMESTER

MATHEMATICS 275 ORDINARY DIFFERENTIAL EQUATIONS 3

TOTAL 21 UNITS

MATHEMATICS

Associate of Science (AS-T)

(Program: 170100 State Code: 33153)

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

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

the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

MAJOR

5 COURSES | 21 UNITS | AS-T

MATH 261	MATH 270
MATH 262	MATH 275
MATH 263	

REQUIRED CORE (15 UNITS)

MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5

LIST A

SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING

MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3
MATH 270	LINEAR ALGEBRA	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 of Achievement

Instrumental Performer

Orchestrator/Arranger

Vocal Performer

Skills Certificates

Instrumental Performer:

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

The LACC Music Department offers the highest quality music courses, designed for students seeking a variety of educational goals. Our faculty members are dedicated teachers who are active in the music industry as arrangers, copyists, composers, theorists, sound engineers and performers who play and sing regularly as soloists and with professional ensembles.

Students have a variety of performance opportunities, giving public concerts in Commercial and Classical Voice, Piano and Chamber Ensemble, Choir, Orchestra, Percussion Ensemble, Guitar Ensemble and our famous Studio Jazz Band. In addition to being performers, music majors enter such fields as Recording Industry (Producing, Engineering, Arranging); Television and Radio (Program: Director, Music Licensing); Music Technology (Sound Editor); Composing (Commercial Jingles, TV/Film); Conducting; Music Business (Music Distributor, Marketing); Music Education; Music Librarian; Music Publishing (Music Editor, Copyrights); Music Therapy; Music Communications (Publisher, Reporter); Instrument Making and Repair and more.

DEGREE PROGRAMS

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

MUSIC

Associate of Arts Degree

(Program: 100400 State Code: 02736)

Students will select additional Music courses needed for proficiency in particular performance areas, composition, and orchestration and arranging. It is strongly recommended that a student also consider taking Applied Music in his/her primary performance area. All students should consult with the Music Department for assistance in arranging their program.

Program Student Learning Outcomes

1. Write, recognize, and utilize the fundamental aspects and principles of music, including music theory, notation, and form.
2. Sight-sing and dictate rhythms and diatonic and chromatic melodies in various meters.

3. Play scales and repertoire demonstrating level IV piano proficiency.
4. Communicate in writing viewpoints on current musical trends and performance practice, using proper terminology from selected time period.
5. Perform on their chosen instrument in public as a soloist or in an ensemble.

MAJOR + ELECTIVES

20+ COURSES | 36 UNITS | AA

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

FIRST SEMESTER

MUSIC 152-1	CURRENT MUSICAL EVENTS I	4
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 311	PIANO I (OR MORE ADVANCED LEVEL)	1
PERFORMANCE ENSEMBLE (SEE BELOW)*		1

SECOND SEMESTER

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312	PIANO II (OR MORE ADVANCED LEVEL)	1
PERFORMANCE ENSEMBLE (SEE BELOW)*		1

THIRD SEMESTER

MUSIC 111	OR 121	OR 122
OR 135		3
ELECTIVE		1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313	PIANO III (OR MORE ADVANCED LEVEL)	1
PERFORMANCE ENSEMBLE (SEE BELOW)*		1

FOURTH SEMESTER

MUSIC 203	HARMONY III	3
MUSIC 219-2	MUSICIANSHIP - IV	1
MUSIC 314	PIANO IV (OR MORE ADVANCED LEVEL)	1
PERFORMANCE ENSEMBLE (SEE BELOW)*		1
ELECTIVES		5

TOTAL 36 UNITS

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

MUSIC

Associate in Art for Transfer option (AA-T)

(Program: 100400 State Code: 32496)

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

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

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

Program Student Learning Outcomes

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

MAJOR

15 COURSES | 22 UNITS | AA-T

MUSIC 200, 201, 202, 203, 217-2, 218-2, 219-2, 181, 182, 183, 184

Select four courses: MUSIC 501, 531, 561, 705, 711, 725, 751, 765, 771, 781

REQUIRED CORE

MUSIC 200*	INTRO TO MUSIC THEORY	4
MUSIC 201	HARMONY I	3
MUSIC 202	HARMONY II	3
MUSIC 203	HARMONY III	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 219-2	MUSICIANSHIP - IV	1
MUSIC 181, 182, 183 AND 184		2

CHOOSE FROM BELOW

(1 UNIT EACH SEMESTER): 4
 MUSIC 501, 531, 561, 705, 711, 725, 751, 765, 771, 781

TOTAL MAJOR 22 UNITS

*Can take this course more than once

CERTIFICATE PROGRAMS

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

The Commercial Music Certificate curriculum has been designed to provide the student with means to acquire valuable knowledge, expertise, and marketable skills with which to obtain employment in the following areas:

Instrumental Performer:

- Brass
- Guitar
- Percussion
- Piano

Strings
Woodwinds
Music Technology
Orchestrator/Arranger
Vocal Performer

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

INSTRUMENTAL PERFORMER / BRASS

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes

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

LEVEL I

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241		1
MUSIC 311*	PIANO I	1
MUSIC 601**	BRASS INSTRUMENT INSTRUCTION I	2
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 711, 725, 751, 781)

MUSIC ELECTIVES		2
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LEVEL II

MUSIC 152-2	MUSIC 152-2	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
MUSIC 602**	BRASS INSTRUMENT INSTRUCTION II	2
PERFORMANCE ENSEMBLE		1

(Select from Music 711, 725, 751, 781)

LEVEL III

MUSIC 152-3		1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 603**	BRASS INSTRUMENT INSTRUCTION III	2
PERFORMANCE ENSEMBLE		1

(Select from Music 725, 751, 781)

MUSIC ELECTIVES		2
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LEVEL IV

MUSIC 152-4		1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 604	BRASS INSTRUMENT INSTRUCTION IV	2
PERFORMANCE ENSEMBLE		1

(Select from Music 725, 751, 781)

MUSIC 137	OR LAW 33	3
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TOTAL		48 UNITS
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* 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 of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes

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

LEVEL I

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241		1
MUSIC 311*	PIANO I	1
MUSIC 650**	BEGINNING GUITAR	2
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 711, 725, 771, 781)

MUSIC ELECTIVES		2
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LEVEL II

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
MUSIC 651**	CLASSICAL GUITAR I	2
PERFORMANCE ENSEMBLE		1

(Select from Music 711, 725, 771, 781)

LEVEL III

MUSIC 152-3		1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 652**	CLASSICAL GUITAR II	2
MUSIC 670	FINGERBOARD HARMONY	2
PERFORMANCE ENSEMBLE		1

(Select from Music 711, 725, 771, 781)

LEVEL IV

MUSIC 152-4	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
MUSIC 653**	CLASSICAL GUITAR III	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 711, 725, 771, 781)</i>		
English 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 137	OR LAW 33	3
TOTAL	48 UNITS

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

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

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

INSTRUMENTAL PERFORMER / PERCUSSION

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes

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

LEVEL I

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241	1
MUSIC 311*	PIANO I	1
MUSIC 631**	PERCUSSION INSTRUMENT INSTRUCTION I	2
PERFORMANCE ENSEMBLE	1

(Select from Music 501, 531, 711, 725, 751, 765, 781)

MUSIC ELECTIVES 2 UNITS

LEVEL II

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
MUSIC 632**	PERCUSSION INSTRUMENT INSTRUCTION II	2
PERFORMANCE ENSEMBLE	1

(Select from Music 711, 725, 751, 765, 781)

LEVEL III

MUSIC 152-3	1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 633**	PERCUSSION INSTRUMENT INSTRUCTION III	2
PERFORMANCE ENSEMBLE	1

(Select from Music 711, 725, 751, 765, 781)

MUSIC ELECTIVES 2

LEVEL IV

MUSIC 152-4	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 634	PERCUSSION INSTRUMENT INSTRUCTION IV	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 711, 725, 751, 765, 781)</i>		
MUSIC 137	OR LAW 33	3
TOTAL	48 UNITS

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

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

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

INSTRUMENTAL PERFORMER / PIANO

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes

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

LEVEL I

MUSIC 152-1	CURRENT MUSICAL EVENT II	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241	1
MUSIC 311*	PIANO I	1
PERFORMANCE ENSEMBLE**	1
MUSIC ELECTIVES	4

LEVEL II

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
PERFORMANCE ENSEMBLE**	1
MUSIC ELECTIVE	1

LEVEL III

MUSIC 152-3	1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
PERFORMANCE ENSEMBLE**	1
MUSIC ELECTIVES	2

LEVEL IV

MUSIC 152-4	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-2	COMMERCIAL PIANO TECHNIQUES WORKSHOP II	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC ELECTIVES	1
PERFORMANCE ENSEMBLE**	1
MUSIC 137	OR LAW 33	3
TOTAL46 UNITS

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

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

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

INSTRUMENTAL PERFORMER / STRINGS

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes

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

LEVEL I

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241	1
MUSIC 311*	PIANO I	1
MUSIC 611**	STRING INSTRUMENT INSTRUCTION I	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 501, 531, 705, 711, 725, 781)</i>		
MUSIC ELECTIVES	2

LEVEL II

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
MUSIC 612**	STRING INSTRUMENT INSTRUCTION II	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 705, 711, 725, 781)</i>		

LEVEL III

MUSIC 152-3	1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 613**	STRING INSTRUMENT INSTRUCTION III	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 705, 711, 725, 781)</i>		
MUSIC ELECTIVES	2

LEVEL IV

MUSIC 152-4	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 261-1	ELECTRONIC MUSIC WORKSHOP I	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 614	STRING INSTRUMENT INSTRUCTION IV	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 705, 711, 725, 781)</i>		
MUSIC 137	OR LAW 33	3
TOTAL48 UNITS

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

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

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

INSTRUMENTAL PERFORMER / WOODWINDS

Certificate of Achievement

(Program: 100500 State Code: 10777)

Program Student Learning Outcomes

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

LEVEL I

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241	1
MUSIC 311*	PIANO I	1
MUSIC 621**	WOODWIND INSTRUMENT INSTRUCTION I	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 501, 531, 711, 725, 751, 781)</i>		
MUSIC ELECTIVES	2

LEVEL II

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312*	PIANO II	1
MUSIC 622**	WOODWIND INSTRUMENT INSTRUCTION II	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 711, 725, 751, 781)</i>		

LEVEL III

MUSIC 152-3	1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 623**	WOODWIND INSTRUMENT INSTRUCTION III	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 711, 725, 751, 781)</i>		
MUSIC ELECTIVES	2

LEVEL IV

MUSIC 152-4	1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 261-1	ELECTRONIC MUSIC WORKSHOP I	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 624	WOODWIND INSTRUMENT INSTRUCTION IV	2
PERFORMANCE ENSEMBLE	1
<i>(Select from Music 711, 725, 751, 781)</i>		
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 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 311	PIANO I	4
MUSIC ELECTIVE	1

LEVEL II

MUSIC 111 OR 116	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 261-1	MUSIC PRODUCTION WORKSHOP I	3
MUSIC 312*	PIANO II	1
MUSIC ELECTIVE	1

LEVEL III

MUSIC 152-3	1
MUSIC 291	MIDI INSTRUMENTS INSTRUCTION I	2
FINANCE 8 OR MANAGEMENT 13	3
MUSIC ELECTIVE	1

LEVEL IV

MUSIC 292	MIDI INSTRUMENTS INSTRUCTION II	2
MUSIC 137	OR LAW 33	3
MUSIC ELECTIVE	1
TOTAL	30 UNITS

COMPOSITION

Certificate of Achievement

(Program: 100502 State Code: 02737)

Program Student Learning Outcomes

1. Write chords, harmonize melodies, and sing and dictate melodies featuring some chromaticism.

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

LEVEL I

MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 111 OR 116	3
INSTRUMENTAL INSTRUCTION	2
<i>(Select from Music 601, 611, 621, 631)</i>		
MUSIC ELECTIVES	2

LEVEL II

MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312	PIANO II	1
MUSIC ELECTIVES	2

LEVEL III

MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 221, 223	OR 231	3
MUSIC 137	OR LAW 33	3
MUSIC ELECTIVE	3

LEVEL IV

MUSIC 203	HARMONY III	3
MUSIC 219-2	MUSICIANSHIP IV	1
MUSIC 314	PIANO IV	1
MUSIC 221, 223 OR	ORCHESTRATION AND ARRANGING I	3
MUSIC 137	MUSIC AS A BUSINESS	3

TOTAL **36 UNITS**

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

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

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

VOCAL PERFORMER

Certificate of Achievement

(Program: 100501 State Code: 10778)

Program Student Learning Outcomes

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

EDUCATIONAL PROGRAMS

LEVEL I

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRO TO MUSIC THEORY	4
MUSIC 241		1
MUSIC 311*	PIANO I	1
MUSIC 400**	VOICE FUNDAMENTALS	1
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 561)

MUSIC ELECTIVES		3
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LEVEL II

MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 161	INTRO TO ELECTRONIC MUSIC	3
MUSIC 201	HARMONY I	3
MUSIC 217-2	MUSICIANSHIP II	1
MUSIC 312	PIANO II	1
MUSIC 431**	COMMERCIAL VOICE I	1
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 561)

LEVEL III

MUSIC 152-3		1
MUSIC 202	HARMONY II	3
MUSIC 218-2	MUSICIANSHIP - III	1
MUSIC 313*	PIANO III	1
MUSIC 432**	COMMERCIAL VOICE II	1
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 531, 561)

MUSIC 137	OR LAW 33	3
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LEVEL IV

MUSIC 152-4		1
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
ENGLISH 28***	INTERMEDIATE READING AND COMPOSITION	3
MUSIC 433	COMMERCIAL VOICE III	1
PERFORMANCE ENSEMBLE		1

(Select from Music 501, 561)

MUSIC ELECTIVES		3
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TOTAL 46 UNITS

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

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

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

NURSING

DIRECTOR

Christiana Baskaran

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

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

PROGRAMS OFFERED

Associate of Science

Nursing, Registered

DEGREE PROGRAMS

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

REGISTERED NURSING

Associate of Science Degree

(Program: 12010 State Code: 14274)

Los Angeles City College accepts 20-40 students for enrollment every Fall and Spring. Should the number of qualified applicants exceed the number of available openings, a simple lottery will be implemented.

The Associate Degree program is a 2-year full-time program that includes theory and clinical courses over 4 days a week. Clinical experiences will include the opportunity for students to participate in nursing care and treatments of clients

in hospitals and other health care facilities. Once admitted, this program is designed to be completed in four semesters for non-licensed candidates.

NCLEX-RN Exam

Students will be eligible to apply for and take the NCLEX-RN examination upon graduation. The Board of Registered Nursing may deny licensure on such grounds as: being convicted of crime, acts of dishonesty, fraud or deceit, etc. Persons impaired by alcohol, drug abuse and emotional illness are expected to voluntarily seek diagnosis and treatment for any suspected illness.

Prerequisites for Admissions to Program

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

Anatomy 1 (Human Anatomy with lab)

Physiology 1 (Human Physiology with lab)

Microbiology 1 or 20 (Microbiology with lab)

Chemistry 60 (or Completion of 1 year of High School Chemistry with a lab)

English 101 (College Reading and Composition)

Math 115 (Elementary Algebra)

Psychology 1 (General Psychology)

Psychology 41 (Life Span Psychology)

It is highly recommended that the following co-requisites / graduation requirements be completed prior to entry into the Registered Nursing Program. Those courses that have not been satisfactorily completed will need to be completed during the

4 semesters of the Registered Nursing program. It is the student's responsibility to complete the following courses prior to graduation and take the NCLEX-RN examination.

- Sociology 1 or Anthropology 102*
- Communication Studies 101 or 121*
- 3 units of American Institutions*
- 3 units of Humanities*
- 1 unit of P.E.*

Additional Requirements of the RN Program for graduation

- Math 125 or higher is required for graduation.
- Graduation from an accredited U.S. High School or equivalent or graduation from an accredited U.S. College or university or equivalent.
- If students received their high school diploma from a foreign country and/or are requested equivalency of foreign college credits to fulfill prerequisites, the transcripts must be evaluated for equivalency by an LACC approved agency.
- Students must also meet health and other requirements mandated by the program and affiliating hospitals and/or clinical prior to entry.
- Satisfactory score on the admission assessment test (contact Nursing Department for details).
- Completion of all of the graduation requirements of LACC.

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

Program Student Learning Outcomes

1. Utilize the nursing process as a basis for decisions in the planning and implementation for nursing care across the lifespan to a diverse population.

2. Apply critical thinking to make decisions and provide safe patient care.
3. Demonstrates effective communication skills in the provision of care across the lifespan.
4. Function within the scope of practice and standards of care of the California Board of Registered Nursing and Nurse Practice Act.

MAJOR CORE

11 COURSES | 38 UNITS | AS

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

FIRST SEMESTER

NRSRGREG 103	NURSING PHARMACOLOGY	1
NRSRGREG 104	NURSING FOUNDATIONS	4
NRSRGREG 105	BEGINNING MEDICAL- SURGICAL	5
NRSRGREG 115	NURSING SKILLS COMPETENCY I (ELECTIVE HIGHLY RECOMMENDED)	1

SECOND SEMESTER

NRSRGREG 106	NURSING CARE OF THE CHILDBEARING FAMILY	4
NRSRGREG 107	NURSING CARE OF THE PEDIATRIC CLIENT	4
NRSRGREG 116	NURSING SKILLS COMPETENCY II	1

THIRD SEMESTER

NRSRGREG 108	NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS	4
NRSRGREG 109	INTERMEDIATE MEDICAL-SURGICAL NURSING	5
NRSRGREG 117	NURSING SKILLS COMPETENCY III	1

FOURTH SEMESTER

NRSRGREG 110	ADVANCE MEDICAL-SURGICAL NURSING	5
NRSRGREG 111	NURSING LEADERSHIP AND MANAGEMENT	4

TOTAL REQUIRED		38 UNITS
TOTAL (INCLUDING ELECTIVE)		39 UNITS

PHILOSOPHY

CHAIR

Julio Torres

(323) 953-4000 EXT. 2763 | HH200

PROGRAMS OFFERED

Courses Only - No Degree/Certificate

Too often when we hear "philosophy" the thought of old statues and ancient writings comes to mind. In fact, philosophy

is alive and well and critical to our 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

VICE CHAIR

Daniel Marlos

(323) 953-4000 EXT. 2835 | CHEMISTRY BASEMENT

www.lacitycollege.edu/academic/departments/medarts/photo/index.html

PROGRAMS OFFERED

Associate of Arts

Applied Photography

Certificates of Achievement

- Photography - Commercial
- Photography - Digital
- Photography - Photojournalism

Skills Certificate

- Photography Darkroom
- Digital Photography

The LACC program is nationally recognized as one of the most outstanding of its kind. Many LACC Photography majors become employed in the industry either during or after completion of the degree program. Students interested in photography as a hobby or because it relates to their career goals (e.g. journalism, public relations, art, real estate, business, cinema, etc.) will also benefit greatly from our class offerings.

HEALTH ADVISORY FOR PHOTOGRAPHY

Because students enrolled in the Photography program are required to precisely mix photographic chemicals, some of which are toxic, it is advisable that a student be able to clearly understand oral instructions and reading materials that are distributed in class and lab. Consequently, it is advisable for students to possess reading comprehension at the English 28 level or higher.

DEGREE PROGRAMS

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

PHOTOGRAPHY

Associate of Arts Degree

(Program: 101200 State Code: 08235)

This curriculum will prepare you for a career in professional photography, as a photographer and/or photographic laboratory technician. Training includes lighting, design and professional techniques of color and black and white photography for various publication media, advertising, portraiture and display, using a wide variety of materials and techniques and state of the art equipment including digital cameras, ink-jet 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	ELEMENTARY PHOTOGRAPHY	6
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY	3
TOTAL		9 UNITS

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

CHOOSE 27 REQUIRED ELECTIVES FROM THE FOLLOWING

ART 201, 204, CINEMA 1, 2, CAOT 31, JOURNALISM 101, LAW 1, PHOTOGRAPHY 3, 6, 7, 15, 20, 22, 33, 34, 46, 49, 50, 107.

TOTAL	36 UNITS
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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

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	EXPLORING DIGITAL PHOTOGRAPHY	3
PHOTOGRAPHY 15	FUNDAMENTALS OF PORTRAITURE	3
PHOTOGRAPHY 46	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTOGRAPHY 49	ADVANCED PHOTOGRAPHIC DIGITAL IMAGING	6
PHOTOGRAPHY 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3
TOTAL		18 UNITS

OPTION B: 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	EXPLORING DIGITAL PHOTOGRAPHY.....	3
PHOTOGRAPHY 20	BEGINNING PHOTOJOURNALISM	4
PHOTOGRAPHY 46	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTOGRAPHY 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3
SUB-TOTAL		13 UNITS

SELECT 5 UNITS FROM THE FOLLOWING

JOURNALISM 217-1	PUBLICATION LABORATORY I	2
JOURNALISM 217-2	PUBLICATION LABORATORY II	2
JOURNALISM 218-1	PRACTICAL EDITING I	3
JOURNALISM 218-2	PRACTICAL EDITING II	3
JOURNALISM 219-1	TECHNIQUES FOR STAFF EDITORS I	1
JOURNALISM 219-2	TECHNIQUES FOR STAFF EDITORS II	1
JOURNALISM 219-3	TECHNIQUES FOR STAFF EDITORS III	1
JOURNALISM 185	DIRECTED STUDY - JOURNALISM	1
JOURNALISM 285	DIRECTED STUDY - JOURNALISM	2
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY	3
TOTAL		18 UNITS

PHOTOGRAPHY DARKROOM

Skills Certificate

Upon earning a Photography Darkroom Skills Certificate, the student will acquire a basic understanding of film development and printing as well as to acquire the necessary skills to take more advanced photography classes that can lead to a Commercial Photography Certificate of Achievement or an AA in Applied Photography.

Program Student Learning Outcomes

1. Calculate the appropriate shutter speed and aperture to produce correct negative exposure and to produce desired visual characteristics.
2. Develop negative correctly to optimize image quality.

3. Apply aesthetic concepts and compositional principals to create powerful and interesting photographs.
4. Demonstrate black and white printing proficiency by producing photographic prints with a wide tonal scale.
5. Operate studio hot lights correctly by controlling shadow and highlight detail while producing photographs in the studio.

REQUIRED

PHOTOGRAPHY 1	ELEMENTARY PHOTOGRAPHY	6
PHOTOGRAPHY 10	BEGINNING PHOTOGRAPHY	3
TOTAL		9 UNITS

DIGITAL PHOTOGRAPHY

Skills Certificate

Upon earning a Digital Photography Skills Certificate, the student will acquire the necessary basic digital skills to take more advanced photography classes that can lead to a Certificate of Achievement in Digital Photography, Freelance Photography, and Commercial Photography; or an AA in Applied Photography.

Program Student Learning Outcomes

1. Calculate the appropriate shutter speed and aperture to produce correct digital file exposure and to produce desired visual characteristics.
2. Calculate camera settings correctly to account for variations in lighting quality and color temperature.
3. Demonstrate an understanding of 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	EXPLORING DIGITAL PHOTOGRAPHY.....	3
PHOTOGRAPHY 46	PHOTOGRAPHIC DIGITAL IMAGING	3
PHOTOGRAPHY 107	INTERMEDIATE DIGITAL PHOTOGRAPHY	3
TOTAL		9 UNITS

PHYSICS / ASTRONOMY

CHAIR

Jayesh Bhakta

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

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

PROGRAMS OFFERED

Associate of Science

Physics



Associate of Science (AS-T)

Physics

Other Courses

Astronomy

Studying physics will help you develop an understanding and appreciation of the physical world and prepare you for further work in science, engineering, medical and technical fields. The LACC Physics department offers classes for science and engineering majors, as well as classes and labs for non-science majors which meet transfer requirements. In addition to modern equipment, the department offers research experiences at Cal State LA and JPL (Jet Propulsion Laboratory), access to an on-campus observatory and computer controlled telescopes, and “Star Parties”--special astronomy field trips.

DEGREE PROGRAMS

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

PHYSICS

Associate of Science Degree

(Program: 190200 State Code: 02755)

All of the physics and mathematics courses listed here are prerequisites for upper division physics and mathematics courses for physics majors. Courses not completed at LACC must be taken at the university before entry into the upper division major program.

Program Student Learning Outcomes

1. Comprehend the core concepts and principles of classical and modern physics.

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

MAJOR: 9 COURSES | 43 UNITS | AS

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

FIRST SEMESTER

MATHEMATICS 261	CALCULUS I	5
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SECOND SEMESTER

PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
MATHEMATICS 262	CALCULUS II	5
CHEMISTRY 101	GENERAL CHEMISTRY I	5

THIRD SEMESTER

PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
MATHEMATICS 263	CALCULUS III	5
MATHEMATICS 275		3

FOURTH SEMESTER

PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III	5
CHEMISTRY 102	GENERAL CHEMISTRY II	5
TOTAL		43 UNITS

PHYSICS

Associate of Science (AS-T)

(Program: 190200 State Code: 33154)

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

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

Program Student Learning Outcomes

- 1. 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

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

REQUIRED CORE (15 UNITS)

PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III	5

OPTION 1 (15 UNITS):

MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5

TOTAL MAJOR 30 UNITS

PSYCHOLOGY

CHAIR

Rochelle Sechooler

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

PROGRAMS OFFERED

Associate of Arts

Human Services - Generalist

Human Services - Drug / Alcohol

Associate of Arts (AA-T)

Psychology

Certificates of Achievement

Human Services -- Generalist

Human Services -- Drug / Alcohol

A career in Human Services is a career of making a difference for others while discovering more about yourself. Human Services professionals help people turn their lives around and find new directions. They assist the mentally ill, victims of abuse, children, addicts and others in need. Occupations include: Activity Director, Gang Counseling, Special Education Assistant, Domestic Violence Counselor, Senior & Teen Service Providers, Probation Office Assistant, Activity Director, Disabled

Services, CalWORKS/GAIN Program Assistant, Childcare Worker, Social Worker Assistant, Mental Health Worker, Alcohol/Drug Abuse Counselor.

DEGREE PROGRAMS

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

HUMAN SERVICES - GENERALIST

Associate of Arts Degree

(Program: 210400 State Code: 02760)

Students in the Human Services Generalist Option and the Drug/Alcohol Studies Option complete the same core courses. Academic preparation is offered in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another part of the core classes concentrates on important communication skills and self-awareness through participating in Group Dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three semester rotation through Field Work courses, coordinated and taught by a faculty member, in cooperation with facilities in the community. These fieldwork courses are related to the student's special interests and the population with whom they expect to work in the future.

Program Student Learning Outcomes

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

MAJOR

12 COURSES | 36 UNITS | AA

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

FIRST SEMESTER

PSYCHOLOGY 1	GENERAL PSYCHOLOGY I	3
PSYCHOLOGY 43	PRINCIPLES OF GROUP DYNAMICS I	3

SECOND SEMESTER

PSYCHOLOGY 14	ABNORMAL PSYCHOLOGY	3
PSYCHOLOGY 41	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
PSYCHOLOGY 44	PRINCIPLES OF GROUP DYNAMICS II	3
PSYCHOLOGY 81	FIELD WORK I	3

THIRD SEMESTER

PSYCHOLOGY 3	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCHOLOGY 13	SOCIAL PSYCHOLOGY	3
PSYCHOLOGY 82	FIELD WORK II	3

FOURTH SEMESTER

PSYCHOLOGY 2	BIOLOGICAL PSYCHOLOGY	3
PSYCHOLOGY 45	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCHOLOGY 83	FIELD WORK III	3

TOTAL 36 UNITS

RECOMMENDED ELECTIVES PSYCHOLOGY 64, PSYCHOLOGY 52, PSYCHOLOGY 60 OR PSYCHOLOGY 66.

HUMAN SERVICES – DRUG / ALCOHOL STUDIES

Associate of Arts Degree

(Program: 210440 State Code: 08246)

Program Student Learning Outcomes

1. Demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Summarize knowledge in drug prevention and education, counseling techniques for the chemically addicted and biological psychology of chemical dependency.
3. Demonstrate counseling's 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client

education, referral, report and record keeping, and consultation with other professionals in the field of Drug and Alcohol Studies.

4. Evaluate community-based drug/alcohol organizations.

MAJOR

14 COURSES | 42 UNITS | AA

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

FIRST SEMESTER

PSYCHOLOGY 1	GENERAL PSYCHOLOGY I	3
PSYCHOLOGY 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCHOLOGY 64	INTRO TO ALCOHOL AND DRUG ABUSE	3

SECOND SEMESTER

PSYCHOLOGY 14	ABNORMAL PSYCHOLOGY	3
PSYCHOLOGY 68	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR & HEALTH	3
PSYCHOLOGY 65	CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT AND RECOVERY	3
PSYCHOLOGY 84	FIELDWORK I, DRUG/ALCOHOL	3

THIRD SEMESTER

PSYCHOLOGY 3	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCHOLOGY 67	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED	3
PSYCHOLOGY 85	FIELDWORK II, DRUG/ALCOHOL	3

FOURTH SEMESTER

PSYCHOLOGY 2	BIOLOGICAL PSYCHOLOGY	3
PSYCHOLOGY 45	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCHOLOGY 63	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCHOLOGY 86	FIELDWORK III, DRUG/ALCOHOL	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)

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

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

Program Student Learning Outcomes

1. 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

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

CORE REQUIREMENTS

MATH 227	STATISTICS	4
PSYCH 1	GENERAL PSYCHOLOGY I	3
PSYCH 74	RESEARCH METHODS IN THE BEHAVIORAL SCIENCES	3

LIST A

Select one course (3 units) from the following

PSYCH 2	BIOLOGICAL PSYCHOLOGY	3
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LIST B

Select one course (3 units) from the following

PSYCH 41	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
SOC 1	INTRO TO SOCIOLOGY	3

LIST C

Select one course (3 units) from the following

PSYCH 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 13	SOCIAL PSYCHOLOGY	3

TOTAL MAJOR **19 UNITS**

CERTIFICATE PROGRAMS

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

OPTION 1:

HUMAN SERVICES GENERALISTS

Certificate of Achievement

(Program: 210400 State Code: 21628)

Program Student Learning Outcomes

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

REQUIRED

PSYCHOLOGY 1	GENERAL PSYCHOLOGY I	3
PSYCHOLOGY 3	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCHOLOGY 13	SOCIAL PSYCHOLOGY	3
PSYCHOLOGY 14	ABNORMAL PSYCHOLOGY	3
PSYCHOLOGY 27	ONLINE AND SOFTWARE RESOURCES FOR HUMAN SERVICES	1
PSYCHOLOGY 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCHOLOGY 44	PRINCIPLES OF GROUP DYNAMICS II	3
PSYCHOLOGY 45	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCHOLOGY 81	FIELD WORK I	3
PSYCHOLOGY 82	FIELD WORK II	3
PSYCHOLOGY 83	FIELD WORK III	3
ENGLISH 28	OR 101	3
COMM 101	OR PSYCH 60	OR 64
TOTAL		37 UNITS

OPTION 2:

HUMAN SERVICES - DRUG/ALCOHOL STUDIES

Certificate of Achievement

(Program: 210400 State Code: 21629)

Program Student Learning Outcomes

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

REQUIRED

PSYCHOLOGY 1	GENERAL PSYCHOLOGY I	3
PSYCHOLOGY 3	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCHOLOGY 14	ABNORMAL PSYCHOLOGY	3
PSYCHOLOGY 27	ONLINE AND SOFTWARE RESOURCES FOR HUMAN SERVICES	1
PSYCHOLOGY 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCHOLOGY 45	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCHOLOGY 63	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCHOLOGY 64	INTRO TO ALCOHOL AND DRUG ABUSE	3
PSYCHOLOGY 65	CHEMICAL DEPENDENCY:INTERVENTION, TREATMENT AND RECOVERY	3
PSYCHOLOGY 67	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED	3
PSYCHOLOGY 68	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY:DRUGS, BEHAVIOR & HEALTH	3
PSYCHOLOGY 84	FIELDWORK I, DRUG/ALCOHOL	3
PSYCHOLOGY 85	FIELDWORK II, DRUG/ALCOHOL	3
PSYCHOLOGY 86	FIELDWORK III, DRUG/ALCOHOL	3
ENGLISH 28	OR 101	3
TOTAL		43 UNITS

RADIOLOGIC TECHNOLOGY



CHAIR

Israel Fonseca

(323) 953-4000 EXT. 2942 | RT

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

PROGRAMS OFFERED

Associate of Science

Radiological Technology

Skills Certificate

Clinical Education

Fluoroscopy

Patient Care

DEGREE PROGRAMS

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

RADIOLOGIC TECHNOLOGY

Associate of Science Degree

(Program: 122500 State Code:02749)

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

The Radiologic Technology curriculum is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the California Department of Public Health (CDPH). The clinical educational centers are accredited by the Joint Commission for the Accreditation of Health Care Organizations (JCAHO). Los Angeles City College is accredited by the Western Association of Schools and Colleges.

Students who complete the curriculum, including the clinical education requirements, will be eligible to take the certification examinations prepared by the American Registry of Radiologic Technologists and the State of California Department of Public Health (CDPH).

Admissions to the Program:

- Prerequisite courses for entrance into the Radiologic Technology Program are: Anatomy 1, Physiology 1, English 101, Mathematics 125 or higher, and Radiologic Technology 200, 201, and 202. (Effective Fall 2013, all students must complete RT 200 & 202 at Los Angeles City College.)
- All new LACCD students (effective Fall 2013 semester) must complete the general education requirements prior to applying for entry into the Radiologic Technology program (an exception to this rule is if students already possess an Associate or Higher Degree from a Regionally Accredited Program). This change corresponds to the ARRT 2015 Associate Degree requirement. <https://www.rrrt.org/Certification/Academic-Degree-Requirement>
- Five Year Recency Requirement for Science Courses: All completed prerequisite science courses must be completed within a five (5) year time frame. This means the Anatomy (4 units) and Physiology (4 units) must be completed within this time frame. (Students that have taken Anatomy or Physiology in a LACCD campus may audit the courses and provide documentation that they have successfully re-taken the courses.)
- An application form, to be submitted online through the LACC Radiologic Technology Department website at: <http://www.lacitycollege.edu/academic/departments/radtech/index.html>

Program Student Learning Outcomes

1. Position the patient to demonstrate the requested anatomy required by the physician to show the presence or absence of disease.
2. Effectively and efficiently assess the patient's condition and communicate relative information to doctors, the patient, family members, and other hospital staff.
3. Administer ionizing radiation, ethically and judiciously, to the patient following the principle of "as low as reasonably achievable".
4. Employ patient care practices based on acceptable ethical behavior and established standards within their scope of practice.
5. Pass the registration and licensing examinations offered by state and national accrediting organizations.
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 TECH 103	RADIOGRAPHIC ANATOMY AND POSITIONING SKELETAL SYSTEM	4
RADIOLOGIC TECH 104	RADIOGRAPHIC ANATOMY/POSITIONING CRANIUM & VISCERAL ORGANS	4
RADIOLOGIC TECH 200	INTRO TO RADIOLOGIC TECHNOLOGY	3
RADIOLOGIC TECH 201	MEDICAL TERMINOLOGY FOR RADIOLOGIC	3
RADIOLOGIC TECH 202	INTRO TO ELECTROMAGNETIC RADIATION IMAGE RECORDING AND PROCESSING	4
RADIOLOGIC TECH 205	FUNDAMENTALS OF X-RAY PHYSICS	4
RADIOLOGIC TECH 206	RADIOGRAPHIC EXPOSURE	4
RADIOLOGIC TECH 207	PATIENT CARE AND MANAGEMENT	4
RADIOLOGIC TECH 208	CROSS SECTIONAL ANATOMY AND PATHOLOGY	3
RADIOLOGIC TECH 209	PHARMACOLOGY AND VENIPUNCTURE WITH BASIC LIFE SUPPORT (BLS)	3
RADIOLOGIC TECH 210	QUALITY MANAGEMENT	3
RADIOLOGIC TECH 211	COMPUTER TOMOGRAPHY	4
RADIOLOGIC TECH 240	RADIATION PROTECTION AND BIOLOGY	4
RADIOLOGIC TECH 243	PRINCIPLES AND PRACTICES OF FLUOROSCOPY	4
RADIOLOGIC TECH 260	INTRODUCTON TO CLINICAL EDUCATION	4
RADIOLOGIC TECH 280	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY I	6
RADIOLOGIC TECH 281	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY II	12
RADIOLOGIC TECH 282	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY III	4
RADIOLOGIC TECH 283	CLINICAL EDUCATIONAL IN RADIOLOGIC TECHNOLOGY IV	12
TOTAL PROGRAM		89 UNITS

CERTIFICATE PROGRAMS

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

RADIOLOGIC TECHNOLOGY – CLINICAL EDUCATION

Skills Certificate

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

Program Student Learning Outcomes

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

REQUIRED

RT 283	CLINICAL EDUCATIONAL IN RADIOLOGIC TECHNOLOGY IV	12
TOTAL		12 UNITS

RADIOLOGIC TECHNOLOGY – FLUOROSCOPY

Skills Certificate

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

Program Student Learning Outcomes

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

REQUIRED

RT 243	PRINCIPLES AND PRACTICES OF FLUOROSCOPY	3
TOTAL		3 UNITS

RADIOLOGIC TECHNOLOGY - PATIENT CARE

Skills Certificate

Program Student Learning Outcomes

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

RT 201	MEDICAL TERMINOLOGY FOR RADIOLOGIC	3
RT 207	PATIENT CARE AND MANAGEMENT	4
COOP ED		1
TOTAL		8 UNITS

SCIENCE

Greg Gonsalves, Life Science

(323) 953-4000 EXT. 2796 | 222E

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

Jayesh Bhakta, Physics / Astronomy

(323) 953-4000 EXT. 2924 | SCI 222D

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

Mike Farrell, Chemistry & Earth Sciences

(323) 953-4000 EXT. 2605 | SCI 324G

www.lacitycollege.edu/academic/departments/chemistry/chem.html

PROGRAMS OFFERED

Associate of Science

Chemistry

Physics

Associate of Science (AS-T)

Physics

Other Courses

Anatomy	(Biology)
Astronomy	(Physics / Astronomy)
Biology	(Biology)
Chemistry	(Chemistry)
Earth Science	(Earth Sciences)
Environmental Science	(Earth Sciences)
Geography	(Earth Sciences)
Geology	(Earth Sciences)
Meteorology	(Earth Sciences)
Microbiology	(Biology)
Oceanography	(Earth Sciences)
Physical Science	(Physics / Astronomy)
Physiology	(Biology)

SOCIAL SCIENCE

CHAIR

Anthony Clark

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

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

PROGRAMS OFFERED

Associate of Arts

Modern Political Studies

Associate of Arts (AA-T)

Political Science

Skills Certificate

African American Studies

DEGREE PROGRAMS

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

POLITICAL SCIENCE

Associate of Art for Transfer option (AA-T)

(Program: 220700 State Code: 32923)

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

- a. Completion of 60 semester units that are eligible for transfer to the California State University by completing the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements; and

- A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- b. Obtainment of a minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

Program Student Learning Outcomes

1. 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	THE GOVERNMENT OF THE UNITED STATES 3
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LIST A

SELECT 3 COURSES (9 UNITS) FROM THE FOLLOWING

POL SCI 2	MODERN WORLD GOVERNMENTS	3
POL SCI 5	THE HISTORY OF WESTERN POLITICAL THOUGHT	3
POL SCI 7	CONTEMPORARY WORLD AFFAIRS	3

LIST B

SELECT 2 COURSES (6 UNITS) FROM THE FOLLOWING

POL SCI 14	GOVERNMENT AND POLITICS IN THE MIDDLE EAST.	3
POL SCI 19	WOMEN IN POLITICS	3

TOTAL MAJOR 18 UNITS

MODERN POLITICAL STUDIES

Associate in Arts Degree

(Program: 220700 State Code: 02765)

Program Student Learning Outcomes

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

MAJOR

6 COURSES | 18 UNITS | AA

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

REQUIRED

HISTORY 11	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I	3
POL SCIENCE 1	THE GOVERNMENT OF THE UNITED STATES	3
SOCIOLOGY 1	OR 11	3
POL SCIENCE 2	MODERN WORLD GOVERNMENTS	3
ECONOMICS 1	OR 2	3
POL SCIENCE 7	CONTEMPORARY WORLD AFFAIRS	3
TOTAL		18 UNITS

CERTIFICATE PROGRAMS

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

AFRICAN AMERICAN STUDIES

Skills Certificate

Program Student Learning Outcomes

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

REQUIRED

AFRO AM 4	OR 5	3
AFRO AM 7	BLACK AMERICANS AND THE POLITICAL SYSTEM	3
AFRO AM 20	AFRICAN-AMERICAN LITERATURE I	3
AFRO AM 60	AFRICAN-AMERICAN MUSIC	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY	3
TOTAL		15 UNITS

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)

Theater Arts

Certificates of Achievement

Costume Design - Level 2

Technical Theater Entertainment Technology – Level 2

Skills Certificates

Acting – Level 1

Acting - Advanced

Costume Design - Level 1

Technical Theater Entertainment Technology – Level 1

Design and Digital Media for the Entertainment Industry – Level 1

PROFESSIONAL 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

EDUCATIONAL PROGRAMS

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. 2983 to schedule an audition/interview.

This 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

(Program: 100700 State Code: 08233)

A student must satisfy an 18-unit minimum requirement in the Theater major plus general education courses in order to receive a transferable Associate of Arts degree in Theater. No specific combination of classes in Theater is required. Note: that some courses offered may be offered every other semester, or less frequently. Students must receive a satisfactory grade in all Theater courses taken and have completed those courses within eight years to meet requirements.

Program Student Learning Outcomes

1. Identify 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

7 COURSES | 18-19 UNITS | AA

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

THEATER 200 or 270

Select 2 courses from one of the options below:

REQUIRED CORE

THEATER 100	INTRO TO THE THEATER	3
THEATER 105-1, 105-2, 105-3, OR 105-4		1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 200	OR 270	3
THEATER 300	INTRO TO STAGE CRAFT	3
SUB-TOTAL		13 UNITS

SELECT FROM ONE OPTION BELOW

OPTION 1	2 COURSES FROM THEATER 240, 242, 271, AND 272
OPTION 2	2 COURSES FROM THEATER 311, 313, 314, AND 315
OPTION 3	2 COURSES FROM THEATER 400, 414, 415, 416, AND 417

TOTAL 18-19 UNITS

THEATRE ACADEMY: ACTING

Associate of Arts Degree

(Program: 100701 State Code: 08234)

Program Student Learning Outcomes

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

MAJOR CORE

22 COURSES | 60 UNITS | AA

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

FIRST SEMESTER

THEATER 100	INTRO TO THE THEATER	3
THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 242-1	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL I	3
THEATER 270	BEGINNING ACTING	3
THEATER 300	INTRO TO STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV	4

SECOND SEMESTER

THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 242-2	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II	3
THEATER 272	INTERMEDIATE APPLIED ACTING	3
THEATER 345	TECHNICAL STAGE PRODUCTION IV	4

THIRD SEMESTER

THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 242-3	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL III	2
THEATER 246-1	VOCAL PERFORMANCE WORKSHOP- LEVEL I	2
THEATER 274-1	ADVANCED APPLIED ACTING-LEVEL I	3
THEATER 277	CHARACTER ANALYSIS (OR 4TH SEMESTER)	3
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE	5

FOURTH SEMESTER

THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1
THEATER 242-4	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL IV	2
THEATER 246-2	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II	2
THEATER 274-2	ADVANCED APPLIED ACTING-LEVEL II	3
THEATER 277	CHARACTER ANALYSIS (OR 3RD SEMESTER)	3
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE (REPEATABLE COURSE)	5
TOTAL		60 UNITS

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

THEATRE ARTS

Associate of Arts AA-T

(Program: 100700 State Code: 33157)

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

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

Program Student Learning Outcomes

1. 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

THEATER 100 OR 110	THEATER 235, 294,
THEATER 200 OR 270	335, 345, OR 425

Select three courses: THEATER 114, 272, 300, 311, 338, 415, 450

REQUIRED CORE (10 UNITS)

THEATER 100	OR 110	3
THEATER 200	OR 270	3
THEATER 235, 294, 335, 345 OR 425	4

LIST A

SELECT 3 COURSES (9 UNITS) FROM THE FOLLOWING

THEATER 272	INTERMEDIATE APPLIED ACTING	3
THEATER 338	INTRO TO DESIGN: THEATER, FILM, AND TV	3
THEATER 311	THEATRICAL LIGHTING	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE	3
THEATER 450	BEGINNING STAGE MAKE-UP	3
THEATER 114	3
THEATER 300	INTRO TO STAGE CRAFT	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	INTRO TO THE THEATER	3
THEATER 105-1, 105-2, 105-3, OR 105-4	1
THEATER 242	3
THEATER 270	BEGINNING ACTING	3
THEATER 300	INTRO TO STAGE CRAFT	3
THEATER 345	TECHNICAL STAGE PRODUCTION IV	4
TOTAL		17 UNITS

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	DIRECTED STUDY - THEATER	1
THEATER 205	ACTOR'S ORIENTATION TO PROFESSIONAL THEATER (OR SIXTH SEMESTER)	2
THEATER 225	BEGINNING DIRECTION (OR SIXTH SEMESTER)	3
THEATER 275	SCENE STUDY	2
THEATER 276-1	ACTORS' WORKSHOP-LEVEL I	3
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE	5

SIXTH SEMESTER

THEATER 285	DIRECTED STUDY - THEATER	1
THEATER 205	ACTOR'S ORIENTATION TO PROFESSIONAL THEATER (OR FIFTH SEMESTER)	2
THEATER 225	BEGINNING DIRECTION (OR FIFTH SEMESTER)	2
THEATER 262	SPECIAL PROJECTS	2
THEATER 275	SCENE STUDY (OR FIFTH SEMESTER)	2
THEATER 276-2	ACTORS' WORKSHOP-LEVEL II	3
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE (REPEATABLE)	5

TOTAL 27 UNITS

THEATRE ACADEMY - COSTUME DESIGN

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

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

THEATER 105-1, 105-2, 105-3, OR 104-4		1
THEATER 400	COSTUME PERIODS AND STYLES	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER	4
SUB-TOTAL		8 UNITS

SELECT 2 COURSES FROM THE FOLLOWING

THEATER 411	COSTUMING FOR THE THEATER	3
THEATER 413	COSTUME DYEING AND PAINTING	3
THEATER 414	COSTUME DRAPING AND ACCESSORIES	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE	3
THEATER 416	MATERIALS AND METHODS FOR THE COSTUMER	3
THEATER 417	COSTUMING FOR FILM	3
THEATER 418	COMMUNICATING THEATRICAL DESIGN	3
THEATER 419	ADVANCED COSTUME ILLUSTRATION	3
THEATER 420	COSTUMING ON SET	3

TOTAL 14 UNITS

COSTUME DESIGN – LEVEL 2

Certificate of Achievement

(Program: 100602 State Code: 31738)

Program Student Learning Outcomes

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

FIRST SEMESTER

THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 400	COSTUME PERIODS AND STYLES	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER	4
AND TWO OF THE FOLLOWING RESTRICTED ELECTIVES		6
	(THEATER 411, 413, 414, 415, 416, 417, 418; 419 OR 420)	

SECOND SEMESTER

THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 100	INTRO TO THE THEATER	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER (REPEATABLE)	4
AND TWO OF THE FOLLOWING RESTRICTED ELECTIVES		6
(THEATER 411, 413, 414, 415, 416, 417, 418; 419 OR 420)		

THIRD SEMESTER

THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 200	INTRO TO ACTING	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER (REPEATABLE)	4
AND TWO OF THE FOLLOWING RESTRICTED ELECTIVES		6
(THEATER 411, 413, 414, 415, 416, 417, 418; 419 OR 420)		

FOURTH SEMESTER

THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 300	OR 338	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER (REPEATABLE)	4
AND TWO OF THE FOLLOWING RESTRICTED ELECTIVES		6
(THEATER 411, 413, 414, 415, 416, 417, 418; 419 OR 420)		

TOTAL **59 UNITS**

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	INTRO TO THE THEATER	3
THEATER 300	INTRO TO STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV	4

ONE OF THE FOLLOWING FOUR COURSES **3**

THEATER 311, 313, 314, OR 315

TOTAL **14 UNITS**

TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY-LEVEL 2

Certificate of Achievement

(Program: 100600 State Code: 31547)

Program Student Learning Outcomes

1. Demonstrate advanced competency using technical 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	INTRO TO THE THEATER	3
THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 300	INTRO TO STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV	4

ONE OF THE FOLLOWING FOUR COURSES **3**

THEATER 311, 313, 314, OR 315

SECOND SEMESTER

THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 302	INTRO TO STAGE MANAGEMENT	3
THEATER 325	ADVANCED STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV (REPEATABLE)	4

ONE OF THE FOLLOWING FOUR COURSES **3**

THEATER 311, 313, 314, OR 315

THIRD SEMESTER

THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 321	INTRO TO ACTING	3
THEATER 200	INTRO TO ACTING	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV (REPEATABLE)	4

ONE OF THE FOLLOWING FOUR COURSES **3**

THEATER 311, 313, 314, OR 315

FOURTH SEMESTER

THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 338	INTRO TO DESIGN: THEATER, FILM, AND TV	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV (REPEATABLE)	4

ONE OF THE FOLLOWING FOUR COURSES **3**

THEATER 311, 313, 314, OR 315

TOTAL **56 UNITS**

DESIGN AND DIGITAL MEDIA FOR THE ENTERTAINMENT INDUSTRY – LEVEL 1

Skills Certificate

Program Student Learning Outcomes

1. Utilize entertainment industry computer applications to document design plans for scenery, lights, costumes and sound.

- Identify literature, visual styles, practices, systems, and historical context used in the realization of theater, film and television designs.
- 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	PHOTOGRAPHIC DIGITAL IMAGING	3
SUB-TOTAL		12 UNITS

SELECT ONE OF THE FOLLOWING

ART HISTORY 110	SURVEY OF WESTERN ART HISTORY I	3
ART HISTORY 120	SURVEY OF WESTERN ART HISTORY II	3
TELEVISION 1	INTRO TO TELEVISION	3
THEATER 313	SCENIC PAINTING FOR THE THEATER	3
TOTAL		15 UNITS

WORKFORCE DEVELOPMENT READINESS ACADEMY

DEAN

Angelica Ramirez

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(323) 953-4000 EXT. 2230 EWD 100

PROGRAMS OFFERED

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

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

The Academy's education and training programs encompass valuable Noncredit Skills Certificates and over 50 courses in Basic Education, Computing skills, English as a Second Language (ESL), Vocational ESL (VESL), Citizenship/English Literacy, Workforce Literacy, Entrepreneurship, and Job Readiness skills. We also offer associated Short-Term Vocational Training for high demand jobs in high-growth industries such as healthcare, child development, hospitality and retailing. All courses can be offered on a "Stand-Alone" basis.

All noncredit courses and certificate programs are FREE to all program participants. Training opportunities will help participants advance in their career. The tuition-free non-credit classes listed in this catalog are held at various locations within the district to make classes more accessible to community members. Courses are taught at the LACC Main Campus 855 N. Vermont Avenue, Los Angeles, CA 90029 (For other off-campus locations, please visit the Noncredit Education website).

SKILLS CERTIFICATE PROGRAMS

CERTIFICATES OF COMPLETION / COMPETENCY:

ACADEMIC PREPARATION (PENDING)

Certificate of Completion

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

Program Student Learning Outcomes

- Make use of foundational level English necessary to pass the high school equivalency exam, prepare for a college English assessment exam, and to perform general workplace tasks.
- Make use of foundational level math necessary to pass the high school equivalency exam, prepare for a college math assessment exam, and to perform general workplace tasks.
- Use a computer to complete college-level coursework and workplace tasks.

BASIC SKILLS 006	CE REVIEW OF BASIC ENGLISH	36
BASIC SKILLS 007	CEREVIEW OF BASIC MATH	36
VOC ED 003	CE WORKPLACE COMPUTING	54
TOTAL LECTURE HOURS		126

BEGINNING ENGLISH AS A SECOND LANGUAGE (PENDING)

Certificate of Completion

This Skills Certificate includes two Noncredit English as a Second Language courses. The courses are designed to assist constituents with survival and pre-academic ESL for students

who speak little or no English. The package uses an integrated approach to language acquisition. Upon completion of these combined courses, students will receive a Beginning English as a Second Language Skills Certificate of Completion.

Program Student Learning Outcomes

- Read and write simple sentences in English.
- Speak in simple sentences and respond to simple questions.

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

CAREER DISCOVERY SKILLS

Certificate of Completion

(Program: 493112 State Code: 24387)

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

Program Student Learning Outcomes

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

VOC ED 238	BLUEPRINT FOR WORKPLACE SUCCESS.....	36
VOC ED 236	CE JOB CLUB.....	18
TOTAL LECTURE HOURS.....		54

CITIZENSHIP (PENDING)

Certificate of Completion

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

Program Student Learning Outcomes

- use the basic communication skills of listening and speaking necessary to perform everyday activities and be assimilated into a predominately English-speaking society.
- use the basic communication skills of reading and writing necessary to perform everyday activities and be assimilated into a predominately English-speaking society.

ESLCVCS 030 CE ENGLISH LITERACY AND CIVICS 030.....	108
ESLCVCS 031 CE ENGLISH LITERACY AND CIVICS 031.....	108
ESLCVCS 032 CE ENGLISH LITERACY AND CIVICS 032.....	108
TOTAL LECTURE HOURS.....	324

CUSTOMER SERVICE

Certificate of Completion

(Program: 493100 State Code: 24294)

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

Program Student Learning Outcomes

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

VOC ED 236 CE	JOB CLUB.....	18
VOC ED 238 CE	JOB READINESS.....	36
VOC ED 239 CE	CUSTOMER SERVICE SKILLS.....	18
TOTAL LECTURE HOURS.....		60

ENTREPRENEURSHIP SKILLS

Certificate of Completion

(Program: 493102 State Code: 24069)

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

Program Student Learning Outcomes

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

VOC ED 084 CE	ENTREPRENEUR TRAINING PROGRAM.....	36
VOC ED 239 CE	18
TOTAL LECTURE HOURS.....		54

HOSPITALITY (PENDING)

Certificate of Competency

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

Program Student Learning Outcomes

- apply concepts and skills necessary to achieve guest satisfaction.
- conduct him/herself in a professional and ethical manner, and practice industry-defined work ethics.

- perform basic and supervisory level job functions in hotel/restaurant careers.

VOC ED 242 CE BANQUET SERVER SKILLS.....	18
VOC ED 243 CE FRONT DESK REPRESENTATIVE.....	18
VOC ED 244 CE LAUNDRY ATTENDANT SKILLS.....	18
VOC ED 245 CE PUBLIC SPACE CLEANER SKILLS.....	18
VOC ED 246 CE RESTAURANT SERVER SKILLS.....	18
VOC ED 247 CE KITCHEN STEWARD SKILLS.....	18
VOC ED 248 CE MAINTENANCE ATTENDANT SKILLS 18	
VOC ED 249 CE RESERVATIONIST SKILLS.....	18
VOC ED 250 CE RESTAURANT SERVER SKILLS.....	18
TOTAL LECTURE HOURS.....	162

IN-HOME SUPPORTIVE SERVICES SKILLS

Certificate of Completion

(Program: 49103 State Code: 24446)

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

Program Student Learning Outcomes

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

VOC ED 059CE VESL FOR HOME HEALTH AIDE.....	18
VOC ED 002CE IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDER.....	90
TOTAL LECTURE HOURS.....	108

JOB READINESS SKILLS

Certificate of Completion

(Program: 493102 State Code: 24071)

This Skills Certificate encompasses a series of specific non-credit courses designed to introduce and train new workers, incumbent workers, and dislocated workers to the realities of the workplace. Upon completion of these combined courses, students will receive a Job Readiness Certificate of Completion

Program Student Learning Outcomes

- Identify a career field of choice.
- Develop an effective resume.
- Prepare for an employment interview.

VOC ED 236 CE JOB CLUB.....	18
VOC ED 238 CE JOB READINESS.....	36
VOC ED 239 CE CUSTOMER SERVICE SKILLS.....	18
VOC ED 230 CE WAYS TO SHINE.....	6
TOTAL LECTURE HOURS.....	78

WORKFORCE LITERACY SKILLS

Certificate of Completion

(Program: 493101 State Code: 24016)

Program Student Learning Outcomes

- Use proper, effective communication with employers, co-workers, and customers.

- Develop an effective resume that matches a job description.
- Prepare for an employment interview, including developing responses, describing experience, and dressing for success.
- Deliver excellent customer service.
- 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
TOTAL LECTURE HOURS.....	240

RETAILING SMARTS (PENDING)

Certificate of Competency

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

VOC ED 231 CE BUILDING SALES.....	18
VOC ED 232 CE CLOSING THE SALE.....	18
VOC ED 233 CE COMPLETING THE SALES TRANSACTION.....	18
VOC ED 234 CE EXPLAINING FEATURES AND BENEFITS.....	18
VOC ED 235 CE GOING THE EXTRA MILE.....	18
VOC ED 237 CE STRATEGIES IN MEETING CUSTOMER NEEDS.....	18
VOC ED 240 CE STRATEGIES IN BUILDING A CONTINUOUS RELATIONSHIP.....	18
VOC ED 241 CE GETTING TO KNOW YOUR CUSTOMER.....	18
TOTAL LECTURE HOURS.....	144

VOCATIONAL ENGLISH AS A SECOND LANGUAGE

Certificate of Completion

(Program: 493080 State Code: 24099)

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

Program Student Learning Outcomes

- Utilize effective English language communication in oral and written frameworks.
- Apply knowledge of workforce organizational structures, operational procedures, and communication practices.
- Practice interpersonal relationship skills appropriate to workforce culture, health, and safety.
- 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
TOTAL LECTURE HOURS	162

HEALTH CAREERS (PENDING)

Certificate of Completion

Upon completion of the Health Careers Readiness Certificate, students will learn English, medical terminology and acquire a general introduction to careers in the healthcare field along with common medical practices. All while allowing students to increase their level of customer service, confidence and future colleague relations.

VOC ED 056CE VOCATIONAL ESL FOR HEALTH CAREERS	36
VOC ED 230CE 30 WAYS TO SHINE	6
TOTAL LECTURE HOURS	42

CHILD DEVELOPMENT READINESS (PENDING)

Certificate of Completion

VOC ED 054CE	18
VOC ED 230CE 30 WAYS TO SHINE	6
TOTAL LECTURE HOURS	24

HIGH SCHOOL EQUIVALENCY (PENDING)

Certificate of Completion

Upon completion of the High School Equivalency Exam Preparation Certificate students will be better prepared to take one of the four official GED, HiSET or the TASC tests in reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science.

BASIC SKILLS 083CE	54
BASIC SKILLS 084CE	54
BASIC SKILLS 085CE	54
BASIC SKILLS 086CE	54
TOTAL LECTURE HOURS	216

VOCATIONAL ENGLISH II (PENDING)

Certificate of Completion

Upon completion of the Vocational ESL Certificate, students will demonstrate increased proficiency in listening, speaking, reading, writing, and critical thinking skills to further their education, enter the workforce, and actively participate in the community. Completion of this certificate will provide



language and critical thinking skills for students to succeed in the workforce and move forward in their future academic classes.

ESL CIVICS 030CE	108
ESL CIVICS 031CE	108
ESL CIVICS 032CE	108
ESL CIVICS 033CE	108
ESL NC 001 CE	108
ESL NC 002CE	108
VOC ED 079CE VOCATIONAL ESL A	108
TOTAL LECTURE HOURS	216

WORKFORCE READINESS ACADEMY

Angelica Ramirez
 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 (ACCTG)

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 or Accounting 22 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 16 Tax Accounting II

3 UNITS (CSU)
LECTURE 3 HOURS

Advisory: Accounting 15

In this course, Students continue the study of Federal Income Taxes, and the analysis of laws as well as consideration of appropriate accounting procedures and preparation of reports and returns as they apply to partnerships, limited liability companies, corporations, and S corporations.

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 19 Ethics for Accounting Professionals

2 UNITS
LECTURE 2 HOURS

This course is a survey and study of ethics in business and accounting areas including the study of moral values, personal integrity, professional accountability, business legitimacy, equity, and fairness. This course also includes the study of the Sarbanes-Oxley Act, Codes of conduct, Circular 230, and case analysis.

ACCOUNTING 21 Bookkeeping and Accounting I

3 UNITS (UC: CSU)
LECTURE 3 HOURS

Students learn fundamentals of double-entrée accounting; the accounting cycle; preparation of the trial balance; financial statements, accounting for merchandise businesses, cash transactions; special journals etc.

Note: Accounting 21 (3 UNITS and Accounting 22 (3 unit) when taken together, are equivalent to Accounting 1 (5 UNITS)

ACCOUNTING 22 Bookkeeping and Accounting II

3 UNITS (UC: CSU)
LECTURE 3 HOURS

Co-requisite: Accounting 42

Students learn accounting for receivables, payables, bad debts, deferrals and accruals, merchandise inventories, plant and equipment, accounting for partnerships and corporations, Cash Flow statement, and comparative financial statement analysis etc.

Note: Accounting 21 (3 UNITS and Accounting 22 (3 unit) when taken together, are equivalent to Accounting 1 (5 UNITS)

ACCOUNTING 23 Recordkeeping for Small Business

3 UNITS Lecture 3 hours

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

Prerequisites: 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 55**Accounting Computer Laboratory**

1 UNITS (CSU)

LABORATORY 2 HOURS

Students learn to use the spreadsheet software 'Microsoft Excel' for solving accounting problems and concepts being studied in other accounting classes.

ADMINISTRATION OF JUSTICE (ADMJUS)**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

Students learn the history and development of patrol philosophy and preparing for field activities. Topics covered include, but are not limited to, Ethics in Law Enforcement; Preparing for Duty; Basic Concepts of Patrol; Handling Calls for Service; Arrests; and Investigations and Reports.

ADMINISTRATION OF JUSTICE 8**Juvenile Procedures**

3 UNITS (CSU)

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 learn of the selection process for employment with an agency in the criminal justice system. Topics will include a review of the minimum qualifications for employment as a peace officer as determined by the Commission on Peace Officer Standards & Training (POST) and/or Standards and Training for Corrections (STC). Specific topics will include the application, written examination, oral interview, background investigation, psychology exam, medical exam, polygraph exam, and physical fitness testing. Employment opportunities will be presented.

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 learn the laws of search and seizure. Students learn the interpretations of these laws by the U.S. Supreme Court. Topics include, but are not limited to, exceptions to warrant requirements; reasonable expectation of privacy; and probable cause.

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 (UC:CSU)

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-Laboratory 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 390

Forensic Autopsy

3 UNITS

LECTURE 3 HOURS

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 (AFRO AM)**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 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.

AFRICAN-AMERICAN STUDIES 20**African-American Literature I**

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Advisory: English 28 and 67

Students survey African American writers, covering all types of literatures (slave narrative, poetry, novels, etc.) to develop a positive attitude towards reading and understanding the progression of American culture as interpreted by African American writers.

AFRICAN-AMERICAN STUDIES 60**African-American Music**

3 UNITS (UC: CSU)

LECTURE 3 HOURS

A study of African-American Music and their influences on folk spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American Artists. Credit allowed Credit allowed for only one of African America 60 and Music 135.

AMERICAN SIGN LANGUAGE (A S L)**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. transporations, 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 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.

AMERICAN SIGN LANGUAGE 25

Conversational American Sign Language

2 UNIT (CSU)

LECTURE 2 HOURS.

Prerequisite: A S L 002 with a satisfactory grade or better.

Provides opportunities for practical conversation on everyday topics, cultural material, and expansion of vocabulary according to Student interest or need.

AMERICAN SIGN LANGUAGE 30

Finger Spelling I

1 UNIT (CSU)

LECTURE 2 HOURS.

Prerequisite: A S L 001 with a satisfactory grade or better.

Develops skills in expressive and receptive use of the Manual Alphabet. Deals with specific individual problems and techniques for corrections. [Overview of topics include: hand positioning (location and angle), handshapes, rhythm, fluency, spelling, and numbers; reception of fingerspelled handshapes, patterns and pauses/transitions.

AMERICAN SIGN LANGUAGE 40

Introduction to Deaf Culture

3 UNITS (CSU)

LECTURE 3 HOURS.

Advisory: English 28 and 67.

Open to all Students. Focuses on the cultural, historical, philosophical, educational, psychological and social aspects of the deaf and hard of hearing. No knowledge of American Sign Language is required. Satisfies Humanities requirement for graduation.

ANATOMY (ANATOMY)

ANATOMY 1

Introduction to Human Anatomy

4 UNITS (UC: CSU)

LECTURE 3 HOURS. LABORATORY 3 HOURS

Advisory: English 101 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 (ANTHRO)

ANTHROPOLOGY 101

Human Biological Evolution

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Advisory: English 28 and 67 or equivalent.

Students will examine evolutionary theory, human genetics, primate ecology and behavior, the hominid fossil record and modern human variation. Students will be able to underline the historical path to natural selection, describe the five factors of the evolutionary process, identify biological characteristics of primates, discuss features of primate behavior, diagram the origin of mankind through comparing skulls from the hominid fossil record, and interpret modern human variation.

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

3UNITS (UC: CSU)

LECTURE 3 HOURS

Prerequisite: 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 (ARABIC)

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 (ARMEN)

ARMENIAN 1
Elementary Armenian I

5 UNITS (UC: CSU)
LECTURE 5 HOURS. LABORATORY 1 HOUR

Advisory: English 28 and 67.

The Student completes the fundamentals of pronunciation and elementary grammar, practical vocabulary and useful phrases to understand, read and write simple Armenian.

ARMENIAN 2
Elementary Armenian II

5 UNITS (UC: CSU)
LECTURE 5 HOURS. LABORATORY 1 HOUR

Prerequisite: Armenian 1 with a satisfactory grade or equivalent.

The Students learn the elementary grammar, reading and comprehension of simple text, with emphasis on oral expression. It also includes an introductory study of Armenian culture to complement comprehension of language.

ART (ART)

ART 185
DIRECTED STUDY

Art Honors
1 UNIT (CSU)
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 250

Introduction to Digital Art

3 UNITS (UC:CSU)

LECTURE 1 HOUR. LABORATORY 5 HOURS.

Advisory: Art 501 with a satisfactory grade.

Students are introduced to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools.

ART 285

Directed Study - Art Honors

2 UNITS (CSU)

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 HOURS. 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 (CSU)

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

Advisory: Art 501 and 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 250 and Art 501 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 or Art 250 with satisfactory grades.*Co-requisite:* Art 639.

Students continue their study of graphic communication with projects that introduce the interaction between designer, client and audience. Continued emphasis on the computer as a tool with focus on integration of In Design, Illustrator and Photoshop.

**ART 606
Graphic Design III**

3 UNITS (CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisite: Art 605 and Art 639 or 250 with satisfactory grades.

Students apply more advanced graphic design principles using computer graphics. Emphasis is placed on the creation of a graphic design branding campaign. Students will create and refine industry standard branding elements and use them throughout the semester in various formats intended for print and social media.

**ART 620
Illustration 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 634
Computer Graphics 1: 3D Computer Graphics

3 UNITS (CSU)
 LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisite: Art 250 and Art 501 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 645
Introduction to Web Site Design

3 UNITS (CSU)
 LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisite: Art 201 and 501 with satisfactory grades or better

Students learn the basic concepts and techniques used in designing web sites employing the principles of design, color theory, typography, and composition. Software includes, but is not limited to the current versions of Adobe Dreamweaver and Photoshop.

ART 648
Digital Imaging

3 UNITS (CSU)
 LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisite: Art 250 with a satisfactory grade.

This is an intermediate level course dealing with motion graphics for animation using digital imaging and animation software, with an emphasis on programs such as Photoshop and After Effects, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicals, and exercises.

ART 649
Storyboard

3 UNITS (CSU)
 LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisite: Art 250 with a satisfactory grade.

This course focuses on applying industry-standard storyboarding and scripting techniques to animation. Contents to be covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, working with scripts, animation techniques in Storyboard Pro and Adobe Character Animator. Research and previz are used to create a character, story and animated video – an Animatic

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

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 710
Ceramics II

3 UNITS (UC: CSU)
 LECTURE 1 HOUR. LABORATORY 5 HOURS

Prerequisite: Art 709 with a satisfactory grade.

Students master technical and design skills through hand building, clay decoration, glazing and the potter's wheel, making ceramic molds, and slip casting.

ART HISTORY (ARTHIST)

ART HISTORY 103
Art Appreciation

3 UNITS (UC: CSU)
 LECTURE 3 HOURS

Advisory: English 101.

This introductory and integrative course in the arts offers a thematic approach to art appreciation through art examples from Western and non-Western cultures. The Student learns

about art forms and media in traditional and contemporary styles, including terminology and problems of definition, meaning, and evaluation in the visual arts.

ART HISTORY 110
Survey of Western Art History I

3 UNITS (UC:CSU)
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
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 Modernism.

ART HISTORY 130
Survey of Asian Art History

3 UNITS (UC: CSU)
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 (UC: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 (ASTRON)

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 Laboratory science course, the Student must also complete Astronomy 5.

ASTRONOMY 5
Fundamentals of Astronomy Laboratory

1 UNIT (UC: CSU)
LABORATORY 3 HOURS

Co-requisite: Astronomy 10 or 11

Advisory: Astronomy 1

Astronomy 5 Laboratory course offers a presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course uses some very basic mathematics, and can be taken by non - science and/or science majors. When taken together with Astronomy 1 or Astronomy 10 or Astronomy 11, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in Astronomy 5 include star names, asterisms and constellations, sky motion, planet motion, orbital motion, stellar brightness, stellar spectrum, crater formation, star clusters, galaxies and deep sky objects. An important part of the course involves working with and learning the operation of astronomical instruments

and equipment including celestial globes, astrolabes, azimuth sundials, astronomical binoculars and computer controlled telescopes.

ASTRONOMY 11
Stars, Galaxies, and the Universe

3 UNITS (UC: CSU)

LECTURE 3 HOURS

This conceptual course surveys the universe beyond the solar system. Students learn about stars, stellar evolution, black holes, galaxies, the big bang, cosmology and the possibility to extraterrestrial life.

BIOLOGY(BIOLOGY)

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 genetic aspects of the modern world.

BIOLOGY 6
General Biology I

5 UNITS (UC: CSU)

LECTURE 3 HOURS. LABORATORY 6 HOURS

Prerequisite: Mathematics 125; and Chemistry 60 or 65 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.

BIOLOGY 46

Genetic Analysis

3 UNITS (UC[PENDING]:CSU)

Prerequisite: Biology 6 with a satisfactory grade or equivalent.

This course is designed for Life Science majors as a continuance of their general biology studies. It provides a comprehensive introduction to genetic analysis examining topics such as chromosome analysis, population genetics, and genomics.

BUSINESS (BUS)

BUSINESS 1

Introduction to Business

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Advisory: English 28 and 67 or equivalent.

Students engage in a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. The course demonstrates how these influences impact the primary areas of business including: Organizational structure and design; leadership, human resource management, risk management and insurance, organized labor practices, ethics and social responsibility, marketing, organizational communication, e-business/technology, entrepreneurship, legal, accounting, and financial practices, and the stock and securities market; and therefore how they affect a business' ability to achieve its organizational goals.

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

Prerequisite: 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.

BUSINESS 941
Cooperative Education - Business

4 UNITS (CSU)

LECTURE 4 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 approved by the Department Chair. The internship course will assist Students in acquiring desirable work habits, attitudes and career awareness. Students must work 300 paid hours or 240 volunteer hours during the semester.

COMPUTER APPLICATIONS OFFICE TECHNOLOGY (CAOT)

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 (CSU)
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 appoints 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 develop the basic language skills needed to communicate effectively in today's workplace. Students will learn fundamental English grammar and punctuation rules as they relate to written and oral communication in business. After successful completion of this course, Students will be prepared for CAOT 32, Business Communications.

**CAOT 32
Business Communications**

3 UNITS (CSU)
LECTURE 3 HOURS

Prerequisites: CAOT 31 and English 101 with a satisfactory grade or equivalent.
Advisory: CAOT 1

The course begins with the theory of written and oral communication. Students analyze business situations and plan, organize, write, and revise business letters, interoffice memorandums, business reports, business presentations, plus improve their general and business vocabularies. This includes the application of business communications and principles of writing. Messages are broken into their component parts for a critical analysis of organization and content, style, tone, grammar, format, and appearance.

**CAOT 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 48
Customer Service
3 UNITS

LECTURE 3 HOURS

This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

CAOT 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 Laboratory 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 or CAOT 82 and with satisfactory grades or equivalent.

Students develop further skill in preparing a variety of business documents on a personal computer. Includes advanced

techniques using Microsoft Word. Covers formats for letters, memos, reports, tables, outlines, form documents, graphics, desktop publishing, and merged documents. Prepares Students for certification exam.

CAOT 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.

Students learn to use 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.

Students use basic and advanced commands in Microsoft Word or other word processing software to create, format, edit, save, and print documents including letters, tables, reports, charts and merge documents and use document collaboration and integration tools. Use desktop publishing features to create newsletters, brochures, fliers, résumés, and online forms.

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

The Student gains knowledge and skills necessary to use personal computers, printers and various desktop publishing

software and produces camera ready, near typeset quality reports, newsletters, brochures, flyers, business forms, and presentations.

**CAOT 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

Student will learn an overview of the use of the Internet for the office professional. It covers Internet tools used in business such as electronic mail, browsers, search engines, virtual meetings, messaging, research, file sharing, remote access, social networking in business, and the creation of Web pages.

**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/Champva, Workers Compensation, and Disability insurance will be covered. HIPAA (Health Insurance Portability and Accountability Act) will be reinforced throughout the course. Introduction to electronic medical billing practice management and electronic claims billing will be presented and utilized throughout the course.

**CAOT 385
Directed Study - Computer Application Office Technology**

3 UNITS (CSU)
LECTURE 3 HOURS

In This course Students pursue directed study in Computer Applications and Office Technologies on a contract basis under the direction of a supervising instructor.

**CAOT 911
Cooperative Education 911 - Caot**

1 UNIT (CSU)
LECTURE 1 HOUR

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist Students in acquiring desirable work habits, attitudes and career awareness. The worksite will be approved by the Department Chair. Students must work 75 hours paid or 60 hours non-paid.

**CAOT 921
Cooperative Education 921 - CAOT**

2 UNITS (CSU)
LECTURE 2 HOURS

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist Students in acquiring desirable work habits, attitudes and career awareness. The work site will be approved by the Department Chair. Students must work 150 hours paid or 120 hours non-paid.

**CAOT 931
COOPERATIVE EDUCATION 931 - CAOT**

3 UNITS (CSU)
LECTURE 3 HOURS

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist Students in acquiring desirable work habits, attitudes and career awareness. The work-site will be approved by the Department Chair. Students must work 150 hours paid or 120 hours non-paid.

**CAOT 941
COOPERATIVE EDUCATION 941 - CAOT**

4 UNITS (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. STRY

CHEMISTRY (CHEM)

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 65

Introductory General Chemistry

4 UNITS (UC[pending]:CSU)

LECTURE 3 HOURS. LABORATORY 3 HOURS.

Prerequisite: Math 115

Advisory: Math 125 and English 28 and 67.

This course is a survey of basic chemistry topics with laboratory, emphasizing fundamental principles of inorganic and

physical chemistry. This course meets the IGETC and CSU general education requirements for physical science with laboratory. Introductory chemistry topics include nomenclature of elements and inorganic compounds, ionic and covalent bonding, atomic structure, molecular geometry, chemical reactions, problem solving, measurements, stoichiometry, states of matter and related energy concepts, gas laws, aqueous and solution chemistry, quantum theory, periodic properties, colligative properties, and acid base concepts. Laboratory exercises are quantitative in nature and are related to the lecture topics.

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.

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 (CSU) (RPT 2)

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**

2 UNIT (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**

3 UNITS (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 (CHICANO)**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 (CH DEV)

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, or equivalent.

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 , English 28 and 67; or equivalent.

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

Advisory: English 28 and 67 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 6 HOURS

Prerequisite: Child Development 1, 7 and 11

Note: Verification of annual Mantoux test (or chest x-ray) and immunizations: MMR and Pertussis, 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) and immunizations: MMR and Pertussis, 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

Prerequisite: 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
Child Development Laboratory I

CHILD DEVELOPMENT 84-1
Child Development Laboratory 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 Laboratory materials, curriculum resource books, to design lesson plans, games, and other curricular activities. A \$20 Laboratory fee is required.

CHILD DEVELOPMENT 84-2
Child Development Laboratory 1: Technology For the Early Childhood Educator

0.5 UNITS (CSU)
LABORATORY 1 HOUR

Prerequisite: Ch Dev 84-1

Students learn to use Laboratory materials, and technology and equipment to design lesson plans, games, and other curricular activities. A \$20 Laboratory fee is required.

CHILD DEVELOPMENT 85
Child Development Laboratory II

CHILD DEVELOPMENT 85-1
Child Development Literacy I
0.5 UNITS (A)
LABORATORY 1 HOUR

Students enrolled in Child Development classes who are interested in an Early Literacy Laboratory 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 (CHINESE)

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

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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.

CHINESE 21
Fundamentals of Chinese I
 3 UNITS (UC: CSU)

Advisory: English 28 and 67.
 LECTURE 3 HOURS.

Introduces the fundamentals of Mandarin Chinese pronunciation, grammar, and practical vocabulary. The Student learns basic facts on the geography, customs, and culture of China. Chinese 21 and Chinese 22 together are equivalent to Chinese 1. *Advisory: English 28 or equivalent.*

CHINESE 22
Fundamentals of Chinese II

CINEMA (CINEMA)

CINEMA 1
Introduction to Motion Picture Production
 3 UNITS (UC: CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

A comprehensive introduction to single camera motion picture production, film/video techniques and equipment. Proper procedures are explained and demonstrated for the use of cameras, lenses, filters, lights, microphones, audio recorders and other motion picture equipment. Attention is also given to production planning, shot composition, editing, mixing and post-production.

Note: This is an equipment techniques and pre-production class. The hands-on production work is done in sister class Cinema 2 (Beginning Motion Picture Workshop) concurrent enrollment is recommended.

CINEMA 2
Beginning Motion Picture Workshop
 3 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 4 HOURS

Introductory workshop in practical filmmaking. Each Student will be responsible for making several short films in digital video. This course provides an introduction to the theory, terminology and operation of single camera video production, including composition and editing techniques, camera and recorder operation, portable lighting, audio control and basic editing. This course focuses on the aesthetics and fundamentals of storyboarding, producing, directing for location single camera production as well as postproduction and exhibition.

CINEMA 3
History of Motion Pictures
 3 UNITS (UC: CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

Students study the history of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

CINEMA 4
Reality and Documentary Film History
 3 UNITS (UC: CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

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

Students will write two 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

This course is an introduction to cinematography, including optics, photo emulsion, camera operation, Laboratory procedures, terminology, and aesthetics. Students complete individual and group projects using 16mm or digital video camera equipment

CINEMA 7
Advanced Cinematography and Creative Techniques
 3 UNITS (CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisite: Cinema 6 with a satisfactory grade or better

An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

CINEMA 9
Motion Picture Sound
 3 UNITS (CSU)

LECTURE 1 HOUR. LABORATORY 4 HOURS

Prerequisite: Cinema 1, 2, 3, 4 with satisfactory grades or better.

Students learn the basics of motion picture production and post production sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

CINEMA 9 - 1
Beginning Motion Picture Sound Production
 3 UNITS (CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

Students learn the basics of motion picture production and post-production sound. Hands-on work includes the use of digital audio recorders, microphones, fishpoles and booms and audio editing software.

CINEMA 9-2
Intermediate Motion Picture Sound and Post Production Sound Design
 3 UNITS (CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisite: Cinema 9 or 9-1 with satisfactory grades or better.

Intermediate television and cinema Students are introduced to audio production, post-production software and other

elements of sound design to create final soundtracks for media productions. This course explores in depth aesthetic concepts and real world audio craftsmanship.

CINEMA 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 (UC: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.

Student surveys business practices of the motion picture industry including the development, financing, production and distribution of media content. Through individual and group collaboration in a workshop setting, Student creates a preproduction business package including a treatment, screenplay, business letter, bio, AD breakdown, production strip board, schedule, budget, storyboards, location sketches, and movie poster. Students work in groups to create and deliver a verbal pitch and presentation for a short film to an industry panel.

CINEMA 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 nonlinear editing equipment.

CINEMA 32-1
Editing Fundamentals I

CINEMA 32-2
Editing Fundamentals II

CINEMA 33-1
Digital Video Production Workshop I

3 UNITS (CSU)

LECTURE 1 HOUR. LABORATORY 4 HOURS

Prerequisite: Cinema 1, 2, 3, and 4 with satisfactory grades or better.

Intermediate film and television Students 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

Prerequisite: 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
Motion 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
Motion 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, mentoring or post-production study project as agreed upon by the Student and a supervising instructor.

CINEMA 501
Media Aesthetics and Design for Film and Digital Media

3 UNITS (UC:CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS.

Prerequisite: Photo 7 with a satisfactory grade or better.

The Student learns the analysis of film and modern visual media, including the cinema, television, the internet, advertising, social networking and fine art. The Student learns to

examine the broad questions of form and content, aesthetics and meaning, and history and culture, exploring the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis. This course is recommended for all cinema and photography majors, and is open to graphic artists as well as the general public.

CINEMA 911
Cooperative Education - Cinema
 1 UNIT (CSU)

LECTURE 1 HOUR

Advisory: Cinema 1 with a satisfactory grade or better

Cooperative Education is a work experience course that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven UNITS, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

CINEMA 921
Cooperative Education - Cinema
 2 UNITS (CSU)

LECTURE 2 HOURS

Advisory: Cinema 1 with a satisfactory grade or better

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven UNITS, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

CINEMA 931
Cooperative Education - Cinema
 3 UNITS (CSU)

LECTURE 3 HOURS

Advisory: Cinema 1 with a satisfactory grade or better

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven UNITS, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

CINEMA 941
Cooperative Education - Cinema
 4 UNITS (CSU)

LECTURE 4 HOURS

Advisory: Cinema 1 with a satisfactory grade or better

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven UNITS, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

COMMUNICATION STUDIES (COMM)

COMMUNICATION STUDIES 76
English Speech as a Second Language IV
 3 UNITS (CSU) (RPT 1)

LECTURE 3 HOURS

Prerequisite: COMM 73 COMM 60C or appropriate placement score.

Co-requisite: COMM 60D.

Advisories: ESL 6A, 6B

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

Public Speaking

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 104

Argumentation and Debate

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Prerequisite: Communication Studies 101

Advisory: English 101.

Students explore methods of critical inquiry, advocacy and argumentation. Students will analyze, present and evaluate oral and written arguments, identify fallacies in reasoning and language, test evidence and evidence sources, advance a reasoned position, and defend and refute arguments orally and in writing. This course meets AA degree and transfer requirements in critical and analytic thinking.

COMMUNICATION STUDIES 105

Critical Thinking

3 UNITS (CSU)

LECTURE 3 HOURS

Prerequisite: English 101

Principles of argumentation and critical thinking. Instruction In This course is designed to allow Students an understanding of Communication Studies and critical methodology; analysis

and evaluation of political, marketplace and social communication; structure of argument; analysis of assumptions, evidence, language, formal and informal fallacies; techniques of creating effective and sound arguments.

COMMUNICATION STUDIES 106

Forensics

2 UNITS (RPT 3) (CSU)

LECTURE 1 HOUR. LABORATORY 3 HOURS

Students participate in competitive speaking in public address, interpretation and/or debate as part of the LACC Forensics Team. Students develop the skills to research and prepare for intercollegiate forensics tournaments outside of regularly scheduled class hours. Students practice effective verbal and nonverbal communicative techniques, develop speaker credibility, and demonstrate confidence before an audience. This course is repeatable up to three times and meets AA degree requirements.

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 production. Focus will be on the respiration process, phonation, resonance, and articulation and their coordination in pronunciation and effective vocal expression. Students practice accuracy of sound production for Standard American English through use of the International Phonetic Alphabet. This course is suited for any major or career where speaking clearly is a requirement.

COMMUNICATION STUDIES 121

Interpersonal Communication

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Advisory: English 28 and 67 or COMM 76 with a satisfactory grade.

Students explore communication in a variety of interpersonal relationships. Students will study communication behaviors in dyads (pairs) and their impact on personal and professional relationships, developing effective communication skills in areas such as verbal and nonverbal communication, listening, emotional intelligence, and conflict management. This course meets AA degree and transfer requirements.

COMMUNICATION STUDIES 122

Intercultural Communication

3 UNITS(UC: CSU)

LECTURE 3 HOURS

Advisories: Communication Studies 121 and English 101

Students analyze dynamics of culture within a variety of communication contexts. Students will explore cultural worldviews and values, verbal and nonverbal communication styles, and barriers to intercultural communication. Focus will be on recognizing and appreciating cultural differences and improving intercultural communication competence for more effective interactions with others in a diverse society. This course meets AA degree and transfer requirements.

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

COMMUNICATION STUDIES 151**Small Group Communication**

3 UNITS (CSU)

LECTURE 3 HOURS

Students study the theory, principles, application and evaluation of group communication processes. Students learn effective problem-solving, decision-making, and conflict management techniques, including the development of individual leadership skills. Focus will be on collaborative learning that can be achieved by responsible group participation. This course meets AA degree and transfer requirements.

COMMUNICATION STUDIES 190**Communication and New Media**

3 UNITS (CSU)

LECTURE 3 HOURS

Advisory: English 101

This course introduces computer-mediated communication. Students examine how the Internet, specifically popular culture, social media, websites, blogs, YouTube, and social networks, have reshaped communication practices. The course offers an overview of relevant theories and critical issues while providing Students with the opportunity to apply communication skills using new media.

COMMUNICATION STUDIES 185**Directed Study**

1 UNIT (CSU) (RPT 2)

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

COMPUTER SCIENCE (CO SCI)**CO SCI 101****Introduction to Computers and Their Uses**

4 UNITS (UC: CSU)

LECTURE 3 HOURS. LABORATORY 2 HOURS

Credit not allowed if Student has credit for CO SC/103.

Students receive instruction in computer hardware, software, terminology, ethics, and social impact, plus an overview of operating systems, word processing, spreadsheets, database management systems, and telecommunications and networks. A general computer literacy course open to all Students.

CO SCI 103**Introduction to Computer Systems for MIS**

4 UNITS (UC: CSU)

LECTURE 3 HOURS. LABORATORY 2 HOURS

Students receive an introduction to computers for a one-semester transfer course or for certificates or a degree in CSIT. Topics include computers, programming and systems design, programming languages and flowcharting. Laboratory includes word processing, spreadsheets, database concepts and extensive programming in Visual BASIC.

CO SCI 104**Mathematics for Programmers**

3 UNITS (CSU)

LECTURE 3 HOURS

Advisory: CO SC/103 or equivalent.

The Student develops mathematical reasoning and general problem solving skills using topics from discrete mathematics including first order logic, boolean algebra, set theory, relations and functions, combinations and permutations, discrete probability, graph theory, and finite state machine.

CO SCI 107**Programming Logic**

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.

The Student develops program design skills and general problem solving skills by applying structured programming techniques to program specifications and already written programs. The Student learns to write program designs and documentation from descriptions of programs and from the analysis of already written programs

CO SCI 108**Beginning Visual Basic Programming**

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.

The Student learns program language terminology, the syntax and semantics of an event-driven, object-oriented program language, how to solve problems from descriptions of the problem in English and how to translate problem solution descriptions to Visual Basic.

CO SCI 117**Beginning Microcomputer Assembly Language Programming**

4 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 121**Android Apps Inventor****CO SCI 122****Mobile Application Development - iOS****CO SCI 123****Mobile Application Development - Android****CO SCI 124****Python Programming****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.

Students learn Macromedia's Flash; a state-of-the-art Web animation software for creating highly-compact, vector-based content for transmission over the Internet. Topics presented include introduction to ActionScript, Event Handlers, objects and Dynamic Data.

CO SCI 155
Electronic Commerce (E-Commerce)

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 dynamic content using basic JavaScript.

COSCI 159
Web Projects

3 UNITS (CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisite: CO SCI 158 and 161 with a satisfactory grade or better or equivalent.

Student learn about web development using current technology. Topics include NOSQL database, Javascript and JSON, developing single page application using Angular and using Express to handle web page routing. This will be exemplified using the MEAN stack and Students will create a meaningful capstone project. Creating web sites and apps for mobile devices using Bootstrap and ionic framework will also be covered.

COSCI 162
PL/1 Programming

3 UNITS (CSU)

LECTURE 2 HOURS. LABORATORY 3 HOURS

Prerequisite: CO SCI 158 with a satisfactory grade or better or equivalent.

Advisory: CO SCI 141 and 139.

This course teaches web page development with JavaScript. This course reviews introductory JavaScript language features. This course also covers advanced topics including object-oriented programming, the Document Object Model (DOM), touch and mobile interfaces. It also teaches how to use regular expressions, closures, callbacks, namespaces, and the module pattern. Introduces JSON to transmit and store data.

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.

Co-requisite: CO SCI 141 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**Plsql 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 (CO TECH)**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 5**Fundamentals of Electronics I**

4 UNITS (CSU)

LECTURE 3 HOURS. LABORATORY 3 HOURS

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.

COMPUTER TECHNOLOGY 6**Fundamentals of Electronics II**

4 UNITS (CSU)

LECTURE 3 HOURS. LABORATORY 3 HOURS

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.

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.

CO TECH 19

Mobility+ Certification Preparation

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.

CO TECH 25

Cloud+ Certification Preparation

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.

CO TECH 30

Introduction To Microprocessors

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 (COOP ED)

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.

COOP ED 196

Work Experience - General II

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.

COOP ED 296

Work Experience II

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.

COOP ED 396
Work Experience II

CORRECTIONS (CORR)

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 (COUNSEL)

COUNSELING 20
Post-Secondary Education: the Scope of Career Planning
3 UNIT (UC: CSU)

Advisory: Eligibility for English 28 and 67 or equivalent

This course is designed for Students who are undecided about their career and/or educational goals. It is a hands on and interactive career planning process that includes the following topics: Self-exploration, clarification on values, interest and skills analysis, researching career options, interviewing skills, decision making, and goal setting process. Counselors will assist Students in creating an educational plan based on major and career goals to be included in the final portfolio.

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.

DANCES SPECIALTIES (DNCESPC)

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 (DANCEST)

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

Advisory: English 28 and 67.

Students analyze dynamics of culture within a variety of communication contexts. Students will explore cultural worldviews and values, verbal and nonverbal communication styles, and barriers to intercultural communication. Focus will be on recognizing and appreciating cultural differences and improving intercultural communication competence for more effective interactions with others in a diverse society. This course meets AA degree and transfer requirements.

DANCE TECHNIQUES (DANCETQ)

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)

Prerequisite: Dance Techniques 123

Students learn advanced jazz dance technique with an emphasis on advanced level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

DANCE TECHNIQUES 141 (FORMERLY DANCETQ 431)
Modern Dance Techniques I

1 UNIT (UC: CSU)

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

DANCE TECHNIQUES 142
Modern Dance Techniques II

1 UNIT (UC: CSU)

Prerequisite: Modell! 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, duet 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)

Prerequisite: 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)

Prerequisite: 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)

Prerequisite: 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)

Prerequisite: 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 (DEN TEK)**DENTAL TECHNOLOGY 100****Introduction to the Dental Laboratory**

2 UNITS (A)

LECTURE 1 HOUR. LABORATORY 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**Removable Prosthodontics I**

5 UNITS (A)

*LECTURE 3 HOURS. LABORATORY 5 HOURS**Prerequisite: Dental Technology 100 and 102*

Students learn the art and science of creating natural looking complete dentures by using PTC techniques and methodology. The course includes: dental anatomy, concepts of a natural smile, selecting and setting denture teeth in balanced occlusion, duplication of natural tissue, and processing, finishing and polishing complete dentures according with established clinical standards and an introduction to digital dentistry.

DENTAL TECHNOLOGY 105**Removable Prosthodontics II**

5 UNITS

*LECTURE 3 HOURS. LABORATORY 6 HOURS**Prerequisite: Dental Technology 103*

Students learn the design, materials ' science and construction of maxillary complete dentures opposing a mandibular overdenture, relines and repair complete dentures, Immediate Maxillary Denture and Wrought wire Mandibular Stay Plate.

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. LABORATORY 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 PROSTHODONTICS I

5 UNITS

LECTURE 2 HOUR. LABORATORY 8 HOURS

Prerequisite: Dental Technology 100 and 102

Advisory: English 28 and 67 or equivalent.

The Student learns morphological and functional waxing of anterior and posterior single UNITS by analogue and digital applications.

DENTAL TECHNOLOGY 111

FIXED PROSTHODONTICS II

6 UNITS

LECTURE 2 HOURS. LABORATORY 6 HOURS

Prerequisite: Dental Technology 109

Students learn to wax single and multiple UNITS by using PTC techniques and methodology based on Student learning outcomes. Learning and understanding concepts such as: tooth contour alignment, functional and morphological occlusion. Students learn fundamental concepts in metal and ceramic substructure designs applied to single UNITS. Students learn techniques in spruing, investing and casting including soldering applications.

DENTAL TECHNOLOGY 112

REMOVABLE PROSTHODONTICS III

6 UNITS

LECTURE 3 HOURS. LABORATORY 5 HOURS

Prerequisite: Dental Technology 103

The Student will learn removable partial denture construction, both analog and digital, from start to finish. The course will consist of two sections, framework production and replacement teeth addition to the framework. The first section will consist of the: use of the dental surveyor; design of the partial denture framework; waxing; casting Cobalt-Chromium alloy; finishing and polishing the framework. The second section will consist of replacement tooth set-up; wax-up; processing; equilibration; finish and polish.

DENTAL TECHNOLOGY 202

Laboratory Management

4 UNITS (A)

LECTURE 2 HOURS. LABORATORY 6HOURS

Co-requisite: Dental Technology 207 or 208

The Students learn to observe and work with a skilled dental technician in a dental office, clinic or dental laboratory. The Student applies the knowledge and skills learned in the classroom in a dental office, clinic or dental laboratory. The Students learn about production, operation, and management of dental Laboratory business including; Human Resource Management. Various types of business financing. Identify various marketing strategies. Business ownership and current professional topics.

DENTAL TECHNOLOGY 203

Metal Ceramic Restorations

2 UNITS (A)

LECTURE 1 HOUR. LABORATORY 3 HOURS DENTAL TECHNOLOGY 207

Advanced Complete Dentures

10 UNITS (A)

LECTURE 1 HOUR. LABORATORY 3 HOURS

Prerequisite: Dental Technology 112

The Student learns about dental ceramic restorations, including: materials proprieties and manipulation, tooth morphologic design, feldsphatic 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. LABORATORY 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 Specialists in the Dental Technology Program. This course incorporates advanced fixed partial denture design, and manufacturing techniques.

DENTAL TECHNOLOGY 207 REMOVABLE PROSTHODONTICS IV

6 UNITS

LECTURE 3 HOURS. LABORATORY 7 HOURS

Prerequisite: Dental Technology 105 and 112

This is an advanced course in Removable Prosthodontics Specialty in the Dental Technology Program. This course incorporates advanced removable dentures design, materials' science, 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 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.

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.

EARTH SCIENCE (EARTH)

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 (ECON)

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 (ELECTRN)

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 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 (ENG ELC)

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 (ENG GEN)

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.

ENG GEN 120
Introduction To Programming Concepts And Methodologies For Scientists And Engineers

4 UNITS (CSU)

LECTURE 3 HOURS. LABORATORY 3 HOURS.

Students learn the fundamentals of the 'C' computer programming language through completing hands-on projects involving sensors, motors, and displays. Students also learn how to interface hardware to a desktop computer or laptop. The course provides transfer preparation in computer programming for science and engineering majors.

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.

ENG GEN 153**Materials of Engineering Laboratory**

1 UNIT (CSU)

LABORATORY 3 HOURS

The student learns experimental techniques, including the operation of standard materials testing equipment, to measure material performance and analyze experimental data in the context of the theories within materials science. The laboratory exercises relate to a range of materials science areas including: mechanical testing, heat treatment, crystal structures, phase diagrams, thermal properties, electrical properties, and forming operations. Students gain experience of working with metals, polymers, ceramics, and composites. The course provides transfer preparation for majors in Mechanical, Aerospace, Manufacturing, and Civil engineering.

ENGINEERING 212**Introduction to Engineering Design**

3 UNITS (RPT 3) (UC: CSU)

LECTURE 1 HOUR. LABORATORY 6 HOURS

Students develop 3-D 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-D representation using automation tools is also covered.

ENGINEERING 241**Strength of Materials**

3 UNITS (UC: CSU)

LECTURE 2 HOURS. LABORATORY 3 HOURS

Prerequisite: Engineering, General131 with a satisfactory grade or equivalent.

The Student learns the application of mechanics to determining the effect of forces and torques on materials. The Student will be able to apply this knowledge to the design of load bearing components. The course will cover the following topics:

stress, strain, axial Loading, torsion, flexural stresses, transverse shear stress, horizontal shear stresses, stress transformations, Mohr's circle, pressure vessels, shear and bending moment diagrams, stresses in a beam, methods of superposition, and elastic strain energy.

ENGLISH (ENGLISH)**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. Students develop writing and reading skills, with emphasis on grammar, various essay writing, and 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 - 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 ???

COLLEGE WRITING SKILLS AND SUPPORT

3 UNITS

LECTURE 3 HOURS

Corequisite: English 101

Students placed into ENG 28 may instead choose to enroll in ENG 82, a supplemental writing course taught in conjunction with ENG 101. ENG 82 provides instruction in the basic conventions of college essay writing to supplement the concurrent ENG 101 course. In ENG 82, Students receive additional support for topics covered in ENG 101. Successful completion of ENG 82 and ENG 101 allows the Student to enroll in ENG 102 and/or ENG 103.

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 Laboratory 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 102 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 102 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, 'Ia 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.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 1

COLLEGE ESL I: INTEGRATED SKILLS

ESL 1B

COLLEGE ESL I: READING, LISTENING AND SPEAKING

ESL 2A

College ESL II: 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.

ESL 4C**College ESL IV: Listening and Speaking**

3 UNITS

LECTURE 3 HOURS

Prerequisite: ESL 3C or Placement Exam

Students in this intermediate ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and interviews using academic vocabulary.

ESL 5C**College ESL V: Listening and Speaking**

3 UNITS

LECTURE 3 HOURS

Prerequisite: ESL 4C or Placement Exam

Students in this high-intermediate ESL course improve their listening comprehension and oral fluency to prepare for

academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and interviews using academic vocabulary.

ESL 6C**College ESL VI: Listening and Speaking**

3 UNITS

LECTURE 3 HOURS

Prerequisite: ESL 5C or Placement Exam

Students in this low-advanced ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and debates using academic vocabulary.

ENGLISH AS A SECOND LANGUAGE (E.S.L.)**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 SCIENCE (ENV SCI)

ENVIRONMENTAL SCIENCE 1

The Human Environment: Physical Processes

3 UNITS (UC [PENDING]: CSU)

LECTURE 3 HOURS

This course introduces Students to fundamentals of Earth's physical environment, focusing on the scientific principles that relate to human-environment interactions. This interaction is explored with regards to the Earth's atmosphere, biosphere, hydrosphere and lithosphere. Issues such as human populations, energy generation and use, pollution, resources, and global climate change are discussed.

FAMILY AND CONSUMER STUDIES (FAM &CS)

FAMILY AND CONSUMER STUDIES 21 (SAME AS NUTRITION 21)

Nutrition

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Advisory: English 28 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.

FFAMILY 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 relationships 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 28 and English 67*

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 28 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 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 67 or equivalent; 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 (FINANCE)**FINANCE 2****Investments**

3 UNITS (CSU)

LECTURE 3 HOURS

Advisory: English 28 and 67.

Students receive the essentials of the principles of investment, the various types of investments, the operations of investment markets, and sources of information.

FINANCE 8**Personal Finance and Investments**

3 UNITS (CSU)

LECTURE 3 HOURS

Advisory: English 28 and 67 or equivalent.

Students receive and apply the principles of accounting, banking, finance, office methods, management, and production, to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investments and savings plans, social security and retirement plans.

FINANCE 15
Principles of Banking

3 UNITS (CSU)
LECTURE 3 HOURS

Advisory: English 28 and 67 or equivalent.

This course is designed to provide an understanding of the basic functions of banking and a working knowledge of the operation of a bank.

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 (FRENCH)

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

3 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 (GEOG)

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 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 (GEOLOGY)

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.

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 (HEALTH)

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

This course focuses on the exploration of major health issues and behaviors in the various dimensions of health. Emphasis is placed on individual responsibility for personal health and the promotion of informed, positive health behaviors. This course does not focus on the vocational aspects of the public health field and instead looks at the connection between personal behavior and its correlation with disease prevention. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.

HEALTH 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.

HEALTH 101

Introduction to Public Health

3 UNITS (UC:CSU)

LECTURE 3 HOURS

This course provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and health care policy and management.

HISTORY (HISTORY)

HISTORY 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

UC limit: Credit allowed for only one of African-American Studies 4 or History11 or Chicano Studies 7.

Students learn 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 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 (HUMAN)**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 (INTBUS)

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 (ITALIAN)

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.

ITALIAN 10

Italian Civilization

(UC[PENDING]):CSU)

LECTURE 3 HOURS

Advisory: English 28 or equivalent Open to all Students. Students focus on the history, culture, traditions and arts of Italy and its people. The contribution of Italy to world civilization is examined. Course taught in English. Satisfies Humanities requirement for graduation.

JAPANESE (JAPAN)

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.

JAPANESE 22
Fundamentals of Japanese II

3 UNITS (UC: CSU)
LECTURE 3 HOURS. LABORATORY 3 HOUR.

Prerequisite: Japanese 21

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 21 and Japanese 22 together are equivalent to Japanese 1. Prerequisite: Japanese 21 with a satisfactory grade or equivalent.

JAPANESE 69
Japanese through Internet and Multimedia

2 units (CSU)
LABORATORY 4 HOURS

Japanese through Internet and Multimedia is a course designed to supplement and enhance students' skills in Japanese language by providing an introduction to tutorials, self-help websites, and other resource materials that enable students to perform everyday functions, translations, searches, and social interactions online in Japanese. Students will develop critical reading, writing, and computer skills in Japanese which will be necessary for their success in both Japanese language courses and future careers/vocations.

JOURNALISM (JOURNAL)

JOURNALISM 101
Collecting and Writing News

3 UNITS (CSU)
LECTURE 3 HOURS

Prerequisite: English 28 or equivalent.

This introductory course stresses instruction and practice in news gathering and news writing. Curriculum connects theory with meaningful activity in the basic principles of news writing, including a section on broadcast writing. The course includes an examination of freedom of the press along with a critical analysis of its responsibilities. Students receive an overview of press ethics and resolving ethical dilemmas.

JOURNALISM 105
Mass Communications

3 UNITS (UC: CSU)
LECTURE 3 HOURS

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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. Students improve stories and oversee major revisions, and learn to collaborate with news design staff, photographers and reporters. Student editors learn to manage social media channels in the newsroom, and assign online/broadcast and multimedia stories to reporters, producers and photographers.

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 220
Magazine Production

3 UNITS

LECTURE 2 HOURS. LABORATORY 3 HOURS.

Prerequisite: Journalism 101 with a satisfactory grade or better.

Students will learn the theory and practice of planning and producing a print magazine. This includes pre-press production, budgeting, writing, editing and publishing a magazine that includes social media, photography and broadcast components. Unity of design and artistic principles are stressed to produce compelling pages. Students also focus on the selection and use of typographic fonts in layout and design. Students learn to create production schedules, and to work closely with the printer to stay on budget to produce the most compelling edition possible of the Collegian Times.

JOURNALISM 285
Directed Study

2 UNITS (CSU)

Advisory: English 28 and 67131 or equivalent. Conference: 1 hour per unit.

The Student learns to work independently and produce content in Directed Study under the direction of a supervising instructor. Credit Limit: A maximum of 3 UNITS in Directed Study may be taken for credit.

KINESIOLOGY (KIN)

KINESIOLOGY 045
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 (UC: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 (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)

LABORATORY 2 HOURS.

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 (UC: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 (UC: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 (UC: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 (UC: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) (RPT 3)

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 300

Swimming non-/Swimmer

1.00 UNIT (CSU)

LABORATORY 2 HOURS

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes and improve water safety awareness.

KINESIOLOGY 300-1

Swimming non-/Swimmer I

1.00 UNIT (UC:CSU)

LECTURE .5 HOUR.; LABORATORY 2.5 HOURS

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes and improve water safety awareness.

KINESIOLOGY 300-2

Swimming non-/Swimmer II

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 300-3

Swimming non-/Swimmer III

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 301-1

Swimming Skills I

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 301-2

Swimming Skills II

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 301-3

Swimming Skills III

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 303

Aqua Aerobics

1.00 UNIT (CSU)

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 303-1

Aqua Aerobics I

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 303-2

Aqua Aerobics II

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 303-3

Aqua Aerobics III

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 303-4

Aqua Aerobics IV

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 307

SWIM AND RUN

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 307-2

SWIM AND RUN II

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 307-3

SWIM AND RUN III

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

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 328-1

Bicycle Spinning I

1 UNIT

LECTURE 5 HOUR. LABORATORY 2.5 HOURS

This course increases and helps maintain both cardiovascular endurance and leg strength through stationary bike workouts. Intensity is high and challenging. Resting and target heart rates are used to monitor improvements in the students' cardiovascular system.

KINESIOLOGY 329-2

Body Conditioning II

1.00 UNIT

LECTURE .5 HOUR.; LABORATORY 2.5 HOURS

KINESIOLOGY 329-3

Body Conditioning III

1.00 UNIT

LECTURE 1 HOUR

KINESIOLOGY 330-2

Cardio Kickboxing I

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

KINESIOLOGY 330-3

Cardio Kickboxing III

1.00 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS

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

Step Aerobics and Weight Training

1 UNIT (UC: CSU)

Students use a combination of strength training machines, free weights, step aerobics, and low impact aerobics to increase overall fitness and knowledge of personal health. These activities are utilized to gain fitness, emphasizing flexibility, muscular strength, and cardiovascular endurance. Students learn safety training, biomechanics, nutrition, weight management and other nutrition and fitness concepts and skills.

KINESIOLOGY 334

Walking for Fitness

1 UNIT (UC: CSU)

LECTURE .5 HOUR. LABORATORY 2.5 HOURS.

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 334-2

Walking for Fitness II

1 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS.

KINESIOLOGY 334-3

Walking for Fitness III

1 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS.

KINESIOLOGY 334-4

Walking for Fitness IV

1 UNIT

LECTURE .5 HOUR. LABORATORY 2.5 HOURS.

KINESIOLOGY MAJOR (KIN MAJ)

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.

Prerequisites: 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.

**KINESIOLOGY MAJOR 117
PERSONAL TRAINER INSTRUCTOR**

3 UNITS (CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

Prerequisites: KIN 250-1 and Health 2

The Students will develop the knowledge and understanding to prepare for the ACE Personal Trainer Certification Exam and become effective personal trainers. This is a comprehensive course for designing individualized programs based on each client's unique health, fitness, and goals. The information covered by This course will help the Student learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.

KOREAN (KOREAN)

**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 Hangul, 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**

5 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. Journal 101 or Journal 218.

This course offers the students lectures and discussions in english on geography, history, government and institutions of korea; the life and customs of the people; the literature, arts, and sciences; the contribution to civilization. Advisory: english 28 or equivalent.

SATISFIES HUMANITIES REQUIREMENT. LECTURE IN ENGLISH. NO KNOWLEDGE OF KOREAN REQUIRED.

**KOREAN 21
Fundamentals of Korean I**

3 UNITS (UC[PENDING]:CSU)

LECTURE 3 HOURS

Advisory: English 28 and 67

Advisory: English 28 or equivalent

Fundamental course for Students without prior exposure to Korean. Students learn to develop speaking, writing, listening, and reading skills in Korean at ACTFL novice low, and raise awareness about Korean culture. Korean 21 and Korean 22 is equivalent to Korean 1.

**KOREAN 22
Fundamentals of Korean II**

3 UNITS (UC[PENDING]:CSU)

LECTURE 3 HOURS

Continues the fundamentals of Korean pronunciation and grammar structure. Offers practical material for simple conversation based on every day experiences. Korean 21 and Korean 22 together are equivalent to Korean 1. Prerequisite: Korean 21 with a satisfactory grade or equivalent.

**KOREAN 69
Korean Through Internet and Multimedia**

2 UNITS (CSU)

LABORATORY 4 HOURS

Prerequisite: Korean 1

Korean through Internet and Multimedia is designed to supplement and enhance Students' Korean skills by providing tutorial, self-help assistance, computers, online resources, and other resource materials that enable the Students to perform everyday function, search and translate resources, and socially interact online in Korean. Students develop critical reading, writing and computer skills necessary for success in Korean language courses, college, career, and vocations.

LAW (LAW)

LAW 1

Business Law I

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Students learn the fundamental legal principles pertaining to business transactions. Students will be introduced to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

LAW 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 (UC: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)

Co-requisite: 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 43
Elder Law

3 UNITS
LECTURE 3 HOURS

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.

LAW 931
Cooperative Education - Law

3 UNITS
LECTURE 3 HOURS

LAW 941
Cooperative Education - Law

4 UNITS
LECTURE 4 HOURS

LEARNING FOUNDATION (LRNFDTN)

LEARNING FOUNDATION 2

Adaptive Word Processing Operations

LABORATORY 4 HOURS.

Designed for Students with verified disabilities, this class provides individual training in the use of word processing technologies. Students learn skills at an individual, non-competitive pace using assistive hardware and software when needed. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course.

LEARNING SKILLS (LRNSKIL)

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

This course will explore the nature of learning disabilities and the laws, accommodations, and services available for academic improvement. Through assessment, Students will discover personal learning strengths and weaknesses to develop a plan for academic success. Eligibility for support services will be determined.

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 Computer 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 key-boarding, 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**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 (LIB SCI)**LIBRARY SCIENCE 101****Library Research Methods**

1 UNIT (UC: CSU)

LECTURE 1 HOUR.

Advisory: CAOT 1

Students conduct research using the library's electronic and print resources, evaluate the differences between academic and popular sources, develop search strategies, apply citation rules, and analyze the basic requirements of academic integrity.

LINGUISTICS (LING)**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 (MGMT)**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 (MARKET)

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.

Students have an opportunity to explore the planning process, the strategies and the techniques used by corporations and small businesses to stimulate sales.

MARKETING 21
Principles of Marketing

3 UNITS (CSU)
 LECTURE 3 HOURS

Advisory: English 28 and 67 or equivalent.

Students learn the importance of making decisions with the customer in mind and the need to select target markets for products and services. The course covers decision making relative to product development and management, trademarks, wholesaling, retailing, selling, sales promotion, advertising

and pricing. It is the first in a series of courses which lead to the Certificate in Marketing and the AA Degree with a major in marketing.

MARKETING 31
Retail Merchandising

3 UNITS (CSU)
 LECTURE 3 HOURS

The Student will learn the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

MATHEMATICS (MATH)

Placement Information

High school courses are not accepted as equivalent to college courses. Every new incoming Student will be required to take the math assessment unless he/she has satisfied the Prerequisite by a college level course or a comparable assessment process from another college (must not be based on high school transcripts). The result of the assessment test is valid for one year. The Student is encouraged to start his or her mathematics sequence as soon as possible after the assessment is taken.

If you place In a 200 level math course, you should review the Mathematics Course Sequence flowchart to determine which track best fits your circumstance and discuss your choice with a counselor. UC maximum limit: Refer to www.assist.org

MATHEMATICS 10
Math as a Second Language (MSL)

1 UNIT
 LECTURE 1 HOUR.

Students study the basic mathematics sequence. The course introduces mathematical language and notation, along with fundamental concepts necessary for successful completion of the mathematics sequence. Topics include writing and speaking mathematical language, understanding how to determine what a problem is asking, and a multi-step program for solving problems. Also included are techniques that will enable Students to have a positive outlook toward future mathematics classes.

MATHEMATICS 100
Mathematics Workshop

1 UNIT NDA
 LABORATORY 3 HOURS

Co-requisite: MATH 105 or 111 or 113 or 114 or 115 or 124, or 215 or 216 or 227 or 230 or 236 or 240 or 245 or 260.

Students can supplement and enhance learning in mathematics through tutorial and self-help assistance, calculators, computers, programmed texts and other learning aids.

MATHEMATICS 105
Arithmetic

3 UNITS
 LECTURE 3 HOURS

Students learn to perform arithmetic operations with whole numbers, fractions, and decimals. Students learn to solve

word problems including whole numbers, fractions, decimals, and percents. Students learn ratios, rates, proportions and everyday life application.

MATHEMATICS 110
Introduction to Algebraic Concepts

5 UNITS

LECTURE 5 HOURS

Prerequisite: Math 105 with a satisfactory grade or better.

This course reviews topics in arithmetic relevant to algebra and introduces ideas necessary for understanding algebra. Students discuss fundamental notions of algebra including the arithmetic of signed numbers and solving first degree equations using properties of equality.

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.

This course covers operations on real numbers and algebraic expressions, solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving systems of linear equations in two variables, exponents, operations on polynomials, factoring polynomials, operations on rational expressions, solving rational equations, simplifying radical expressions, solving radical equations, solving quadratic equations, and graphing quadratic equations.

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 124A

Intermediate Algebra - A

2.5 UNITS

LECTURE 2 HOURS. LABORATORY 1 HOUR

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 linear equations, inequalities, polynomials, rational expressions and rational functions. 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.

MATHEMATICS 124 B

Intermediate Algebra - B

2.5 UNITS

LECTURE 2 HOURS. LABORATORY 1 HOUR

Prerequisite: Mathematics 124A with satisfactory grade or equivalent.

The Student learns the second part of Mathematics 125. Mathematics 124A and 124B together are equivalent to Mathematics 125. Topics include quadratic functions and equations; composite, inverse exponential and logarithmic functions; circles; and sequences, series, and binomial theorem. 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.

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 167

Pre-Statistics

5 UNITS

LECTURE 5 HOURS

Prerequisite: Mathematics 110 or Math 112 with a satisfactory grade or equivalent; or Placement.

Students learn key concepts of descriptive statistics such as observational and experimental design, graphical and tabular displays of data, measures of center and spread, probability, the normal distribution, and regression. This course is designed as a Prerequisite solely for Statistics(Math 227). Students will not get math competency credit for taking This course towards an AA/AS degree. If Students wish to proceed to another course other than Math 227, they would need to go back and take Math 125.

MATHEMATICS 190

Algebra for STEM Majors

6 UNITS

LECTURE 4 HOURS. LABORATORY 4 HOURS

Prerequisite: Mathematics 110 or Math 112 with a satisfactory grade or equivalent.

An accelerated course covering the topic of Elementary and Intermediate Algebra. Topics Include the real number system, rules of exponents, linear equations and Inequality In one variable, linear equations and Inequality In two variables, systems of linear equations and Inequalities, nonlinear systems of equations, polynomial operations, factoring polynomials, rational expressions, rational equations and Inequalities, radical expressions and rational exponents, radical equations and Inequalities, quadratics equations and Inequalities, functions and their graphs, exponential and logarithmic functions, the conic sections, and sequences and series.

MATHEMATICS 202

Mathematics Workshop II

1 UNIT (CSU)

LABORATORY 3 HOURS

Co-requisite: One of the following Co-req: Math 215, 216, 230, 236, 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. The Student will learn topics including sets and relations, numbering systems, and elementary number theory. The main emphasis, however, will be understanding the structure of systems of whole numbers, integers, and rational numbers.

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 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 to solve linear, rational, polynomial, exponential, and logarithmic equations; graph linear, rational, polynomial, exponential, and logarithmic functions; solve linear and nonlinear systems of equations and inequalities; sequences and series.

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.

This is the first of a three-course sequence in calculus. Topics include limits and continuity, rates of change, derivatives, applications of differentiation, integrals, the Fundamental Theorem of Calculus, and applications of integration.

MATHEMATICS 262**Calculus II**

5 UNITS (UC: CSU)

LECTURE 5 HOURS

Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.

This is the second in a three-course sequence in calculus. Topics include differentiation and integration of logarithmic, exponential, circular and hyperbolic functions and their inverses, indeterminate forms, improper integrals, standard techniques of integration, applications of integration to problems from economics, biology and probability, parametric equations and polar coordinates, infinite sequences and series, and representation of functions as power series.

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.

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

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 IVPs. Students use techniques for solving Systems of Linear Differential Equations.

MICROBIOLOGY (MICRO)

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.

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 (CSU)

LABORATORY 3 HOURS

Co-requisite: 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 (MUSIC)

MUSIC 101

Fundamentals of Music

3 UNITS (UC: CSU)

LECTURE 3 HOURS

(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 116

Survey and History of Rock, Pop, and Soul Music

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Introduction to rock, pop, and soul music styles covering their origins, stylistic development and cultural impact. This course is designed to increase Student awareness of the relationship between popular music and society.

MUSIC 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

A survey of music history and music literature from 1750 to the present time, including music of the pre-Classic, Classic and Romantic periods, as well as Contemporary classical music.

MUSIC 135
African-American Music

3 UNITS (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 136
Music In American Culture

3 UNITS -

LEC 3 (UC:CSU)

A comparative and Integrative study of the multi-cultural music styles of the United States. Emphasis is given to the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, tracing the development of these various musical traditions from their historical roots to their Influence on contemporary American music.

MUSIC 137
Music as a Business

3 UNITS (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 141
Jazz Appreciation

3 UNITS (UC[PENDING]:CSU)

LECTURE 3 HOURS

An introduction to American jazz music including its origins, stylistic development and cultural impact. This course is designed to increase Student awareness of the relationship between jazz music and American society.

MUSIC 152-1 (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 Muzsic 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. LABORATORY 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.

Co-requisite: 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 205
Commercial Harmony I

3 UNITS
LECTURE 3 HOURS

Students learn harmonic chord progressions used in popular music including rock, jazz, Latin, funk and fusion, among others. Students are introduced to song writing by adding a melody over given harmonic structures.

MUSIC 211
Musicianship I

1 UNIT (UC:CSU)
LABORATORY 3 HOURS

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony I through ear training, sight singing, analysis, and dictation.

MUSIC 212
Musicianship II

1 UNIT (UC:CSU)
LABORATORY 3 HOURS

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 213
Musicianship III

1 UNIT (UC:CSU)
LABORATORY 3 HOURS

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony III (advanced chromatic harmony, jazz and modal harmony, and twentieth century techniques) through ear training, sight singing, analysis, and dictation.

MUSIC 217-2
Musicianship 2

1 UNIT (CSU)
LABORATORY 3 HOURS

Prerequisite: Music 200 with a satisfactory grade or equivalent.

Co-requisite: Music 201

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.

Co-requisite: 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
Sight Reading II

1 UNIT (CSU)
LECTURE 1 HOUR

Prerequisite: Music 218 with a satisfactory grade or equivalent.

Co-requisite: Music 203

The Student will acquire skills in sight reading more advanced rhythms and melodies. The goal is to acquire sight reading skills necessary for reading, performing, composing and producing music.

MUSIC 219-2
Musicianship 4

1 UNIT (CSU)
LABORATORY 3 HOURS

Prerequisite: Music 218-2 with a satisfactory grade or equivalent.
Co-requisite: Music 203

The Student applies and develops the rhythmic, melodic, and harmonic materials of Harmony III (advanced chromatic harmony and twentieth century techniques) through ear training, sight singing, analysis, and dictation.

MUSIC 221
Counterpoint I

3 UNITS (UC: CSU)
LECTURE 3 HOURS

Prerequisite: Music 202 with a satisfactory grade or equivalent.

The Student studies 18th-century contrapuntal techniques in two, three and four voices, including species counterpoint, invertible counterpoint, motive development and canon and resulting in analysis and composition of two-part inventions, binary dance forms and three and four-part fugue expositions.

MUSIC 223
Twentieth Century Compositional Techniques

3 UNITS (UC: CSU)
LECTURE 3 HOURS

Prerequisite: Music 202 with a satisfactory grade or equivalent.

The Student learns melodic, harmonic and rhythmic techniques of the Twentieth Century, resulting in the writing of original compositions.

MUSIC 224
Composition

3 UNITS (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 250
Music Performance Workshop

1 UNIT (CSU)
LABORATORY 3 HOURS

The Student prepares, rehearses, and performs selected musical works for small ensemble, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment is subject to audition.)

MUSIC 251-1 (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 with a satisfactory grade or equivalent.

The Student learns the fundamentals of music production, including contemporary techniques for recording and editing digital audio and MIDI, and the fundamentals of mixing and mastering.

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 261-1 with a satisfactory grade or equivalent.

The Student learns recording and production techniques for commercial applications, including scoring for TV and film, songwriting and arranging, and working with live musicians in the studio.

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 learns advanced recording and production techniques for commercial applications, including advanced audio production, score realization, and studio workflow.

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

MUSIC PRODUCTION FOR MULTIMEDIA 1

2 UNITS (CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 261-1 with a satisfactory grade or equivalent.

The Student learns digital recording, MIDI, and music production techniques. Students gain hands on experience in LACC's electronic music Laboratory and state-of-the-art recording studio.

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 learns advanced music production techniques, including mixing, editing, and automation. Students gain hands on experience in LACC's electronic music Laboratory and state-of-the-art recording studio.

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**

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 341-2

The Student studies, practices, and performs level three intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach Well Tempered Clavier Book 1, Mozart early sonatas, Mendelssohn Songs without Words Book 1, Shostakovich Preludes, Op. 34. Technique to include the equivalent of Hanon 60 exercises #30-39, Czerny Op. 299 #1-9, and all harmonic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano Student who has studied for two or more years of private or class piano. (If Prerequisite is not met, enrollment is subject to audition).

**MUSIC 341-4
Intermediate Piano IV**

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 341-3.

The Student studies, practices, and performs level four intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach French Suites, Beethoven early sonatas, Schubert impromptus and Prokofiev Visions Fugitives. Technique to include the equivalent of Hanon 60 exercises #40-60, Czerny, Op. 299 #10-20, all melodic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano Student who has studied for two or more years of private or class piano. (If Prerequisite is not met, enrollment is subject to audition.)

**MUSIC 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.

(Confirmation of enrollment subject to audition.)

MUSIC 531
Philharmonic Choir

1 UNIT (RPT 3) (UC: CSU)
LABORATORY 3 HOURS

The Student prepares, rehearses and performs selected musical works for a large intermediate choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 561
Chamber Chorale

1 UNIT (RPT 3) (UC: CSU)
LABORATORY 3 HOURS

The Student prepares, rehearses and performs selected musical works for a small advanced choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

MUSIC 601
Brass Instrument Instruction I

2 UNITS (UC: CSU)
LECTURE 1 HOUR. LABORATORY 2 HOURS

The Student receives basic instruction on the brass instruments, including trumpet, French horn, trombone and tuba. Some instruments available to loan to enrolled Students. Open to all Students.

MUSIC 602
Brass Instrument Instruction II

2 UNITS (UC: CSU)
LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 601 with a satisfactory grade or equivalent.

The Student continues brass instrument instruction with emphasis on the development of embouchure, range, endurance and music reading skills. Some instruments available to loan enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 603

Brass Instrument Instruction III

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 602 with a satisfactory grade or equivalent.

The Student continues brass instrument instruction with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 604

Brass Instrument Instruction IV

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 603 with a satisfactory grade or equivalent.

The Student continued brass instrument instruction with increased emphasis in all areas covered. Primary emphasis is on interpretation of solo and small ensemble literature. Some instruments available to loan to enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 611

String Instrument Instruction I

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

The Student receives basic instruction on the string instruments, either violin, viola, cello or bass. Some instruments available to loan to enrolled Students. Open to all Students.

MUSIC 612

String Instrument Instruction II

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 611 with a satisfactory grade or equivalent.

The Student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering techniques and music reading skills. Some instruments available to loan to enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 613

String Instrument Instruction III

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 612 with a satisfactory grade or equivalent.

The Student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering technique in third position and music reading skills. Some instruments available to loan to enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 614

String Instrument Instruction IV

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 613 with a satisfactory grade or equivalent.

The Student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 621

Woodwind Instrument Instruction I

2 UNITS (UC: CSU)

LECTURE 1 HOUR.

LABORATORY 2 HOURS

The Student learns basic woodwind instrument techniques. Includes flute, oboe, clarinet, bassoon and saxophone. Some instruments available to loan to enrolled Students. Open to all Students.

MUSIC 622

Woodwind Instrument Instruction II

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 621 with a satisfactory grade or equivalent.

The Student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on embouchure development, range, endurance and music reading skills. Some instruments available to loan to enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 623

Woodwind Instrument Instruction III

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 622 with a satisfactory grade or equivalent.

The Student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 624

Woodwind Instrument Instruction IV

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 623 with a satisfactory grade or equivalent.

The Student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled Students. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 631**Percussion Instrument Instruction I**

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

The Student learns basic rhythms, rudiments, beginning notation and meters as applied to the snare drum and related percussion instruments.

MUSIC 632**Percussion Instrument Instruction II**

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 631 with a satisfactory grade or equivalent.

The Student continues with basic rhythms, rudiments, beginning notation and meters as applied to the snare drum and related percussion instruments. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 633**Percussion Instrument Instruction III**

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 632 with a satisfactory grade or equivalent.

The Student receives intermediate instruction on percussion instruments and develop greater skill in the reading of percussion notation and in the playing of drum set. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 634**Percussion Instrument Instruction IV**

2 UNITS (UC: CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 633 with a satisfactory grade or equivalent.

The advanced Student develops greater skill in the reading of percussion notation and in the playing of drum set as it relates to contemporary funk styles. (If Prerequisite is not met, enrollment is subject to audition.)

MUSIC 635**Drum Set I**

2 UNITS (CSU)

LECTURE 1 HOUR. LABORATORY 2 HOURS

Prerequisite: Music 631 with a satisfactory grade or equivalent.

Advisory: Music 101 or Music 200.

The Student learns beginning drum set techniques with an emphasis on popular musical styles, the role of the drum set in contemporary music, and drum set arranging for music production.

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 661**Commercial Guitar I**

2 UNITS (CSU)

Lec 1 Laboratory 2

Students interested in popular and jazz guitar techniques explore topics such as Chords, Scales, Blues and Swing patterns. Students also practice soloing styles and accompaniment techniques as well as ensemble playing in jazz bands and combos.

MUSIC 662
Commercial Guitar II
 2 UNITS (CSU)
Lec 1 Laboratory 2

Prerequisite: Music 661

This course is designed for Students interested in more advanced popular and jazz guitar techniques not covered in Mus 661. Topics include major, minor and blues chords and associated scales. More advanced blues and swing style rhythmic patterns, soloing styles and accompaniment technique will be learned as well as ensemble playing in jazz bands and combos.

MUSIC 663
Commercial Guitar III
 2 UNITS (CSU)
Lec 1 Laboratory 2

Prerequisite: Music 662

This course is designed for Students interested in more advanced popular and jazz guitar techniques. Topics include Jazz chords, chord substitution, and associated scales. More advanced blues and swing style rhythmic patterns, soloing styles and accompaniment technique will be learned as well as techniques for ensemble playing in jazz bands and combos.

MUSIC 664
Commercial Guitar IV
 2 UNITS (CSU)
Lec 1 Laboratory 2

Prerequisite: Music 663

In this course, a continuation of mus 663, the Student will learn more advanced sight-reading and improvisation skills, advanced Jazz chords and chord substitutions with associated scales, comping styles, as well as the application of more advanced technical skills necessary for the performing amateur and professional guitarist. Jazz and popular music literature is used as a basis for study.

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 ensemble, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct.(Confirmation of enrollment subject to audition.)

MUSIC 711
Rehearsal Orchestra
 1 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 782**Jazz Combos**

1 UNIT (CSU)

LABORATORY 3

The Student rehearses and performs selected musical works for small jazz ensembles with an emphasis on improvisation skills, group interplay, arranging, and rehearsal techniques. This course is designed for intermediate to advanced instrumentalists. (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 SCIENCE (NRSCE)**NURSING SCIENCE 100****TRANSITION FROM LVN TO RN**

2 UNITS

LECTURE 2 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.

NURSING (NURSING)**NURSING 100****Certified Nursing Assistant**

5 UNITS

LECTURE 2 HOURS. LABORATORY 6 HOURS.

This course is approved by the State of California. Students will be prepared to perform basic nursing tasks and educated about the roles and responsibilities of the Certified Nurse Assistant. Students perform skill that include principles of safety, infection control and basic patient care practices. Students who successfully complete the course are eligible to take the State Certification Examination.

NURSING 101**Home Health Aide**

2 UNITS

LECTURE 1.5 HOURS. LABORATORY 1.25 HOURS.

Students learn to provide comfort, hygiene, nutrition, elimination, sleep and rest care activities to clients. Emphasis is on the role of the home health aide, interpretation of client needs, personal-care services, nutrition and cleaning and care tasks in the home. The Certified Nursing Assistant (CNA) will be prepared as a Home Health Aide (HHA) to perform in-home care to patients and assist them with activities of daily living. This course is approved by the State of California.

NURSING, REGISTERED (REGNRSG)**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 life-span 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) (RPT 1)

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 Laboratory 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 Maternal/Newborn and Pediatrics Nursing theory and clinical courses.

NURSING, REGISTERED 117
Nursing Skills Competency III

1 UNIT (CSU)

LABORATORY 3 HOURS

Prerequisite: Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.

Third semester nursing Students practice and enhance both mental health and medical-surgical nursing skills.

The Student will participate in competency assessment in the progression from novice graduate to Registered Nurse in the Pediatric Nursing specialty.

OCEANOGRAPHY(OCEANO)

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 (PHILOS)

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

The Student learns the major 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 (PHOTO)

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 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 dark-room 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.

PHOTOGRAPHY 501

Media Aesthetics and Design for Film and Digital Media

3.00 UNITS (UC[PENDING]:CSU)

LECTURE 2 HOURS. LABORATORY 2 HOURS

The Student learns the analysis of film and modern visual media, including the cinema, television, the internet, advertising, social networking and fine art. The Student learns to examine the broad questions of form and content, aesthetics and meaning, and history and culture, exploring the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis. This course is recommended for all cinema and photography majors, and is open to graphic artists as well as the general public.

PHYSICAL SCIENCE (PHYS SC)

PHYSICAL SCIENCE 10

Physics and the Movies

3 UNITS (UC[PENDING]:CSU)

LECTURE 3

The Student learns the basic principles of physics: mechanics, forces, Newton's laws, fluids, oscillations, heat, optics, sound, electricity & magnetism and relativity, by applying them to analyses of popular movie scenes to gauge their level of physical plausibility and realism.

PHYSICS (PHYSICS)

PHYSICS 6

General Physics I

4 UNITS (UC: CSU)

LECTURE 3 HOURS. LABORATORY 3 HOURS

Prerequisite: Math 240

Students learn the fundamentals of Newtonian physics, such as mechanics, heat and sound. This course is designed for majors in Health and Life Sciences, Architecture, and all those needing a one-year course in college physics requiring trigonometry but not calculus.

PHYSICS 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 Laboratory 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.

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.

Students learn the topics of mechanical waves, electromagnetic waves, light and optics, relativity, introductory quantum mechanics, atomic and nuclear physics. Topics in molecular physics and condensed matter as well as particle physics may also be included. The Laboratory includes both quantitative and qualitative experiments which enable Students to verify, illustrate, and deduce some of the laws of physics that apply to the topics covered.

PHYSICS 161
Astrophysics and Cosmology

3 UNITS (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 (PHYSIOL)

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 (POL SCI)

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 and major concepts in comparative politics, focusing on the 'Developing World' and questions of globalization, democracy, political and economic development and major theories and concepts in comparative politics.

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 (PSYCH)

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 (UC: 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, emotional, cognitive and social growth and change affecting individuals across the lifespan. Students follow the development of humans from conception to death, examining theories and research in the fields of personality, social, emotional, and cognitive psychology. This course will also investigate problems of development.

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

Prerequisites: Psych 1, Math 227 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 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 (RAD TEC)

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

12 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 260**Introduction to Clinical Education**

3 UNITS (CSU)

LECTURE 1 HOUR. LABORATORY 9 HOURS

Students are oriented to the hospital environment which includes the: reception area, surgery, general radiography, emergency room, and diagnostic imaging areas. Student interns are assigned 16 hours per week in a Clinical Education Center.

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 ES)

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 (RUSSIAN)**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 (SOC)

SOCIOLOGY 1
Introduction to Sociology
 3 UNITS (UC: CSU)
 LECTURE 3 HOURS

Advisory: English 28 and 67 or equivalent.

The Students learn 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 Students examine 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 31
Sociology of Gender
 3 UNITS (UC[PENDING]:CSU)
 LECTURE 3 HOURS

Sociological analysis of the social construction of gender, masculinity, and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the Impact of economic and political change on gender expectations and practices. It focuses on macro-analyses of how Institutions shape gender and microanalyses of how Individuals are socialized and how they "do" and practice gender.

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 (SPANISH)

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
Civilization of Spain

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 15
Great Books of Latin American Literature

3 UNITS (UC[PENDING]:CSU)
LECTURE 3 HOURS

Prerequisite: Spanish 4

Advisory: English 28

Students explore the major authors and works of Latin American literature from the Pre-columbian Times to the 20th Century. Students will analyze the literary history of Latin America, examining the literary genres, themes and movements in cultural, social, and historical context. Conducted in Spanish. Readings are in Spanish.

SPANISH 21
Fundamentals of Spanish I

3 UNITS (UC:CSU)

ADVISORIES: 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 21 and Spanish 22 together are equivalent to Spanish 1. *Advisory: English 28 or equivalent.*

SPANISH 22
Fundamentals of Spanish II

3 UNITS (UC:CSU)

LECTURE 3 HOURS

Prerequisite: Spanish 21

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 21 and Spanish 22 together are equivalent to Spanish 1. Prerequisite: Spanish 21 with a satisfactory grade or equivalent.

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 (SUPV)

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 (T V)

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 2 HOURS. LABORATORY 3 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
TV Equipment

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. SHOULD READ: Students learn professional methods and techniques of creating characters and stories to develop into film and TV scripts, including drama and comedy, in both the single - and multi-camera formats. Class also deals with getting an agent and how scripts are sold.

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.

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 49 TV Production Workshop

3 UNITS (A)

LECTURE 2 HOURS. 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 cinema and television Students produce short video projects using digital video cameras and editing systems.

TELEVISION 185 Directed Study Television

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.

THEATER (THEATER)

THEATER 100 Introduction to the Theatre

3 UNITS (UC: CSU)

LECTURE 3 HOURS

Advisory: 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

Prerequisite: 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 (UC:CSU) (RPT 3)

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)(RPT 3)

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

Prerequisite: Theater 270 and 100.

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 2 72 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 2 72 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 2 70.

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 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
Rehearsals and Performances 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 321
Computer Aided Drafting and Design III

3 UNITS (RPT 3) (CSU)

Students create design plans for theatre disciplines on various computer applications including Auto CAD, Sketchup, and Sketchbook. The design Student will be introduced to the necessary skills to create professional design documentation and paperwork for scenic, lighting, and costume design.

THEATER 325
Stage Management and advanced Stagecraft

3 UNITS (RPT 3) (UC: CSU)

Advisory: English 28 and 67 or equivalent.

This course will provide the Student with instruction in advanced methods, physical techniques, and crew responsibilities of the theatre technician in all the specialty areas. The

process will include emphasis on practical solutions and leadership in crew and equipment management. Use of state-of-the-art stage equipment and show operation forms to execute a production in multiple entertainment medias is covered. The direct outcome is to prepare the Student for work in the behind the scenes of the entertainment industry.

THEATER 335
Applied Stage Management and Production

4 UNITS (RPT 3) (UC: CSU)
 LABORATORY 12 HOURS

Technical Theatre Students study the real and theoretical practices of managerial and technical theatre while constructing an actual production in college shops. Production work will consist of; carpentry, painting, lighting, sound editing and or stage management.

THEATER 336
Applied Stage Management and Production Lab

1 UNIT
 LABORATORY 3 HOURS

Technical Theater Students study the real and theoretical practices of theater production while mounting an actual production in a college theater venue. Production crew work will consist of the collaborative synthesis of multiple departments in the creation of a theatrical performance and the techniques necessary in the management of resources towards a successful entertainment event.

THEATER 338
Introduction to Design: Theatre, Film, and Television

3 UNITS (UC: CSU)
 LECTURE 3 HOURS

An Introduction to the design process for theatre, film, and television. Exploration of; the relationship between text and esthetic design choices, the recognition of basic compositional elements; color, mass, line, texture, rhythm, balance as used In 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 2 72

Theatre Academy advanced Acting Students study the real and theoretical practices of managerial and technical theatre while mounting an actual production in a college theater venue. Production work will consist of the collaborative synthesis of multiple departments in the creation of a theatrical performance and the techniques necessary in the management of resources towards a successful entertainment event.

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

3UNITS (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
 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.

THEATER 941**Cooperative Education - Theater**

4 UNITS (UC: CSU)

*LECTURE 4 HOURS***NON-CREDIT****NON-CREDIT SUCCESS ACADEMIES**

DEAN/CHAIR: ANGELICA RAMIREZ

ramirea@lacitycollege.edu

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

Programs Offered

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

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

The Academy's education and training programs encompass valuable Noncredit Skills Certificates and over 50 courses In Basic Education, Computing skills, English as a Second Language (ESL), Vocational ESL (VESL), Citizenship/English Literacy, Workforce Literacy, Entrepreneurship, and Job Readiness skills. We also offer associated Short-Term Vocational Training for high demand jobs In high-growth Industries such as healthcare, child development, hospitality and retailing. All courses can be offered on a "Stand-Alone" basis.

All noncredit courses and certificate programs are FREE to all program participants. Training opportunities will help participants advance In their career. The tuition-free non-credit classes listed In this catalog are held at various locations within the district to make classes more accessible to community members. Courses are taught at the LACC Main Campus 855 N. Vermont Avenue, Los Angeles, CA 90029, (For other off-campus locations, please visit the Noncredit Education website).

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 023CE

College And Scholastic Assessment Preparation

0 UNITS

This course is designed to review test-taking, math, reading and writing skills to prepare Students for college assessment tests as well as orient Students in note-taking, study, and organizational skills required for college success.

Class Hours: 36 hours

BASICSKILLS 034CE

High School Equivalency Test Preparation

0 UNITS

This course is designed to review test taking, math, reading, writing, science and social studies skills to prepare Students to pass a California approved High School equivalency test.

Class Hours: 117 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

BASIC SKILLS 070CE

Post - Secondary Strategies for Academic Success

**pending approval*

0 UNITS

An introduction to Los Angeles City College that includes assessment for Math, English/ESL, counseling, development of an educational plan, programs, services, policies, degrees, certificates, transfer requirements, and college culture. Focus

will be on the completion of the SSSP requirements and strategies needed for academic success as well as the development of a Student Educational Plan.

Class Hours: 36 hours

BASICSKILLS 075CE

Introduction to Post Secondary Education

0 UNITS

This course introduces Students to the opportunities and benefits of post-secondary education. This course provides Students with essential information, strategies and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

Class Hours: 9 Hours

BASICSKILLS 083CE

GED Preparation: Literature And the Arts

0 UNITS

Students prepare for the General Educational Development(GED): Literature and the Arts Test, Hi-SET 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

0 UNITS

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

GED Preparation: Science

0 UNITS

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

0 UNITS

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***ESL 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 at an introductory English as a Second Language (ESL) level.

*Class Hours: 18 hours***ESL 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 continue to develop listening, speaking, reading and writing skills in preparation to take the United States Citizenship and Immigration interview at a beginning English as a Second Language (ESL) Level.

*Class Hours: 18 hours***ESL AND CIVICS 012CE****ESL And Civics 3**

0 UNITS

Prerequisite: None

This competency-based, open-entry citizenship course introduces U.S. History and government with appropriate English vocabulary and grammar structure for low intermediate level English as a Second Language (ESL) Students who are preparing to take the U.S. citizenship examination.

*Class Hours: 54 hours***ESL AND CIVICS 013CE****ESL And Civics 4**

0 UNITS

Prerequisite: None

In this open-entry, noncredit course Students will learn about integrated topics of Civics and Citizenship preparation. Students will prepare for the Citizenship test and interview. They

will also learn skills to assist them with their immersion into a predominately-English speaking society at an intermediate English (ESL) level.

*Class Hours: 54 hours***ESL AND CIVICS 014CE****ESL And Civics 5**

0 UNITS

Prerequisite: None

This competency-based, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for high intermediate English as a Second Language (ESL) Students who are preparing to take the U.S. Citizenship examination.

*Class Hours: 54 hours***ESL AND CIVICS 015CE****ESL And Civics 6**

0 UNITS

Prerequisite: None

Students discuss civics, U.S. history and government at an advanced English as a Second Language (ESL) level. Students prepare for the Citizenship test and interview. Students apply skills to assist them in their immersion into a predominately English speaking society by using advanced vocabulary.

*Class Hours: 54 hours***ESL 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-English speaking society.

*Class Hours: 108 hours***ESL AND CIVICS 031 CE****English Literacy and Civics Level 1**

0 UNITS

Students at the Beginning-Low Level apply the content necessary to have a functioning understanding of the English language related to the citizenship test and similar civics objectives. Students practice a variety of English and grammar contexts to prepare them for basic life skills in a predominately-English speaking society.

*Class Hours: 108 hours***ESL 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

ESL 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

Students gain the skills required to be an In-Home Supportive Services (IHSS) Provider so that they can promote health and independence for an IHSS client, thus enabling the client to live at home without danger to their health and safety. This training meets the State of California's Home Care Services Consumer Protection Act.

Class Hours: 90 hours

VOCATIONAL EDUCATION 003CE
Workplace Computing for Limited English Populations
 0 UNITS

The objective of This course is to provide Students with hands-on experience using a computer for use in society, classroom, and the workplace. Fundamentals of computer hardware, software, and the internet for computer novices at the workplace, introducing basic computer components and functions, including hardware, operating systems, office applications, and web browsers. This course is modifiable for the Limited English Proficient (LEP) student.

Class Hours: 54 hours

VOCATIONAL EDUCATION 054CE
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 055CE
Vocational English as a Second Language C
 0 UNITS

A short-term vocational course designed for Limited English Proficient (LEP) Students who need help with developing basic and content skills related to the world of work. The class focus is speaking, listening, reading, writing, and arithmetic as practiced in the workforce and covers basic employee benefits and compensation; employee-centered practices and performance modes.

Class Hours: 54 hours

VOCATIONAL EDUCATION 056CE
VESL For Health Careers
 0 UNITS

Students learn English and acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, grammar and the comprehension skills necessary for successful transition to health classes. This course is designed for Limited English Proficient (LEP) Students.

Class Hours: 36 hours

VOCATIONAL EDUCATION 059CE
VESL For Home-Health Aide
 0 UNITS

This course is designed for Students who need to acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, and comprehension skills necessary for successful transition to health classes. This class is modifiable for the Limited English Proficient (LEP) student.

Class Hours: 18 hours

VOCATIONAL EDUCATION 078CE
Vocational English as a Second Language - B
 0 UNITS

A short-term course designed for Limited English Proficient (LEP) Students who need help in developing their basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing and arithmetic as practiced in the workplace and covers conduct, communication styles and relations; health and safety issues.

Class Hours: 54 hours

VOCATIONAL EDUCATION 079CE
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 084CE
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 93CE
Workplace Communication - Managing Successful Relationships
 0 UNITS

This open - entry/exit course is designed for Students to learn and make wise decisions that affect Work & Life Balance. Students learn the skills necessary to build and maintain healthy relationships, communication patterns, learn

effective speaking and listening techniques, workplace ethics, the importance of becoming a person of character, discussing hidden issues that hinders Students from completing their goals. This course can be contextualized and is modifiable for the LEP population.

Class Hours: 36 hours

VOCATIONAL EDUCATION 230CE
30 Ways To Shine As A New Employee
 0 UNITS

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 prepare for and achieve their career goals. The topics covered include, but are not limited to: interest and skills inventory, goal setting, career exploration, workplace etiquette and culture, workplace laws, effective communication, conflict resolution, time management, job market realities, workplace skills, contacting employers, preparing for the interview, getting hired and keeping your job. This course can be modified for Limited English Proficient (LEP) Students.

Class Hours: 36 hours



VOCATIONAL EDUCATION 239CE
Blueprint for Customer Service

0 UNITS

This short-term vocational education course is designed to provide new and incumbent workers with the customer service skills required in getting to know their customer or client in order to increase their employability. The topics covered but are not limited to know what customers want, listening to customers, and telephone customer service. After completing this course, the Student has an option to continue their education or become gainfully employed. The curriculum is modifiable for the LEP Students.

Class Hours: 18 hours

VOCATIONAL EDUCATION ON 240CE
Strategies In Adapting to Your Customer

0 UNITS

This short-term vocational education course is designed to provide new and incumbent workers with the strategies required in getting to know their customer or client. The curriculum is modifiable for the LEP student. The topics covered but are not limited to learning how to greet customers, building relationships, determining a customer's needs. This course can be offered as a stand-alone course or coupled within the eight modules that are related to this material. After competing This course the Student has an option to continue taking classes in their field of choice, or become gainfully employed.

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 competing 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***VOCATIONAL EDUCATION 248CE****Maintenance Attendant Skills Training**

0 UNITS

New and incumbent workers learn skills to become an effective Kitchen Steward. This workshop is designed to provide the tools needed to provide the best maintenance services. Some of the topics covered include, but are not limited to: preventative maintenance, inspections, installations, repair and servicing and troubleshooting. 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 American Hotel & Lodging Association (AH&LA). Students will also be awarded a Certificate of Completion by LA City College.

*Class Hours: 18 hours***VOCATIONAL EDUCATION 249CE****Reservationist Skills Training**

0 UNITS

New and incumbent workers learn essential computer-based reservation systems for efficient service. Students will learn to take reservations by phone, printed forms, block room, process payments and effective telephone sales techniques. Upon completion of this workshop, Students will take a 100 question multiple choice test; Upon scoring 75% or better on this test Students may qualify for the Reservation Specialist Skills Certificate provided by the American Hotel & Lodging Association (AH&LA). Students will also be awarded a Certificate of Completion by L.A. City College.

*Class Hours: 18 hours***VOCATIONAL EDUCATION 250CE****Guest Attendant Skills Training**

0 UNITS

This short-term, one-day, six-hour Guestroom Attendant skills workshop 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: preparing guestrooms for cleaning, sanitizing rooms, replenishing supplies and keep work areas organized. Upon completion of this workshop, Students will take a knowledge test with 30 multiple choice questions. Upon scoring 75% or better on this test and completing 90 hours of on-the-job training, Students will qualify for the Guestroom Attendant Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by the LA City College.

VOCATIONAL EDUCATION 279CE**Career Exploration: Workplace Office Administration Skills**

0 UNITS

This competency-based course is designed for new and incumbent workers to learn 21st century skills in Office Administration. It provides Students with technical instruction and practical experience in basic computer operation required for Office Administration. It and includes an orientation, workplace safety, resource management, and employability skills. Emphasis is placed on the computer and its parts, computer operating systems, Word processing, File management, Internet applications, e-mail, computer ethics and security, and virus and spyware protection. This course is modifiable for the Limited English Proficient (LEP) student. If the Student has not been enrolled in a keyboarding course or does not type at least 15 words per minute, it is recommended that the Student currently enroll in VOC ED 003 - Workplace Computing

FACULTY



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Adjunct Professor of Communication Studies
B.S., Cincinnati Christian University
M.A., Ball State University
- BEAL, LINDA F. (2009)
Adjunct Professor, Cinema-TV
J.D., Hasting College of Law
M.F.A., University of California, Los Angeles
B.A., University of California, Irvine
- BECKETT, ANDREA MARA (1989)
Adjunct Associate Professor English/ESL
B.A., Humboldt State University
M.A., University of Southern California
Ph.D. University of Southern California
- BELIKIAN, LES (1990)
Adjunct Professor of English and Communication Studies
B.A. M.A., UCLA
M.A., CSU Northridge
- BELL, BRENDA (2001)
Professor of Business Administration
B.B.A., Albany State University
M.A., Claremont Graduate University
- BELLE, NICOLE (2014)
Instructor of Photography
B.A., New York University
B.F.A., Rochester Institute of Technology
M.F.A., University of California, Rochester
- BELVIZ, MELY M. (1988)
Professor of Counseling
B.S.E., University of the East
M.A., University of St. Thomas
M.A., University of California, Los Angeles
- BERKOWITZ, DALIT (2004)
B.F.A., Carnegie Mellon University
M.A., Teachers College, Columbia University
- BERNARD, GUY R. M. (1989)
Professor of English/ESL
B.A., M.A., University of California, Los Angeles
TESL Certificate, University of California, Los Angeles
- BERNSTEIN, MATTHEW (2013)
Adjunct Professor of English
B.A., M.A., CSU of Northridge
- BHAKTA, JAYESH (2005)
Associate Professor of Physics/Engineering
B.S., Ph.D., University of Birmingham U.K.
- BIGELOW, ORVILLE E. (2011)
Adjunct Professor of Dietetics
A.A., Santa Monica College
B.S., M.S., Cal State, Los Angeles
- BIMBER, KATHLEEN (1996)
Professor of Child Development
B.A., California State University, Northridge
M.A., Pepperdine University
- BLAKE, C. MARC (1979)
Professor of Music
B.A., B.M., University of Redlands
M.M., Ph.D., University of California, Los Angeles
- BLEDSON, JOHN (1993)
Associate Professor of Theater B.S., Woodbury University
B.A., University of California, Los Angeles
M.F.A., University of Southern California
- BLUM, JEFFREY S. (1996)
Associate Professor of Psychology
B.A., M.A., Ph.D., University of California, Los Angeles
- BOAN, TERRY A. (2001)
Associate Professor of Chemistry B.S., M.S.,
University of California, Santa Barbara
- BUNN, HELEN (2001)
Assistant Professor of Speech
- CABALLERO, JESSE (2000)
Associate Professor of Administration of Justice B.S., California State
University, Los Angeles
M.P.A., Pepperdine University
C.P.P., American Society of Industrial Security
- CAIRNS, NANCY J. (2000)
Associate Professor of Kinesiology /Health
B.S., M.S., California State University, Northridge
- CANO, THOMAS (1996)
Professor of Kinesiology/Health
B.A., California State University, Los Angeles
M.A., Azusa Pacific University
- CASTEL DE ORO, SYLVIAN (1988)
Adjunct of Arabic and Spanish
B.A., UCLA
M.A., UCLA
M.A., Cal State Northridge
- CAUFIELD, PATRICIA (2001)
Associate Professor of Art
B.A., Cal State Dominguez Hills
M.F.A., Cal State Long Beach
- CENQUIZCA, LEE (2005)
Assistant Professor of Life Science
- CERDA, JESSICA, (2015)
Assistant Professor of Counseling
B.A., California State University, Fullerton
M.S., University of La Verne
- CHIU, WAYNE (2004)
Assistant Professor of Architecture
B.A., University of Southern California
- CLARK, ANTHONY (2005)
Professor of Sociology
A.A., Los Angeles Valley College
B.A., M.A., California State University, Northridge
- COFER, CHRISTOPHER W. (2007)
Political Science
B.A., California State University, Northridge
M.P.P.A., Baylor University
- COHEN, ARAX (1997)
Associate Professor of Dental Technology
C.D.T., National Board of Certification of Dental Technology
B.S.B.M, University of Phoenix
- COHEN, DANA (1978)
Associate Professor of Dental Technology
C.D.T., National Board of Certification of Dental Technology
B.S.B.M, University of Phoenix
- CONTA, MARK
Associate Professor of Administration of Justice
- COON-HAMILTON, KATHARINE E. (2016)
Associate Professor of Library Science
B.A., Barnard College
M.L.I.S., Long Island University
- CORTEZ, LUISA Y. (2007)
Associate Professor of Counseling
B.A., California State University, Long Beach
M.S., California State University, Long Beach
- COWGILL, DANIEL P (1989)
Professor of Health/Kinesiology
B.A, Kinesiology, Pepperdine University
M.A.T., Sport Medicine, Pepperdine University
- CRACIHOLO, SARAH B. (2015)
Assistant Professor of Communication Studies
B.A., Georgia State University
M.A., CSU, Long Beach
- CUEVAS, GLORIA NORA (2009)
Adjunct Professor of Engineering
B.S., Cal Poly, San Luis Obispo
M.S., University of California, Los Angeles
P.E., Professional Engineer, State of California

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Adjunct Professor of Dance, Kinesiology
B.S., *Psychology, Education, Lewis & Clark College*
M.A., *Dance UCLA Certified Laban Movement Analyst*
- DAKDUK, SHAWKI (1999)
Professor of Computer Science
B.S., *Texas A&M University*
M.S., *California State University, Northridge*
- DANIEL, BLYTHE (1991)
Associate Professor of Psychology
- DAUZAT, BRIAN P. (1996)
Associate Professor of Computer Science
B.A., *University of California, Los Angeles*
- DAVIS, ALEX (2008)
Dean, Economic Development and Workforce Education
B.S., *California State University, Long Beach*
M.B.A., *University of Phoenix*
E. d D. CSULB
- DAVIS, EDYTHE (2002)
Adjunct/Speech Department
B.S., *Kent State University*
M.S., *Emerson College*
Ed. D *Long Beach State University*
- DAY, THELMA (1988)
Dean, Academic Affairs
B.S., M.S., *Jackson State University*
Ed.D., *Pepperdine University*
- DEANNA GOSSETT (2000)
Adjunct Professor of CAOT
B.A., *Columbia College*
M.B.A., *Columbia University*
- DEKERMENJIAN, GEORGE (2010)
Professor of Mathematics
B.S., *American University of Beirut*
M.S., *Claremont Graduate University*
- DESIGNES, MARYANNE D. (1988)
Associate Professor of Learning Skills
B.A., *Howard University*
M.A., *California State University, Los Angeles*
- DINH, KIM-LIEN THI (2013)
Assistant Professor, Chemistry
M.S., *UC Santa Barbara*
- DOMINICK, ROBERT (2010)
Associate Professor of Counseling
B.A., M.A., *CSU, Los Angeles*
Grad Studies: Azusa Pacific University
- DOVLATYAN, ROXY (2007)
Associate Professor of Counseling
M.S., *CSU, Los Angeles*
M.A., *California Lutheran University*
- DUFFY, THOMAS E., JR. (1989)
Professor of Business Administration and Law
B.S., *Miami University, Oxford, Ohio*
J.D., *Ohio State University*
- ECKFORD, WENDEL (2005)
Ralph Bunche Professor African American & U.S. History
B.Arch., *University of Texas*
M.A., *California State University, Dominguez Hills*
M.A., *Claremont Graduate University*
M.A., *University of California, Los Angeles*
M.A., *University of Notre Dame (in progress)*
Ph.D., *Claremont Graduate University*
- EGREGOR, AUSTIN
Assistant Professor of Business
- EISENSTEIN, SAMUEL A. (1961)
Professor of English
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- EMMONS, RONALD (1996)
Associate Professor of English
- ERIKSON, ROY W. (2002)
Adjunct Professor of Math and Physics
B.A., *Brigham Young University*
M.S., *Rensselaer Polytechnic Institute*
ABD Ph.D., *University of Maryland, College Park*
- ESCALANTE, MARIO (2013)
Assistant Professor of Counseling
B.A., *UC Riverside*
M.A., *San Diego State*
- FARRELL, MICHAEL (2009)
Professor of Geography
B.S., *University of California, Santa Barbara*
M.A., *San Diego State University*
- FERREIRA, LESLIE (1997)
Professor of Theatre Arts
B.A., *University of California, Berkeley*
M.F.A., *Carnegie-Mellon University*
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Associate Professor of Psychology
B.A., *University of California, Los Angeles*
M.S., *University of Southern California*
- FLORES, LUIS (1985)
Associate Professor of Computer Science
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- FLORES, OSCAR (2016)
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- FONSECA, ISRAEL (2013)
Professor of Radiologic Technology
MPA, BA. *California State University, Northridge*
- FREITAS, JOHN E. (1996)
Professor of Chemistry
B.S., *California State University, Sacramento*
C.Phil., Ph.D., *University of California, Los Angeles*
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B.S., *California Institute of Technology*
M.A., *Stanford University*
M.A., *California State University, Northridge*
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Associate Professor of Library Science
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- GARCIA, MARTIN
Associate Professor of Life Science
- GARCIA, ROGELIO (2010)
Adjunct Professor of Political Science
B.A., *California State University, Northridge*
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B.A., *Bryn Mawr College*
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Associate Professor of Music
B.A., M.A., *Hunter College, City University of New York*
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Professor of Cinema
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Master Teacher at CDC/Adjunct Professor of Child Development
B.A., *Pacific Oaks College, Pasadena*
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B.A., *San Francisco State University*
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Assistant Professor of Library Science
B.A., Lewis and Clark College
M.L.S., University of California, Los Angeles
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M.L.S., University of California, Los Angeles
- GOMEZ, JESUS (2016)
A.A., Santa Monica College
B.S., UC Santa Barbara
M.S., Cal State University, Northridge
- GONSALVES, GREGORY (2001)
Associate Professor of Life Science
B.S., M.S., University of California, Riverside
- GORDON, ELIZABETH (2001)
Associate Professor of English/ESL
B.A., University of South Florida
M.A., University of California, Los Angeles
- GRAY, KAMALE E. (2010)
Associate Professor of Counseling
B.A., University of California, San Diego
M.S.W., University of Southern California
- GUERRERO, CARLOS (2002)
Associate Professor of Chicano Studies
B.A., M.A., California State University, Northridge
Ph.D., Claremont Graduate University
- GUESS, RHONDA D. (2005)
Associate Professor of Journalism
Certificat D'Etudes Francaises, Institut de la Touraine—L'Universite de Poitiers
B.A., San Francisco State University
M.A., California State University, Northridge
Certificate, Professional Designation in Journalism, UCLA Extension
- GUIRGUIS, MENES (1989)
Professor of Foreign Languages
B.A., M.S., M.A. Cairo University
M.A., University of California, Los Angeles
- HARKINS, TRACY (2012)
Adjunct Professor of
- HARRIS, DORIAN K. (2010)
Director Campus Child Development Center
B.A., Pacific Oaks College
M.A., Pacific Oaks College
- HASTEY, RAYMOND (2001)
Associate Professor of Business Administration
B.A., California State University, Fullerton
M.B.A., Chapman University M.S., Chapman University
- HEISSER, CHRISTINA (2012)
Assistant Professor of World History
B.A., Valparaiso University M.A., Indiana University Ph.D., Indiana University
- HENDERSON, LUTHER L. III (1983)
Professor of Music & Humanities
B.M., M.M., Eastman School of Music
D.M.A., the University of Texas at Austin
- HENDRICKS, SHARON (2006)
Assistant Professor of Speech
B.A., Seattle Pacific University M.S., University of Washington
- HENTSCHEL, DONALD H. (1996)
Associate Professor of Mathematics
B.A., California State University, Fullerton
M.A., California State University, Fullerton
- HICIU, DIANA (2015)
Lecturer, Noncredit ESL
B.A., ULBS Romania
TESOL, University of Cincinnati
- HICKS, DONALD R. (1992)
Professor of Microbiology B.S., Auburn University
M.S., Florida Atlantic University
- HOLMES, GEORGE W. (1992)
Associate Professor of Computer Technology
B.S., California State University, Los Angeles
M.S., University of Southern California
- HOLZNER, JULIE E. (1996)
Associate Professor of Economics
B.A., M.A., California State University, Long Beach
- HONG, MICKEY (1999)
Professor of Korean
B.S., University of California, Santa Cruz
M.A., University of California, Los Angeles
- HONG, IVA T. (2014)
Lecturer, English & Credit Noncredit ESL
B.A., University of California, Los Angeles
M.A., University of Southern California, Los Angeles
- HSIA, MARY (1987)
Professor of English/ESL
B.S., University of Wisconsin, Madison
M.A., Seton Hall University
- HSIEH, M. "SHAE" (2013)
Assistant Professor of Communication Studies
- IGOUDIN, LANE (2010)
Assistant Professor of English/ESL
M.A., California State University, Long Beach
Ph.D., Stanford University
- ILANO, CARMEN BASA (1988)
Assistant Professor of Learning Skills
B.A., B.S.E. St. Theresa's College, Manila
M.S. Ed. Mt. St. Mary's College, Los Angeles
- JONES, ALLISON F. (2002)
Dean, Academic Affairs
B.A., M.S., University of Southern California
- KALUSTIAN, MICHAEL (2005)
Assistant Professor of Communication Studies
B.A., M.A., CSU, Los Angeles
- KAVIANI, KIAN (1992)
Professor of Mathematics
Ph.D., University of Southern California
- KELLY, KEVIN (2006)
Associate Professor of Music
B.A., West Chester University
Ph.D., University of Pennsylvania
- KENDALL, EVAN (2006)
Assistant Professor of English
B.A., University of California, Los Angeles
M.F.A., California Institute of the Arts
- KENDIS, RONALD (1984)
Professor of Mathematics
B.A., University of California, Los Angeles
M.S., San Fernando Valley State College
Ph.D., University of California, Los Angeles
- KHOLLESI, KHALIL (2005)
Associate Professor of Life Science
- KILEY, DERRICK T. (2012)
Assistant Professor of Physics and Astronomy
B.S., University of California, Davis
Ph.D., University of California, Davis
- KIM, IRENE (2000)
Associate Professor of Music
B.A., M.M., University of California, Los Angeles
Ph.D., University of Arizona
- KINNEY, DARYL (1996)
Associate Professor of English/ESL
B.A., Widener University
M.A.T., School for International Training
Ph.D., University of Southern California
- KRONIS, TINA (2006)
Theatre Arts Professor
M.F.A., Carnegie Mellon University
B.F.A., New York University

FACULTY

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Professor of Cinema/TV
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Los Angeles
- LAKATOS, CATHERINE (2010)
SFP Counselor
CalWORKs Program
- LANDBERG, BJORN E. (1978)
Professor of Chemistry
B.S., University of California, Los Angeles
M.S., Oregon State University
- LANZER, KENNETH (2000)
Professor of Administration of Justice/Law
B.A., State University New York
M.A., State University New York
J.D., National Law School
- LAPP, RON (1988)
Associate Professor of English/ESL
M.A., ESL, University of Hawaii
- LEE, CHRISTOPHER B. (2011)
Adjunct Instructor for Political Science
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles
- LEE, VINCENT (1988)
Professor of Mathematics
B.A., University of Texas, Austin
M.S., California State University, Los Angeles
M.S., University of Southern California
- LEVY, DARLENE
Assistant Professor of Nursing
B.S.N., California State University, Los Angeles
M.N., University of California, Los Angeles
DNP, Case Western University
- LEWIS, RICHARD P. A. (2001)
Professor of Law
B.S.L., Western State University
J.D., Western State University
- LIAO, RICHARD (1997)
Associate Professor of Chinese & Humanities
B.A., Chinese Culture University, Taiwan
M.A., Chinese Culture University, Taiwan
M.A., University of California, Los Angeles
- LOPEZ, BORIS (2000)
Professor of Counseling
B.A., M.S., M.A., California State University, Los Angeles
- LOPEZ, CALIXTO (2002)
Assistant Professor
B.A., St. John's Seminary
M.A., DePaul University
- MAECK, ALEXANDRA T. (1991)
Associate Professor of English
B.A., Dartmouth College
M.A., Columbia University
- ADULT EDUCATION CERTIFICATE, U.C.L.A.
- MAGEE, JEANETTE (2015)
Dean, Student Services
B.S., Jackson State University
M.B.A., Northrop University
- MAGEE, IRIS (2000)
Professor of Mathematics
B.A., University of Redlands
M.A., California State University, San Bernardino
- MARCKLINGER, MAUREEN (2006)
Assistant Professor of Nursing
B.S.N. R.N., Cornell University
M.S.N., Stony Brook University, New York
- MARDIROSIAN, ROBERT (1996)
Associate Professor of Mathematics
B.S., University of Southern California
M.S., Mathematics, Claremont Graduate School
- MARDIRUSSIAN, GALUST (1984)
Associate Professor of English
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles (pending)
- MARLOS, DANIEL (2004)
Professor of Photography
Certificates of Color & Commercial Photography, Los Angeles City College
B.F.A., Youngstown State University
M.F.A., Art Center College of Design
- MARQUEZ, RENE (2008)
Professor of Voc. Ed. (Workplace Computing)
B.S., California State University, Long Beach
M.S., Pepperdine University
- MARTINEZ, HORACIO (1974)
Professor of English/ESL
M.Ed., Loyola University, Los Angeles
M.A., University of California, Los Angeles
- MARTINEZ, RENÉE D. (2012)
A.A., Mt. St. Mary's College
B.A., California State University, Los Angeles
M.A., University of San Francisco
- MARTINEZ, SANDRA P. (1996)
Associate Professor of English
B.A., University of California, Los Angeles
M.A., University of Michigan, Ann Arbor
- MATRANGA, SUSAN B. (1980)
Professor of Disabled Student Services
B.A., University of California, Berkeley
M.A., California State University, Los Angeles
- MCVEETY, JAN S. (1981)
Professor of Kinesiology
B.S., M.S., University of California, Los Angeles
- MCMAHON, ARNOLD (1995)
Professor of Philosophy
B.A., Loyola University
M.A., University of Southern California
- MEDICI, JOHN A. (1985)
Adjunct Associate Professor
B.S., Fordham University M.A., New York University
M.A., California State University, Northridge
- MENDEZ, ROLF J. (1995)
Professor of Cinema and Television
A.A., Cerritos College
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles
- MEYER, JOSEPH N. (1991)
Associate Professor of Political Science
B.A., M.A., Marquette University
- MEZYNSKI, ANDRZEJ (2001)
Associate Professor of Library Science
B.A., San Diego State University
M.S.L.I.S., University of Illinois at Urbana-Champaign
- MIKLOS, MICHAEL J. (2005)
Associate Professor of English
B.A., University of California, Irvine
M.A., Ph.D., University of Southern California
- MILLER, KELLI (2002)
Assistant Professor of Child Development
B.A., University of California, Riverside
M.A., California State University, Los Angeles
- MIYAKI, LAWRENCE (1979)
Associate Professor of Geography
A.A., Los Angeles City College
B.A., M.S., California State University, Northridge
B.S., O.D., Southern California College of Optometry
- MODISSETT, NOAH F. (1958)
Professor of Speech Communication
B.S., Purdue University
M.A., University of California, Los Angeles
Ph.D., University of Southern California

- MOODY, JAMES (2002)
Associate Professor of Theatre Arts
B.S., Southern Illinois University
M.F.A., University of California, Los Angeles
- MORA, FABIOLA (2008)
Faculty/Director
B.A., California State University, Northridge
M.P.A., California State University, Northridge
- MORIN, JOSE (1996)
Associate Professor of Spanish
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles
- MOTONAGA, LINDA (1987)
Adjunct Associate Professor
A.A., East Los Angeles College
B.S., California State University, Los Angeles
- MULLER, DANIELLE N. (2002)
Associate Professor of English
B.A., University of California, Santa Barbara
M.A., Ph.D., University of Southern California
- NIEMEYER, SUSAN (2001)
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B.A., Iowa State University
M.A., University of Illinois at Urbana Champaign
- NIKOLAYCHUK, ANATOLIY M. (2000)
Professor of Mathematics
B.S., Kiev University, Kiev
M.S., Ph.D., Odessa University Institute of Technology, Odessa
- NISHIOKA, HAYWARD H. (1975)
Professor of Kinesiology
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B.A., M.A., California State University, Los Angeles
- NISHIMURA, JEFFREY (2005)
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B.A., University of California, Santa Barbara
M.A., University of California, Davis
- NISSIM, ARIELA (2004)
Adjunct Professor of Counseling
B.A., M.S., Cal State University, Northridge
- O'CONNOR, CHRISTI (1986)
Bookstore Manager
B.S., Cal Poly, Pomona
C.C.R., Certified Collegiate Retailer 2011
- OKAMURA, LINDA (2001)
Associate Professor of Photography
B.A., University of Southern California
B.F.A., Art Center
- OKPARA, NERUKAKOBULE (2001)
Associate Adjunct Professor
B.S., Minnesota State University, Mankato
M.B.A., University of Central Oklahoma, Edmond
D.P.A., University of La Verne, La Verne
- OLIVER, AMY (2007)
Adjunct Associate Professor of Photography
B.A., Tufts University, Medford
M.F.A., California Institute of the Arts, Valencia
- PAHL, JUERGEN (1971)
Professor of Mathematics
B.S. M.S., University of Hamburg
Ph.D., University of Bern
- PAK, JOSEPH (2010)
Assistant Professor of Philosophy
- PALEY, LAUREL (2009)
Assistant Professor of Art and Design
B.A., Smith College
M.F.A., Claremont Graduate University
- PARADA, YELGY (1995)
Associate Professor of Foreign Language
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B.A., California State University, Los Angeles
B.S., Universidad de Oriente
M.A., California State University, Los Angeles
- PARK, CHRISTINE (2006)
Associate Professor of Music
B.M., M.A., California State University, Northridge
Dalcroze Eurhythmics Certificate, the Juilliard School
- PARSAKAR, SANDY (1999)
Professor of Counseling
B.A., M.A., California State University, Northridge
- PARTLOW, GAYLE (2000)
Associate Professor of Art
B.A., University of California, Los Angeles
M.F.A., University of California, Los Angeles
- PASHAZADEH MONAJEM, MOHAMAD (1989)
Professor of Computer Science
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Associate Professor of English and ESL
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Postdoctoral Fellow, National Academy of Education
- PAVLIK, APRIL (2008)
Assistant Professor of Psychology
- PAYNE, NAEEMAH (2002)
Associate Professor of Mathematics
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Masters of Arts, Cal State, Los Angeles
- PETITTO, JACQUELINE (1999)
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Associate Professor of Life Science
- PIDAY, MARY L. (1995)
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- PLOTQUIN, HECTOR (2001)
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- POWE, VC (1998)
Adjunct Professor of Business Administration
B.A., MBA, UCLA
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- RAMIREZ, ANGELICA (2014)
Assistant Dean, Academic Affairs (Noncredit)
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- REED, BILLY (1996)
Professor of Counseling
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