

LOS ANGELES  
CITY COLLEGE  
2019 **CATALOG** 2020

---

Celebrating  
**90**  
years  
1929 - 2019

---

855 North Vermont Ave. • Los Angeles, CA 90029  
[LACityCollege.edu](http://LACityCollege.edu)

Updated: 8/15/19

# Campus Map

**Address:**

855 N. Vermont Ave. Los Angeles CA 90029

**Call Center Phone Number:**  
 (888) 930 - 5222

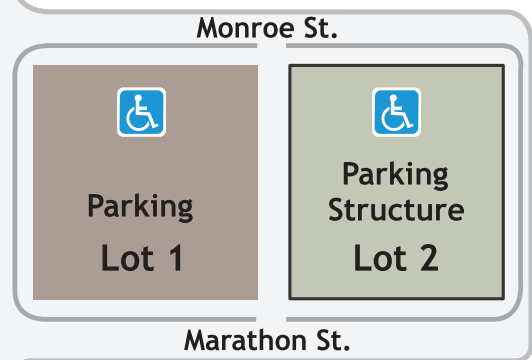
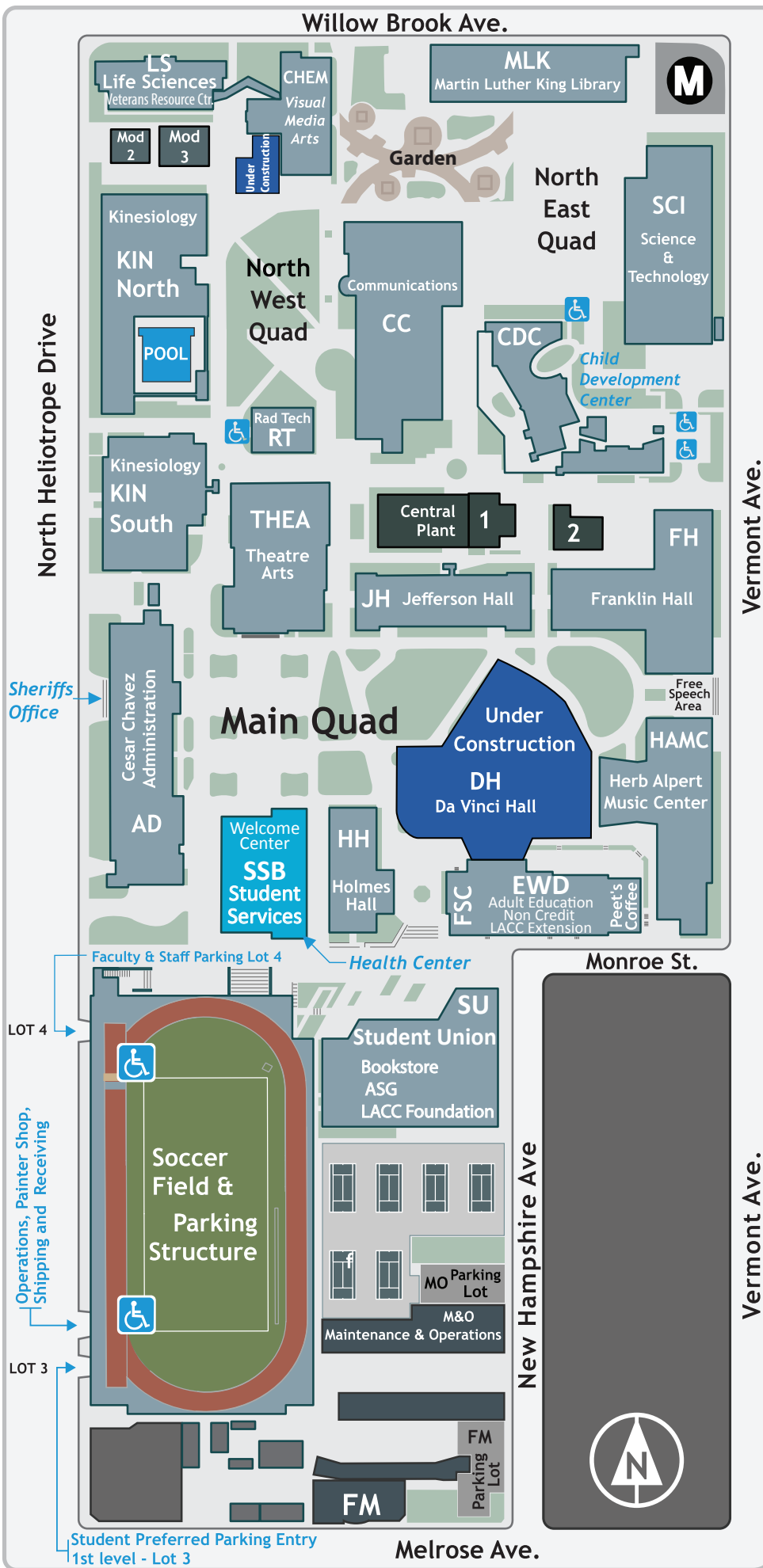
[www.lacitycollege.edu](http://www.lacitycollege.edu)

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

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

**SSB - New Student Services Building:**

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



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

## ACCURACY STATEMENT

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

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

## ACCREDITATION & PROFESSIONAL PROGRAM APPROVALS

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

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

DR. MARY GALLAGHER, President  
DR. JAMES LANCASTER, Vice President, Academic Affairs  
ALEN ANDRIASSIAN, Acting Vice President, Student Services  
VACANT, Vice President, Administrative Services  
ANIL JAIN, Associate Vice President, Administrative Services  
DR. THELMA DAY, Dean Academic Affairs  
DR. ARMANDO RIVERA-FIGUEROA, Dean Academic Affairs  
DR. CAROL KOZERACKI, Dean Academic Affairs  
DR. VI K. LY, Dean Academic Affairs  
ANGELICA RAMIREZ, Dean, Academic Affairs  
DR. IMELDA PEREZ, Assistant Dean Academic Affairs  
DR. ANNA BADALYAN, Dean, Institutional Effectiveness, Academic Affairs  
FABIOLA MORA, Assistant Dean, Workforce Development (CTE)  
ARMINEH DEREGHISHIAN, Acting Dean, Student Services  
DR. JEFFREY HOLMES, Dean, Student Services  
DR. JEREMY VILLAR, Dean, Student Services  
DREW YAMANISHI, J.D., Dean, Student Services  
DR. SAADIA PORCHE, Dean, Student Services  
KABWE CHANDA, Manager, Information Technology  
SHAENA ENGLE, Manager, Public Relations  
KAHLIL HARRINGTON, Director of College Facilities

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

## ASSESSMENT OF STUDENT 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 website, <http://www.lacitycollege.edu>.*

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

### BOARD OF TRUSTEES

ANDRA HOFFMAN, President  
STEVEN F. VERES, Vice President  
GABRIEL BUELNA, 2nd Vice President, Ph.D.  
MIKE FONG  
ERNEST H. MORENO  
SCOTT J. SVONKIN  
DAVID VELA  
ALFREDO GAMA SALMERON, Student Trustee

### DISTRICT ADMINISTRATION

DR. FRANCISCO C. RODRIGUEZ, Chancellor  
DR. MELINDA A. NISH, Interim Deputy Chancellor  
DR. ROBERT B. MILLER, Vice Chancellor of Finance and Resource Development, DPA  
DR. RYAN M. CORNNER, Vice Chancellor of Educational Programs and Institutional Effectiveness, Ed.D.  
DR. ALBERT J. ROMAN, Vice Chancellor for Human Resources, DPA  
JEFFREY M. PRIETO, General Counsel, J.D.  
THOMAS HALL, Acting Chief Facilities Executive. Ed.S.

---

# WELCOME TO LOS ANGELES CITY COLLEGE!

---

Dear Students and Prospective Students:

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

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



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

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

### ***Los Angeles City College 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.

Yours in the Success of our Students,

Mary Gallagher, MBA, PhD

President, Los Angeles City College  
855 North Vermonta Avenue  
Los Angeles, Ca 90029  
(323) 953-4010

# TABLE OF CONTENTS



<b>HOW TO USE THIS CATALOG</b> .....	6	Summer 2020 .....	11
General Information .....	6	<b>ADMISSIONS POLICIES</b> .....	12
Admissions Policies .....	6	Admission Application .....	12
Student Equity and Achievement Program .....	6	Re-Admission Policy .....	12
Financial Aid Policies .....	6	Concurrent and Dual Enrollment .....	12
Academic Policies .....	6	Admissions Eligibility Requirements .....	12
Student Services and Programs .....	6	Residency Classification .....	12
Graduation Requirements and Educational Programs .....	6	California Residency .....	13
Faculty .....	6	Non-Resident .....	13
<b>GENERAL INFORMATION</b> .....	7	Appeal of Residency Status .....	13
About LACC .....	7	Academic Year .....	13
Satellites .....	7	Days, Evening, Weekends & Distance Learning Classes .....	13
History .....	7	Summer Sessions .....	13
LACC Mission Statement .....	7	Registration Information Open Enrollment .....	13
Limited English Proficiency .....	7	Program Planning-Unit Limit .....	13
Campus Security Reports .....	8	Admissions Requirements for Veterans .....	13
Los Angeles County Sheriff .....	8	Veterans are required to follow these procedures .....	13
Student Right-To-Know Disclosure .....	8	Veterans' Services and Programs .....	14
Student Responsibilities To Be Informed .....	8	Program Planning for Veterans .....	14
Catalog Rights .....	8	Credit for Military Service .....	14
Free Speech Area .....	8	Academic Probation .....	14
About the LACCD .....	8	Selective Service .....	14
District Philosophy .....	8	Elective Credit for Military Service .....	15
Functions of the LACCD Colleges .....	9	AB 540 and 2000 Non-Resident Tuition Exemptions .....	15
2019-2020 Academic Calendar .....	9	International Students .....	15
Fall 2019 .....	9	International Student Medical Insurance Fee .....	15
Winter 2020 .....	10	Course Registration .....	16
Spring 2020 .....	10	Priority Registration .....	16

Loss of Priority Registration . . . . .	16	BSTEM. . . . .	26
Appealing Loss of Priority Registration and Loss of Bog Fee Waiver . . . . .	16	SLAM. . . . .	26
Student Records and Directory Information and Family Education Right and Privacy Act (FERPA) . . . . .	16	LACC English Placement Tool . . . . .	26
Academic Transcripts . . . . .	17	LACC Math Placement Tool . . . . .	26
Submission of Academic Transcripts . . . . .	17	3. Continuing Students. . . . .	27
Evaluation of Foreign and International Transcripts . . . . .	17	<b>FINANCIAL AID</b> . . . . .	28
Foreign Transcript Credit Policy . . . . .	17	Financial Aid Office. . . . .	28
Student Fees . . . . .	18	What is Financial Aid? . . . . .	28
Enrollment Fees for Students . . . . .	18	Eligibility for Financial Aid. . . . .	28
K-12 Students . . . . .	18	Ability to Benefit (ATB):. . . . .	28
Fee for Out-Of-State Non-Residents. . . . .	18	Education Status . . . . .	28
Fee for Residents of a Foreign Country. . . . .	18	Apply for Financial Aid . . . . .	28
Health Fee . . . . .	18	Priority Dates & Deadlines . . . . .	29
Parking Fee . . . . .	18	Verification . . . . .	29
Associated Student Organization Fee. . . . .	18	Federal Refund Requirements . . . . .	29
Service Fee . . . . .	18	Post-Withdrawal Disbursements . . . . .	29
Instructional Materials Fee . . . . .	18	Federal Recalculation Requirements . . . . .	29
Enrollment Fee Waiver-California College Promise Grant	18	Federal Financial Aid . . . . .	29
Student Fees . . . . .	19	Federal Pell Grants . . . . .	29
Fee Refund Policies . . . . .	19	Federal Supplemental Educational Opportunity Grants (FSEOG) . . . . .	29
Full-Term Course Fees. . . . .	19	Federal Work Study (FWS). . . . .	29
Short-Term Course Fee . . . . .	19	Federal Loans. . . . .	29
Non-Resident Tuition Fee . . . . .	19	Bureau of Indian Affairs Grants (BIA) . . . . .	30
Audited Course Fee. . . . .	19	State Financial Aid . . . . .	30
Parking Fee . . . . .	19	CA College Promise Grant (formerly BOG Fee Waiver): . . . . .	30
Student Prerequisite or Co-Requisite Challenge Policy . . . . .	19	Cal Grant Programs . . . . .	31
Pre-Requisites, Co-Requisites and Advisories:. . . . .	20	Cal Grant A . . . . .	31
Procedures for Challenging Pre/Co-Requisites and Limitations on Enrollment . . . . .	20	Cal Grant B . . . . .	31
Full-Time Definition . . . . .	21	Cal Grant C . . . . .	31
Concurrent Course Enrollment. . . . .	21	Student Services Completion Grant . . . . .	31
Auditing Classes. . . . .	21	Gainful Employment Program . . . . .	31
Adding and Dropping Classes . . . . .	21	Chafee Grant Program. . . . .	31
Registration Appointments . . . . .	21	Law Enforcement Personnel Dependents Scholarship . . . . .	31
Dropping Classes and Withdrawing From College . . . . .	21	Satisfactory Academic Progress Policy . . . . .	32
<b>STUDENT EQUITY AND ACHIEVEMENT PROGRAM/ MATRICULATION SERVICES</b> . . . . .	23	1. General Information. . . . .	32
Matriculation. . . . .	23	2. General Requirements. . . . .	32
Admissions. . . . .	23	3. Satisfactory Academic Progress Standards . . . . .	32
Assessment . . . . .	23	4. Maximum Time Length . . . . .	32
Orientation . . . . .	23	Fraud . . . . .	33
Counseling/Student Educational Planning. . . . .	23	Scholarships. . . . .	33
Student Educational Plan (SEP). . . . .	23	Foundation . . . . .	33
Group Counseling Sessions . . . . .	24	<b>ACADEMIC POLICIES</b> . . . . .	34
Matriculation Exemptions. . . . .	24	Attendance. . . . .	34
Appeal . . . . .	24	Student Responsibilities. . . . .	34
<b>LACC AB-705 ADOPTION PLAN</b> . . . . .	25	Tardies . . . . .	34
1. Placement Method . . . . .	25	Final Examinations . . . . .	34
English/ESL . . . . .	25	Grading Symbols and Definitions and Conditions For Use	34
Math. . . . .	25	I Incomplete. . . . .	34
Guided Self-Placement . . . . .	25	IP In Progress . . . . .	35
2. Rationale for Tiers/Courses Requiring Validation. . . . .	26	RD Report Delayed . . . . .	35
		W Withdrawal . . . . .	35
		MW Military Withdrawal. . . . .	35
		EW Excused Withdrawal . . . . .	35

TABLE OF CONTENTS

Pass/No-Pass Option . . . . .	36	Challenges to Limitation on Enrollment . . . . .	51
Los Angeles City College Pass/No-Pass Courses: . . . . .	36	Types of Limitations on Enrollment . . . . .	51
A. Non-Optional. . . . .	36	Prerequisites, Corequisites and Advisories . . . . .	51
B. Optional. . . . .	36	Concurrent Enrollment. . . . .	51
Standards of Evaluation . . . . .	36	Dual Enrollment . . . . .	51
Courses with "To Be Arranged (TBA) Hrs. . . . .	36	Directed Study Courses . . . . .	51
Acceptance of Pass Credits. . . . .	36	Distance Education Learning. . . . .	52
Awarding Credit. . . . .	37	Auditing . . . . .	52
Previously Earned College Units . . . . .	37	Deans' & President's Honors . . . . .	52
Recording of Grade . . . . .	37	Campus Life Policies - Code of Conduct. . . . .	52
Grade Point Calculation . . . . .	37	Standards of Student Conduct . . . . .	52
Conversion to Letter Grade . . . . .	37	Interference with Classes . . . . .	54
Grades and Grade Changes. . . . .	37	Interference with Performance of Duties by Employees . . . . .	54
Transcripts . . . . .	38	Unsafe Conduct. . . . .	54
Academic Renewal. . . . .	38	Educational Environment Policy . . . . .	54
Repeatable Courses. . . . .	38	Classroom Conduct. . . . .	54
Limits on Active Participatory Courses . . . . .	38	Student Discipline Procedures. . . . .	54
Course Repetition Rules. . . . .	39	Purpose and Scope. . . . .	54
Duplicative Credit . . . . .	39	Title IX. . . . .	55
Repetition of Courses In Which A Satisfactory Grade Was Recorded . . . . .	39	9 Things to Know About Title IX . . . . .	55
Advanced Placement Credit. . . . .	39	When calling to report a crime or incident, please be ready to give information such as: . . . . .	55
1. Course Equivalency. . . . .	39	Who to Contact . . . . .	55
2. Use of Advanced Placement . . . . .	39	Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct . . . . .	55
3. Advanced Placement Unit Credit . . . . .	40	Academic Freedom . . . . .	55
4. CSU GE Breadth and IGETC. . . . .	40	Student Grievance Procedures . . . . .	56
LACCD Credit for Advanced Placement Exams - Appendix A . . . . .	40	Student Grievance Procedures . . . . .	56
College Level Examination Program (CLEP) Credit . . . . .	42	Family Education Rights and Privacy Act . . . . .	56
1. Course Equivalency. . . . .	42	Student Discipline . . . . .	57
2. Use of CLEP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the Associate Degrees . . . . .	42	Disciplinary Action. . . . .	57
3. CLEP Unit Credit . . . . .	43	Campus Disciplinarian and Reporting an Incident . . . . .	57
LACCD Credit for College-Level Examination Program (CLEP) Exams - Appendix B . . . . .	44	Other College Policies . . . . .	57
LACCD Credit for International Baccalaureate (IB) Exams - Appendix C. . . . .	48	Educational Environment Policy . . . . .	57
Credit By Examination . . . . .	49	Sex Offender Registration . . . . .	57
Credit For Courses Completed At Non-Accredited Institutions . . . . .	49	Smoking Policy . . . . .	57
Credit for Courses Taken at Institutions of Higher Learning Outside the United States . . . . .	49	Workforce Diversity . . . . .	58
Standards for Probation. . . . .	50	Drug-Free Campus . . . . .	58
Probation and loss of fee waiver . . . . .	50	<b>STUDENT SERVICES &amp; PROGRAMS. . . . .</b>	<b>59</b>
Units Attempted . . . . .	50	Academic Counseling . . . . .	59
Units enrolled. . . . .	50	Admissions & Records . . . . .	59
Dismissal of Students on Probation. . . . .	50	Assessment . . . . .	59
Dismissal - Academic Probation . . . . .	50	Associated Student Government (ASG). . . . .	59
Dismissal - Progress Probation. . . . .	50	Student Trustee . . . . .	59
Appeal of Dismissal. . . . .	50	Bookstore. . . . .	60
Re-Admission After Dismissal. . . . .	50	Business Office . . . . .	60
Limitations on Enrollment . . . . .	50	CalWORKs . . . . .	60
		Career Center . . . . .	60
		Child Development Center. . . . .	60
		Compliance Officer. . . . .	61
		Community Services . . . . .	61
		Computer Labs. . . . .	61
		Distance Education . . . . .	62
		Extended Opportunity Programs & Services (EOP&S). . . . .	62

Financial Aid . . . . .	62	Course Identification Numbering System (C-ID) . . . . .	75
First Year Experience (FYE) . . . . .	62	California State University (CSU) Admission . . . . .	75
Foundation . . . . .	62	Intersegmental General Education Transfer Curriculum (IGETC). . . . .	78
Foster & Kinship Care Education . . . . .	63	PLEASE NOTE THIS IMPORTANT INFORMATION . . . . .	78
Genderversity & Multicultural Center . . . . .	63	Independent Universities. . . . .	78
Guardian Scholars . . . . .	63	Historically Black Colleges & Universities Transfer Information . . . . .	78
Health & Wellness Center. . . . .	63	<b>2019-2020 EDUCATIONAL PROGRAM LISTING . . . . .</b>	<b>81</b>
International Student Program . . . . .	63	<b>CREDIT EDUCATIONAL PROGRAMS. . . . .</b>	<b>83</b>
Learning Skills . . . . .	64	<b>NONCREDIT/ADULT EDUCATION PROGRAMS . . . . .</b>	<b>178</b>
Library . . . . .	64	<b>CREDIT COURSE DESCRIPTIONS . . . . .</b>	<b>183</b>
Lost and Found . . . . .	64	<b>NONCREDIT COURSE DESCRIPTIONS . . . . .</b>	<b>269</b>
Noncredit/Adult Education Program . . . . .	64	<b>FACULTY INFORMATION . . . . .</b>	<b>275</b>
Office of Economic Development and Workforce Education . . . . .	65	Credit Faculty . . . . .	275
Office of Special Services . . . . .	65	Noncredit Faculty . . . . .	279
Related Information . . . . .	65	Emeriti . . . . .	280
Service Animal Accommodation . . . . .	65		
Outreach & Recruitment. . . . .	65		
Ralph Bunche Scholars Program. . . . .	66		
STEM Pathways. . . . .	66		
TRIO/Student Support Services. . . . .	66		
TRIO/Upward Bound . . . . .	66		
UMOJA. . . . .	67		
University Transfer Center . . . . .	67		
Office of Student Life . . . . .	67		
Veterans Resource Center . . . . .	67		
Welcome Center. . . . .	68		
<b>GRADUATION REQUIREMENTS AND EDUCATIONAL PROGRAMS .69</b>			
Graduation Requirements . . . . .	69		
Authorization Board Rule. . . . .	69		
Catalog Rights. . . . .	69		
Continuous Attendance. . . . .	69		
Associate Degree Requirements (AA or AS). . . . .	69		
Unit Requirement . . . . .	69		
Residency Requirement . . . . .	69		
Scholarship Requirement . . . . .	70		
English and Math Competency . . . . .	70		
General Education Requirement . . . . .	70		
Course Equivalency. . . . .	70		
Double-Counting of Coursework. . . . .	71		
Additional and Concurrent Associates Degrees . . . . .	71		
Certificate of Achievement Requirements (C) . . . . .	74		
Residency Requirement . . . . .	74		
Scholarship Requirement . . . . .	74		
Conferring the Certificate when offered at multiple LACCD Colleges . . . . .	74		
Automatic Awarding of Certificates of Achievement. . . . .	74		
Important Information Regarding Gainful Employment Disclosure Requirements . . . . .	74		
Skills Certificate Requirements (CS). . . . .	74		
Noncredit Certificate Requirements (CN). . . . .	74		
Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Degrees Requirements . . . . .	74		
Requirements . . . . .	75		



# HOW TO USE THIS CATALOG



## General Information

---

Contains general information about Los Angeles City college and the Los Angeles Community College District.

## Admissions Policies

---

This section 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 Equity and Achievement Program

---

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

## Financial Aid Policies

---

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

## Academic Policies

---

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

## Student Services and Programs

---

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

## Graduation Requirements and Educational Programs

---

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

1. Department name, office and phone number of the chairperson
2. Educational Programs - Associate degrees for transfer, Associate degrees, certificates of achievement, skills certificates and noncredit certificates offered by the department
6. Course descriptions - listed by Subject

## Faculty

---

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

This section also contains a listing of noncredit and emeriti faculty.

# 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.



## 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	2007-2012
Ms. Renee Martinez, President	2012-2018
Dr. Mary Gallagher, President	2018- Present

## LACC Mission Statement

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

## 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.

## Campus Security Reports

---

Pursuant to the Cleary Act, the College's Security Reports are published on the web at [www.lacitycollege.edu/public/Crime/index.htm](http://www.lacitycollege.edu/public/Crime/index.htm). Students may obtain a paper copy of the Report upon request from the Sheriffs Department.

### 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's department.

## Student Right-To-Know Disclosure

---

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

## 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

---

(Title 5, §40401)

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

## Free Speech Area

---

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

## About the LACCD

---

### District Philosophy

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

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

(Board Rule 1300)

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

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

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

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

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

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

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

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

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

## 2019-2020 Academic Calendar

### Fall 2019

Monday, August 26, 2019 - Sunday, December 15, 2019

REGISTRATION DATES	DATE
Online Schedule Available	Wednesday, April 10, 2019
Deadline for Application, Assessment, Orientation, and Student Ed Plan completion for priority registration	Friday, April 12, 2019
<b>REGISTRATION DATES BY Priority Group:</b>	
<b>Priority Registration Tier 1</b> (CalWorks, OSS, EOPS, Foster Youth, Active Duty Veterans):	Monday, April 29, 2019
<b>Priority Registration Tier 2</b> (Athletes, Promise, Completion):	Thursday, May 2, 2019
<b>Registration Starts - Continuing/New Fully Matriculated Students:</b>	Monday, May 6, 2019
<b>Registration Start Dates by Completed Units:</b>	
60-99:	Monday, May 6, 2019
45-59:	Wednesday, May 8, 2019
30-44:	Friday, May 10, 2019
15-29:	Monday, May 13, 2019
1-14:	Wednesday, May 15, 2019
0:	Friday, May 17, 2019
<b>Registration Starts - Students Who Have Lost Priority:</b>	Monday, May 20, 2019
<b>Registration Starts - K-12 Special Admits:</b>	Tuesday, May 28, 2019
<b>Open enrollment:</b> Students who apply after the Enrollment Priority Deadline of Friday, April 12, 2019 do not need a registration appointment and can register as of this date.	Tuesday, May 28, 2019

The deadlines below apply to 16-week semester length classes. For deadlines for short-term classes, please contact Admissions and Records at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

HOLIDAYS AND DEADLINES	DATE
Fall Semester Begins	Monday, August 26, 2019
Labor Day Holiday	Monday, September 2, 2019*
Last Day to Drop for Refund Last Day to Drop without Fee	Full Term (8/26-12/15) - September 8, 2019
Last Day to Add Classes	Sunday, September 8, 2019
Census Date	Monday, September 9, 2019*
Veteran's Day Holiday	Monday, November 11, 2019*
Last Day to Drop with "W"	Sunday, November 17, 2019*
Thanksgiving Holiday	Thursday, November 28, 2019 Friday, November 29, 2019
Non-Instructional Days	November 30, 2019 thru December 1, 2019
Final Examinations	December 9, 2019 - December 15, 2019
Fall Semester Ends	Sunday, December 15, 2019

**Winter 2020**

**Monday, January 6, 2020 - Sunday, February 9, 2020**

REGISTRATION DATES	DATE
Online Schedule Available	Wed., October 2, 2019
Deadline for Application, Assessment, Orientation, and Student Ed Plan completion for priority registration	Friday, October 4, 2019
<b>REGISTRATION DATES BY Priority Group:</b>	
<b>Priority Registration Tier 1</b> (CalWorks, OSS, EOPS, Foster Youth, Active Duty Veterans):	Monday, October 21, 2019
<b>Priority Registration Tier 2</b> (Athletes, Promise, Completion):	Thursday, October 24, 2019
<b>Registration Starts - Continuing/New Fully Matriculated Students:</b>	Monday, October 28, 2019
<b>Registration Start Dates by Completed Units:</b>	
60-99:	Monday, October 28, 2019
45-59:	Wednesday, October 30, 2019
30-44:	Friday, November 1, 2019
15-29:	Monday, November 4, 2019
1-14:	Wednesday, November 6, 2019
0:	Friday, November 8, 2019
<b>Registration Starts - Students Who Have Lost Priority:</b>	Tuesday, November 12, 2019
<b>Registration Starts - K-12 Special Admits:</b>	Tuesday, November 18, 2019
<b>Open enrollment:</b> Students who apply after the Enrollment Priority Deadline of Friday, April 12, 2019 do not need a registration appointment and can register as of this date.	Tuesday, November 18, 2019

**Spring 2020**

**Monday, February 10, 2020 - Monday, June 8, 2020**

REGISTRATION DATES	DATE
Online Schedule Available	Wed., October 23, 2019
Deadline for Application, Assessment, Orientation, and Student Ed Plan completion for priority registration	Friday, October 25, 2019
<b>REGISTRATION DATES BY Priority Group:</b>	
<b>Priority Registration Tier 1</b> (CalWorks, OSS, EOPS, Foster Youth, Active Duty Veterans):	Thursday, November 7, 2019
<b>Priority Registration Tier 2</b> (Athletes, Promise, Completion):	Thur., November 14, 2019
<b>Registration Starts - Continuing/New Fully Matriculated Students:</b>	Monday, November 18, 2019
<b>Registration Start Dates by Completed Units:</b>	
60-99:	Mon., November 18, 2019
45-59:	Wed., November 20, 2019
30-44:	Fri., November 22, 2019
15-29:	Monday, November 25, 2019
1-14:	Wed., November 27, 2019
0:	Mon., December 2, 2019
<b>Registration Starts - Students Who Have Lost Priority:</b>	Wed., December 4, 2019
<b>Registration Starts - K-12 Special Admits:</b>	Mon., December 9, 2019
<b>Open enrollment:</b> Students who apply after the Enrollment Priority Deadline of Friday, April 12, 2019 do not need a registration appointment and can register as of this date.	Mon., December 9, 2019

For “To Be Determined” dates below, please contact Admissions and Records at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

HOLIDAYS AND DEADLINES	DATE
Winter Term Begins	Monday, January 6, 2020
Martin Luther King Holiday	Monday, January 20, 2020
Last Day to Drop for Refund Last Day to Drop without Fee	Tuesday, January 7, 2020
Last day to Drop Class without a W	To Be Determined
Last Day to Add Classes	To Be Determined
Census Date	To Be Determined
Last Day to Drop with “W”	To Be Determined
Final Examinations	Final exams for short-term classes shall be administered during the final two hours of the last class period.
Winter Term Ends	Sunday, February 9, 2020

The deadlines below apply to 16-week semester length classes. For deadlines for short-term classes, please contact Admissions and Records at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

HOLIDAYS AND DEADLINES	DATE
Spring Semester Begins	Monday, February 10, 2020
President’s Holiday	Friday, February 14, 2020
Non-Instructional Day	Saturday, February 15, 2020
President’s Holiday	Monday, February 17, 2020
Last Day to Drop for Refund Last Day to Drop without Fee	Full Term (2/10/20 - 6/8/20) - February 23, 2020
Last Day to Add Classes	Sunday, February 23, 2020
Census Date	Monday, February 24, 2020
Cesar Chavez Holiday	Tuesday, March 31, 2020
Spring Break	Monday, April 6, 2020 thru Sunday, April 12, 2020
Non Instructional day	Monday, April 13, 2020
Last Day to Drop with “W”	Sunday, May 10, 2020
Memorial Day Holiday	Monday, May 25, 2020
Final Examinations	June 2, 2020 thru June 8, 2020
Spring Semester Ends	Monday, June 8, 2020

**Summer 2020****Monday, June 15, 2020 - Friday, August 30, 2020**

REGISTRATION DATES	DATE
Online Schedule Available	Wed., March 18, 2020
Deadline for Application, Assessment, Orientation, and Student Ed Plan completion for priority registration	Friday, March 20, 2020
<b>REGISTRATION DATES BY Priority Group:</b>	
<b>Priority Registration Tier 1</b> (CalWorks, OSS, EOPS, Foster Youth, Active Duty Veterans):	Monday, April 6, 2020
<b>Priority Registration Tier 2</b> (Athletes, Promise, Completion):	Thursday, April 9, 2020
<b>Registration Starts - Continuing/New Fully Matriculated Students:</b>	Monday, April 13, 2020
<b>Registration Start Dates by Completed Units:</b>	
60-99:	Monday, April 13, 2020
45-59:	Wed., April 15, 2020
30-44:	Friday, April 17, 2020
15-29:	Monday, April 20, 2020
1-14:	Wed., April 22, 2020
0:	Friday, April 24, 2020
<b>Registration Starts - Students Who Have Lost Priority:</b>	Monday, April 27, 2020
<b>Registration Starts - K-12 Special Admits:</b>	Monday, May 4, 2020
<b>Open enrollment:</b> Students who apply after the Enrollment Priority Deadline of Friday, April 12, 2019 do not need a registration appointment and can register as of this date.	Monday, May 4, 2020

For "To Be Determined" dates below, please contact Admissions and Records at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

HOLIDAYS AND DEADLINES	DATE
Summer Term Begins	Monday, January 15, 2020
Independence Day	Friday, July 3, 2020
Last Day to Drop for Refund Last Day to Drop without Fee	To Be Determined
Last day to Drop Class without a W	To Be Determined
Last Day to Add Classes	To Be Determined
Census Date	To Be Determined
Last Day to Drop with "W"	To Be Determined
Final Examinations	Final exams for short-term classes shall be administered during the final two hours of the last class period.
Summer Term Ends	Friday, August, 30, 2020

# ADMISSIONS POLICIES



## Admission Application

The first step to becoming a college student is to submit a college application. The college application is available online at the college website [www.lacitycollege.edu](http://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 Admissions and Records for approval prior to admittance. In addition students must also provide a recommendation letter and academic transcripts from a middle or high school official.*

## Admissions Eligibility Requirements

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

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

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

## Residency Classification

The residency classification determines the amount of enrollment or tuition fee that a student will be required to pay

to enroll in classes. In addition, the residency status is used to determine student eligibility for the California College Promise Grant (formerly known as the Board of Governor's BOGG Fee Waiver.)

### **California Residency**

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

## **Academic Year**

The academic year is divided into 4 sessions:

- Fall Semester (16 weeks, August- December)
- Winter Session (5 weeks, January- February)
- Spring Semester (16 weeks, February - June)
- Summer Session (5 & 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 the California Code of Regulations Title 5 §§55200-55202.

## **Program Planning-Unit Limit**

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

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

## **Admissions Requirements for Veterans**

### **Veterans are required to follow these procedures**

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admission to the college.
2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended.  
The appropriate form for over 60 units must be filed.
3. Request that transcripts from all colleges attended be sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each dependent child.



5. File VA Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
6. 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 1/2 months for each month or fraction of a month of creditable active duty. Reduction of this entitlement will be at the same rate as the training time for which he/she receives benefits: 1/2 month reduction for each month at the 1/2- time rate, and one-month reduction for each month of the full-time rate. All educational benefits must be used within 10 years from the date of separation: 1/2 month reduction for each month at the 1/2-time rate, 3/4 month reduction for each month at the 3/4-time rate, and one-month reduction for each month at the full-time rate.

### **Program Planning for Veterans**

Veterans are required to complete a Student Educational Plan 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, Duration Code section 66500, male applicants under the age of 26 must register with the Selective Service.

### ***Elective Credit for Military Service***

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

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

A veteran may also receive 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 California Education Code and LACCD Board Rule.

## Priority Registration

Priority registration is given in the following order to new and continuing students who are in good academic standing and completed the college orientation, 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 a add permission from the instructor.

### **Section Transfer**

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

Consent must be granted by the new instructor for the new class, and may involve instructor-to-instructor transfer of grade records. The section transfer form requires incoming instructor and student signatures and must be submitted to the Admissions Office by the section transfer deadline (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](http://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 2018, 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 student or their designated addresses. Students and former students shall be entitled to two (2) free copies of their transcripts or two (2) free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of \$3.00 each. Students may request special processing to expedite their request for an additional fee of \$10.00 per request. Note that fees may vary depending on how the transcript requests is submitted. For example, transcript requests submitted 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 book 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**

United States Citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$265 per unit and an enrollment fee of \$46 for a total of \$311 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 \$265 per unit and an enrollment of \$46 per unit for a total of \$311 per unit

*Note: Fees Subject to change by the California legislature.*

### **Health Fee**

The Los Angeles Community College District charges an \$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-California College Promise Grant**

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

**Loss of California College Promise Grant (formerly known as Board of Governor’s (BOGG) 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.

**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)	\$265/unit	\$65/unit
Non-Resident Tuition for Out-of-State Residents	\$265/unit	\$265/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) For first time enrolling students with LACCD- year 2020	\$265/unit \$50 \$25 \$351, \$183	\$265/unit \$50 \$25 \$695
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

**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 prerequisite 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 EQUITY AND ACHIEVEMENT PROGRAM/ MATRICULATION SERVICES

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

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

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

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

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

## Matriculation

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

## Admissions

Students can complete an admissions application online at [www.lacitycollege.edu](http://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 process has changed due to the passage of California Assembly Bill 705(AB 705). Students enrolling in the Fall 2019 semester at LACC will no longer be required to take an assessment test in order to be placed into a mathematics or English course. Instead, students will be placed on a math or English pathway based on multiple measures information provided in the college application. Specifically, information about the classes a student has taken in high school, the grades received in those classes, and a student's overall high school GPA will be the primary criteria used to determine a student's likelihood of success in transfer-level math and English course work.

Based on these criteria, students with a lower likelihood of success will be given recommendations for additional support programs and supplemental courses that they can take to improve their chances of completing their transfer-level coursework on time.

Assessment testing for placement into English as a Second Language (ESL) courses will remain in place through Fall 2020 for students who are not native speakers of English and who have not graduated from an American high school. Please visit the Assessment Center on the second floor of the Student Services Building for ESL testing availability.

## Orientation

The Los Angeles City College (LACC) online orientation introduces students to campus policies, procedures, resources, academic expectations, financial assistance, support services and college programs which are available to help you make better, more informed educational and career choices. Students will need to log into their portal in order to access the LACC online orientation. Student can complete the online orientation 24 hours a day/ 7 days a week from any computer with a browser and internet access. Failure to complete orientation will impact your priority registration.

## Counseling/Student Educational Planning

The student services division at Los Angeles City College provides academic advisement and assistance in course selection, development of a student educational plan(SEP), career planning, referral to appropriate student services, and Counseling classes which are taught by counseling faculty.

## Student Educational Plan (SEP)

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



1. Abbreviated SEP- one to two academic terms in length and designed to meet the immediate needs of the student.
2. Comprehensive SEP- takes into account a student's educational and career goals in order to develop a course of study. The SEP includes all required courses including prerequisites and co-requisites needed to complete the stated goal. The student's interests, skills, major, and desired transfer institution(s) are also considered in the creation of the education plan.

### ***Group Counseling Sessions***

Students who have completed no more than 12 units at any college or university can attend a Group Counseling Session. Group Counseling Sessions are in person, counselor-led advisement sessions. In these sessions, students will learn tips and strategies for academic success, learn about college support services and resources. Students will also learn about course requirements including general education needed for Associate's degrees and transfer. Students will work with the counselor to develop an abbreviated student education plan (SEP). Please visit the General Counseling department on the 2nd floor of the Student Services Building for more information or to sign up.

Failure to complete a Student Educational Plan will impact your priority enrollment.

### **Matriculation Exemptions**

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

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

### **Appeal**

Matriculation is a campus-wide effort of faculty, administrators, staff and students. However, if for any 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).

# LACC AB-705 ADOPTION PLAN

## 1. Placement Method

Students applying to the Los Angeles Community College District (LACCD) were asked to report their high school status, grade-point-average, math courses taken, and grades earned in those courses as part of their CCCApply application. Continuing students were given the opportunity to provide or update this information using an online form described later in this document. Students who provided enough information to apply the criteria described herein received an automated placement posted on their Student Portal account in our Student Information System. Those who did not provide sufficient information are encouraged to use the Guided Self-Placement process described later in this document.

Since the English and ESL tiers can be combined in many ways, and since the BSTEM and SLAM tiers can be combined in many ways, each student who completes the placement process will receive a single English “E” and a single Math “M” placement level number. This will map to the courses in both tiers for each area so that our Student Information System (SIS) clears the appropriate courses for enrollment.

Once a student completes a placement, their “E” and “M” placement levels are displayed in their SIS portal along with a message explaining what courses are available for enrollment, and encouraging them to see a counselor to determine which (if any) are required for their chosen major, transfer plan, or GE plan. There is also a link to a website showing information about AB 705, the placement criteria described herein, and a comparison of placement levels between each of the nine LACCD colleges. Students also receive an email with this same information.

### English/ESL

#### English (Default)

All LACCD colleges use the default criteria for placement into transfer-level English composition (ENGLISH 101). All students who provide placement data may enroll in English 101 with or without the optional support courses or services available.

TIER	PLACEMENT CRITERIA
ENG 1	HSGPA $\geq 2.6$
ENG 2	$1.9 \leq \text{HSGPA} < 2.6$
ENG 3	HSGPA $< 1.9$
ENG N	Insufficient data to apply the above (see Guided Self-Placement)

#### English as a Second Language (ESL)

All students who complete the English placement process, whether using the above criteria, or Guided Self-Placement (see below) will be placed in one of the English placement tiers. Any student who self-identifies as an English Language Learner may opt to be assessed in ESL. Note: ESL placement does NOT override English placement.

Each LACCD college uses its own criteria for ESL placement. In most cases, these involve a combination of a placement exam

score and the Multiple-Measures Assessment Project (MMAP) placement criteria. Each college is in the process of updating its ESL placement process in preparation for full implementation in fall 2020 pursuant to the AB 705 guidance provided.

### Math

#### Business, Science, Technology, Engineering, and Mathematics (BSTEM) Placement Criteria

Seven of the nine LACCD colleges use the default placement criteria below for placement into courses typically required for business, science, technology, engineering, and mathematics programs (BSTEM). Placement tiers A and B at LAMC include courses beyond entry-level transfer-level BSTEM. Pierce College uses grade in high school Algebra 2 as the placement criterion.

TIER	PLACEMENT CRITERIA
1	HSGPA $\geq 3.4$ or HSGPA $\geq 2.6$ & HS Calculus
2	HSGPA $\geq 2.6$ or HS Precalculus (or equivalent)
3	HSGPA $< 2.6$
N	Insufficient data to apply the above (see Guided Self-Placement information below)

LACC uses the default criteria. However, students who place into tiers 2 or 3 are required to take a 1-unit co-requisite support course, unless they opt out. LACC will engage in a validation study for these co-requisite courses.

#### Statistics and Liberal Arts Math (SLAM)

The following criteria is used for placement into courses that may be required for programs that require statistics or liberal arts math.

TIER	PLACEMENT CRITERIA
1	HSGPA $\geq 3.0$
2	$2.3 \leq \text{HSGPA} < 3.0$
3	HSGPA $< 2.3$
N	Insufficient data to apply the above

LACC uses the default criteria. However, students who place into tiers 2 or 3 are required to take a 1-unit co-requisite support course, unless they opt out. LACC will engage in a validation study for these co-requisite courses.

#### Guided Self-Placement

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

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

The District has established a template to be used by all colleges. Each college will provide specific guidance for the English, ESL, and math courses they offer. This guidance may include the presentation of information such as course descriptions, objectives, etc. It may also offer the student the opportunity to rate her/his comfort level or ability at performing general college-level activities (study skills, test-taking skills, etc.) And it may include sample prompts, problems, or assignments which the student will NOT be asked to respond to or solve. Instead, the student would be asked to rate to what extent s/he is confident s/he could pass such assignments.

Each college has agreed to use a three-tiered rubric for student responses to any guidance surveys. These would map to the three-tiered placement criteria and the courses cleared for enrollment within each one. Upon completion the student is informed of the tier/courses the "might serve her/his needs," but is encouraged to choose any placement, regardless of the feedback provided during any guidance activity.

The Guided Self-Placement process will be described in greater detail in the document supporting the Guided Self-Placement submission form.

## 2. Rationale for Tiers/Courses Requiring Validation

With the exception of the following, all LACCD colleges have placed all students in transfer-level English, BSTEM, and SLAM using the default placement criteria.\*

### **BSTEM**

LACC LA City College is placing students in tier 2 and 3 into a 1-unit co-requisite support course.

### **SLAM**

LACC LA City College is placing students in tier 2 and 3 into a 1-unit co-requisite support course.

LACC math faculty believe that required credit-bearing, below-transfer-level courses (co-requisites) for students placing into default tiers 2 or 3 meet both conditions required in AB 705 for doing so: "highly unlikely" clause, and the "through-put" clause. These courses are newly created for this purpose to reflect developments in the field of math education. With these new tools, they believe that they can meet or exceed the default through-put rates and show that students who were placed in these courses succeeded in transfer-level at rates higher than those who were not.

In each case above, the college will conduct a two-year validation study pursuant to AB 705 and the Chancellor's Office Guidance memos. At the end of the first year of this study, if

there is evidence that these deviations are meeting or exceeding expectations, the study will continue into the second year. However, if at that point or at any point in the second year of the study, a deviation appears not to be meeting or exceeding expectations, the relevant college will cease using it and immediately implement the default placement criteria, and/or cease placing students in below transfer-level courses.

### **LACC English Placement Tool**

The following courses are part of the English placement sequence:

- ENGLISH 101 is a transfer-level English composition course that is required for all degrees and all transfer patterns. It is also a prerequisite for all other transfer-level ENGLISH courses.
- ENGLISH 104 and 108 are below-transfer-level courses that, when taken along with ENGLISH 101, provide additional support for students who feel they may need it. It does not meet any transfer or degree requirement.
- ENGLISH 28 is a below-transfer-level course that provides a review of topics at the high school level in preparation for ENGLISH 101. It does not meet any transfer or degree requirement.
- ESL 2 and 3 are below-transfer-level courses intended to prepare English language learners for ENGLISH 101 and other transfer-level coursework. It does not meet any transfer or degree requirement.
- ESL 8 is a below-transfer-level course intended to prepare English language learners. It is transferrable and may be used for a local Associate Degree GE area, but does not meet CSU/UC transfer requirements.

### **LACC Math Placement Tool**

The following courses are part of the math placement sequence. The below-transfer level courses (^) and enhanced transfer-level courses ([x]) shown are options for students placed into transfer-level math who feel they may need additional support to in order to pass. Note: Not all majors require math. Some math courses are required by business, science, technology, engineering, and mathematics majors (listed under "BSTEM" below). Some majors require statistics or liberal arts math (listed under "SLAM" below). Before enrolling in any math course, make sure it is required for your major, transfer plan, or general education plan.

### **BSTEM**

Following are courses that may be required for Business, Science, Technology, Engineering, and Mathematics majors:

- MATH 236 – Calculus for Business & Social Science; 245 – College Algebra; 260 – Precalculus. Support courses available: 245L is a co-requisite for BSTEM transfer-level courses for students in placement tiers 2 or 3.
- BASIC SKILLS 023 are optional noncredit support courses for students taking or preparing for transfer-level math.

### **SLAM**

Following are courses required for majors requiring Statistics or Liberal Arts Math courses:

- MATH 215 – Principles of Mathematics I; 227 – Statistics; MATH 230 – Math for Liberal Arts students;

- Support courses available: MATH 157 is a co--requisite for SLAM transfer-level courses for students in placement tiers 2 or 3.
- BASIC SKILLS 023CE and 035CE are optional noncredit support courses for students taking or preparing for transfer-level math.

### 3. Continuing Students

Students who were admitted prior to summer 2019 and continue to take courses (aka, continuing students) received an email in spring 2019 with a link to an online form that allows them to update their placement using the new criteria under AB 705. The form includes the same MMAP questions that appear on the CCCApply application: questions about their high school status, HSGPA and math courses taken. This information is then used to calculate a placement according to the criteria described above, and then display it in the SIS portal. The email sent to students provided a brief explanation of the process, as well as instructions on how to complete the form, and how to access their new placement on the online SIS portal. Furthermore, colleges are making every attempt to contact these students to encourage them to complete the online form in order to update their placement.

Continuing students who do not have sufficient information to complete this automated placement process are encouraged to use the Guided Self-Placement process in order to update their placement.

New placements resulting from the online form or Guided Self-Placement processes described above will prevail over any historical placements. Newly placed students will not need to take courses below their new placement level, even if they were formerly placed into them, even if this means skipping levels in their previous placement. Furthermore, students who place into a course that is part of a sequence do not need to take any course lower in that sequence, whether such a course is a pre- or corequisite to any course in the same or any other subject or a prerequisite or requirement for any program.

Continuing students with catalog rights from prior to fall 2019 who place into any transfer-level math course have met math competency for all AA/AS degrees. Students admitted fall 2019 or later may meet competency by verifying earning a grade of C- or higher in Algebra 2 or equivalent or higher at a US regionally accredited high school or college, or through other means described in LACCD Administrative Regulations. We anticipate that this verification will be accomplished effectively when the Call-Pass system and CCCApply are successfully linked, which is anticipated to be completed prior to the anticipated graduation terms of these students.

The Los Angeles Community College District and its nine colleges is fully committed to the intent and letter of AB 705. We believe the measures described above comply with this law and will dramatically improve student success.

# 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](http://www.fafsa.gov). Students that are classified AB540 by the college's Admissions Department may apply for state of California financial aid programs by completing a CA Dream Act Application. It is available online at <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 student identification 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, 2019 for the 2019-2020 award year. Students planning to attend a community college have a secondary deadline of September 2, 2019 to apply for Cal Grant.

The priority processing date May 1, 2019 for the 2019-2020 academic year. Students who have missed the priority processing date are encouraged to apply as Pell Grant funds will still be available.

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

## Verification

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

## Federal Refund Requirements

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

## Post-Withdrawal Disbursements

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

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

## Federal Recalculation Requirements

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

Awards will be calculated during each term, based on the student's enrollment status for that term. If the student's enrollment status changes up to the date of the second

disbursement run date, the Financial Aid Office will recalculate the student's federal financial aid grants. A recalculation may result in a decreased or increased award.

## Federal Financial Aid

### **Federal Pell Grants**

The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. The maximum for 2019-2020 is \$6,195. During his or her lifetime a student's eligibility is limited to the full-time equivalent of 12 semesters.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

The FSEOG is a federal grant program designed to supplement other sources of financial aid for Pell Grant recipients with exceptional need. A student must file a FAFSA by May 1, 2019 and must have completed his/her financial aid file by June 1, 2019 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, 2019 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, 2019 in order to qualify.

## Federal Loans

### **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

#### **CA College Promise Grant (formerly BOG Fee Waiver):**

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

#### **Method B**

You meet the following 2018-2019 income standards:

HOUSEHOLD SIZE (INCLUDING YOURSELF)	TOTAL 2016 FAMILY INCOME (ADJUSTED GROSS INCOME AND/OR UNTAXED INCOME)
1	\$18,210
2	\$24,690
3	\$31,170
4	\$37,650
5	\$44,130
6	\$50,610
7	\$57,090
8	\$63,570
Each additional Family Member	\$6,480

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 eligibility by having a zero EFC (Expected Family Contribution) under federal methodology.

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

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

## Cal Grant Programs

### Cal Grant A

Although Cal Grant A is only for use at a four-year college, students should apply while attending 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 \$1,672 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 \$574 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.

### Student Services Completion Grant

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

### 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/Admissions/Financial-Aid/Gainful-Employment-Disclosures>

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.

#### 2019-2020 COST OF EDUCATION: LIVING AT HOME

	9 MONTHS	12 MONTHS
Fees	\$1,220	\$1,827
Books & Supplies	\$1,971	\$2,957
Room & Board	\$6,786	\$9,048
Transportation	\$1,134	\$1,512
Personal Expenses	\$3,567	\$4,752
TOTAL	\$14,675	\$20,096

#### 2019-2020 COST OF EDUCATION: LIVING AWAY FROM HOME

	9 MONTHS	12 MONTHS
Fees	\$1,220	\$1,827
Books & Supplies	\$1,971	\$2,957
Room & Board	\$15,084	\$20,112
Transportation	\$1,278	\$1,704
Personal Expenses	\$3,996	\$5,328
TOTAL	\$23,549	\$31,928

\* 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 150% of the units required to complete a student's program.
- ESL and Basic Skills/Remedial classes are excluded from the units that count towards the maximum timeframe when determining units attempted.
- 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.

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

#### Summer and Winter Financial Aid

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

## Fraud

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

## Scholarships

Many scholarships are available to 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](http://www.laccfoundation.org).

Each year, the LACC Foundation provides students with scholarships and awards to allow them to continue to excel in their educational endeavors. These scholarships vary in their fields, award amounts, and application requirements, including evidence of leadership in various academic departments and/or student activities, citizenship, need, and scholastic ability. Scholarships are the result of the generosity of private donors, LACC alumni and the campus community. Students are encouraged to visit individual department websites and

the LACC Foundation site for detailed information regarding available scholarships and awards. All award and scholarship applications normally become available during the beginning of the Spring semester, and are awarded to students towards the end of the Spring semester.



# ACADEMIC POLICIES

## Attendance

The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered 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 and are available for print at the following website: <http://lacitycollege.edu/Calendar/Academic-Calendar/Final-Exam-Schedule>

## Grading Symbols and Definitions and Conditions For Use

(Title 5, 55022; Board Rule 6700)

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

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

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

*Note: 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.

### **I Incomplete**

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

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

**IP In Progress**

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

**RD Report Delayed**

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

**W Withdrawal**

(Board Rule 6700; Administrative Regulation E-69)

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

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

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

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

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

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

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

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

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

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

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

**MW Military Withdrawal**

The MW symbol may be used to denote military withdrawal.

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

Military withdrawals shall not be counted in progress probation and dismissal calculations. “MW” shall not be counted for the permitted number of withdrawals.

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

**EW Excused Withdrawal**

(Title 5 55024)

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

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

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is

possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. The Colleges will use individual case facts to determine the continuity of some courses and not others.

### Additional Stipulations

In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

## Pass/No-Pass Option

(Title 5, 55022; Board Rule 6701)

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

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

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

*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 Pass/No-Pass Courses:

#### A. Non-Optional

The courses wherein all students are graded on a Pass/No-Pass basis, are as follows:

SUBJECT	NUMBER
BSICSKL	023CE, 052CE, 053CE, 035CE, 083CE, 084CE, 085CE, 086CE, 034CE, 075CE
CAOT	064
CH DEV	084-1, 084-2, 085, 085-1
COMM	060D
E. S. L.	004A, 004B
ENGLISH	020, 067, 068, 094, 097, 104, 108
ESL	002A, 002B, 003A, 003B, 003C
ESL NC	001CE, 002CE
ESLCVCS	010CE, 011CE, 012CE, 013CE, 014CE, 015CE, 030CE, 031CE, 032CE, 033CE
KIN	230
LRNFDTN	001, 002, 003, 031A, 031B 040, 070
MATH	100
MUSIC	180-1, 180-2, 180-3, 180-4
PSYCH	027, 043
RAD TEC	280, 281, 282, 283
T V	185
VOC ED	002CE, 054CE, 055CE, 056CE, 059CE, 060CE, 078CE, 079CE, 092CE, 093CE, 094CE, 294CE

#### 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 are available in admissions. Such courses follow:

SUBJECT	NUMBER
ANTHRO	103
COOP ED	196, 296, 396
ENGLISH	028
KIN	202
RGNRSG	109

#### 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.

## Courses with “To Be Arranged (TBA) Hrs.

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

## Acceptance of Pass Credits

(Title 5 53406, 55000, 55022; Board Rule: 6701.10)

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.

### **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 with an academic counselor for complete details.

### **Previously Earned College Units**

College credits earned at any accredited institutions of higher education may be evaluated for credit. Approved credits are posted to LACC 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 colleges within the LACCD will accept degree-applicable coursework completed at other colleges for the purpose of Associate degree general education using the following guidelines:

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

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

5. Courses taken at the 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.

### **Recording of Grade**

(Title 5 55022; Board Rule: 6701.11)

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

### **Grade Point Calculation**

(Title 5 55022; Board Rule: 6701.12)

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

### **Conversion to Letter Grade**

(Title 5 55022; Board Rule: 6701.13)

A student who has received credit for a course taken on a “pass-no pass” basis may not convert this credit to a letter grade.

### **Grades and Grade Changes**

(Title 5 55025; Board Rule: 6703)

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

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

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college’s academic senate has determined that extenuating circumstances apply, then that



period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

## 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

(Title 5 55046; Board Rule: 6705)

*(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, subsequent to the coursework to be alleviated and
2. At least one calendar year must have passed since the course work to be removed was completed.

Granted, academic renewal shall result in:

1. 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
2. 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.

## 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.

## Limits on Active Participatory Courses

(Admin. Reg. E-103)

Students **may not** enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content **more than four times**. Such courses have been designated as belonging to “families.” Eligible courses within families may be repeated as indicated, but no more than four completions of any combination of courses within a family is permitted. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

COURSE FAMILY	COURSES
Art - Ceramics	ART 708, 709, 710, 711, 712, 713, 714
Art - Design	ART 501, 502, 503, 504, 505, 520
Art - Directed Studies	ART 185, 285, 385
Art - Drawing	ART 201, 202, 203, 209, 620, 621
Art - Life Drawing	ART 204, 205, 206, 207, 215
Art - Oil Painting	ART 307, 308, 309, 310, 311, 312
Art - Printmaking	ART 400, 401, 402, 407, 408, 411, 626
Art - Sculpture	ART 700, 701, 702, 703, 706, 707
Art - Water Color & Acrylic	ART 213, 300, 301, 301A, 302, 303, 304, 305, 306
Dance - Dance Choreography	DANCEST 301, 302, 303, 304, 452
Dance - Dance Performance	DANCEST 822, 823
Dance - Dance Productions	DANCEST 814
Dance - Special Projects	DANCEST 185, 285
Dance - Ballet Techniques	DANCETQ 111, 112, 113, 114, 434, 466
Dance - Cultural & World Dance	DANCETQ 440
Dance - Jazz Techniques	DANCETQ 121, 122, 123, 124, 437, 468
Dance - Modern Techniques	DANCETQ 141, 142, 143, 144, 431, 462, 467
Dance - Tap Dance	DANCETQ 446
Dance - Yoga/Stress Management	DANCETQ 221, 222, 223, 224, 241, 242, 469
Dance - Cultural & World Dance	DNCESPC 321, 440, 459
Dance - Folk Dance Forms	DNCESPC 311, 312
Dance - Tap Dance	DNCESPC 331, 446
KIN - Acrobatics	KIN 206
KIN - Aerobics, Circuit Trng	KIN 045, 229, 230, 246, 250, 250-1, 250-2, 250-3, 326, 327, 329-2, 329-3, 330-2, 330-3, 331, 333
KIN - Aquatics	KIN 201, 201-1, 202, 204, 205, 300, 300-1, 300-2, 300-3, 301, 301-1, 301-2, 301-3, 303, 303-1, 303-2, 303-3, 303-4
KIN - Court Sports	KIN 266, 266-1, 266-2, 271, 271-1, 271-2, 291, 291-1, 291-2
KIN - Directed Studies	KIN 185, 285
KIN - Individual Activities	KIN 268, 328, 328-1
KIN - Martial Arts/Combatives	KIN 215, 215-1, 215-2, 215-3, 217
KIN - Mind/Body Conditioning	KIN 249, 249-1, 249-2, 251, 251-1, 251-2, 251-3, 265
KIN - Team Sports	KIN 287, 287-1, 287-2, 289, 289-1, 289-2, 290
KIN - Track & Field	KIN 180, 237, 272, 307, 307-2, 307-3, 334, 334-2, 334-3, 334-4
Music - Brass Instruments	MUSIC 601, 602, 603, 604
Music - Classical Guitar	MUSIC 650, 651, 652, 653, 654, 661, 662, 663, 664
Music - Percussion Instruments	MUSIC 631, 632, 633, 634
Music - Piano	MUSIC 311, 312, 313, 314, 321, 322, 323, 324, 341, 341-1, 341-2, 341-3, 341-4, 351, 361, 361-1, 361-2, 361-3, 361-4
Music - String Instruments	MUSIC 611, 612, 613, 614
Music - Voice	MUSIC 400, 401, 402, 403, 404, 411, 412, 413, 414, 431, 432, 433, 434, 441, 453
Music - Woodwind Instruments	MUSIC 621, 622, 623, 624

COURSE FAMILY	COURSES
Theater - Acting	THEATER 185, 278, 285, 385
Theater - Acting Study & Prof	THEATER 200, 270, 271, 272, 273, 274, 274-1, 274-2, 275
Theater - Analysis of Theater	THEATER 105-1, 105-2, 105-3, 105-4
Theater - Directing	THEATER 225, 227
Theater - Ensemble Performance	THEATER 232, 233, 235, 250, 262, 291, 292, 293, 294, 295
Theater - Ensemble Vocal	THEATER 246-1, 246-2, 246-3, 246-4
Theater - Movement	THEATER 265
Theater - Musical Theater	THEATER 210, 212, 279, 280
Theater - Performance Prep.	THEATER 205, 276, 276-1, 276-2, 277
Theater - Voice Theory	THEATER 240, 242, 242-1, 242-2, 242-3, 242-4

## Course Repetition Rules

(Title 5 55073 and 58161; Board Rule: 6704)

(See an Academic Counselor for advisement)

### Course Repetition to Remove a Substandard Grade

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

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

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

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

### Duplicative Credit

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

### Repetition of Courses In Which A Satisfactory Grade Was Recorded

- Repetition of courses for which a satisfactory grade (“A”, “B”, “C”, “CR”, “P”) has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president, or designee, based on a finding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded.
- When course repetition under 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.

- 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.
- When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student’s grade point average. The college shall establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.

The college’s process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules -- ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

- A student may repeat any course if the college has properly established a recency prerequisite for a course, if there has been “significant lapse of time.” In no instance shall this be less than three years.
- A student with a disability may repeat a class any number of times, if such repetition is required as a disability-related accommodation for that particular student.
- A student who receives a grade of SP in a noncredit course pursuant to repeatability regulations governing noncredit courses.

## Advanced Placement Credit

(Administrative Regulation E-110)

### 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.

LACCD Credit for Advanced Placement Exams - Appendix A

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

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC SOURCE: IGETC STANDARDS V 1.9	CSU GE BREADTH SOURCE: CSU CODED MEMO AA-2019-03
European History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
French Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
German Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
Latin: Vergil	3, 4, 5	3	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 12)
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Music Theory	3, 4, 5	6	3	Area C: Humanities			NA	C1 3 semester units (removal fall 09)
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics B	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units (removal fall 13)
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C: Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Mechanics	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC SOURCE: IGETC STANDARDS V 1.9	CSU GE BREADTH SOURCE: CSU CODED MEMO AA-2019-03
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.

## College Level Examination Program (CLEP) Credit

(Administrative Regulation E-123)

### 1. Course Equivalency

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

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

### 2. Use of CLEP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the Associate Degrees

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

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 College-Level Examination Program (CLEP) Exams - Appendix B

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE <sup>1</sup>	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
<b>BUSINESS EXAMS</b>						
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			
<b>COMPOSITION AND LITERATURE</b>						
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		
<b>FOREIGN LANGUAGES</b>						
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 semester 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						
<b>HISTORY AND SOCIAL SCIENCES</b>						
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 <sup>1</sup>	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14
Introduction to Educational Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Sociology	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Macroeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Microeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Social Sciences and History	50	6	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: Ancient Near East to 1648	50	3	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: 1648 to Present	50	3	3	Section B2: Social and Behavioral Sciences		
<b>SCIENCE AND MATHEMATICS</b>						
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.



COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

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

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

EXAM	LACCD – Total Semester Units Awarded Toward AA/AS/ADT	LACCD GE Area Fulfilled and Semester Units Applied Towards GE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	6	Area C: Humanities. 3 semester units	C1 or C2 3 semester units	6 semester units	3A or 3B 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Biology	6	Area A: Natural Science 3 semester units	B2 and B3 4 semester units	6 semester units	5B and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Calculus AB	3	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Calculus BC <sup>A</sup>	6	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	6 semester units	2A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Calculus BC/AB Subscore	3	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
<b>AP Calculus Credit Limitations:</b>				<b>If a student passes more than one AP exam in Calculus, only one exam may be applied to the baccalaureate degree.</b>		<b>Maximum credit 8 qtr./5.3 semester units for AB and BC exams; 4 qtr. /2.7 sem. units for both the AB and AB subscore exams.</b>
<b><sup>A</sup>UC Credit Note:</b>	<b>Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive 4 quarter units for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.</b>					
Chemistry	6	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	6 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Chinese Language and Culture	6	Area C: Humanities. 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Comparative Government and Politics	3	Area B2: Social and Behavioral Sciences 3 semester units	D8 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Computer Science Exam A	3	Area D2: Communication and Analytical Thinking 3 semester units	N/A	3 semester units	N/A	2 quarter /1.3 semester units
Computer Science Exam AB (exam no longer offered)	6	Area D2: Communication and Analytical Thinking 3 semester units	N/A	6 semester units	N/A	4 quarter /2.7 semester units
Computer Science Principles	6	N/A	N/A	N/A	N/A	8 quarter /5.3 semester units
<b>AP Computer Science Exam Credit Limitations:</b>				<b>If a student passes more than one AP exam in Computer Science, only one exam may be applied to the baccalaureate degree.</b>		<b>Maximum credit 4 quarter/2.7 semester units for both Computer Science A and AB exams. (Computer Science AB no longer offered.)</b>
English Language and Composition <sup>A</sup>	6	Area D1: English Composition Reading and Written Expression Competency Satisfied 3 semester units	A2 3 semester units	6 semester units	1A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units <sup>A</sup>
English Literature and Composition <sup>A</sup>	6	Area C: Humanities or Area D1: English Composition Reading and Written Expression Competency Satisfied 6 semester units	A2 and C2 6 semester units	6 semester units	1A or 3B 3 semester units/ 4 quarter units	8 quarter /5.3 semester units <sup>A</sup>
<b><sup>A</sup>UC Credit Note</b>						<b>8 quarter unit/5.3 semester unit maximum for both English exams.</b>
Environmental Science	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units (eff. F09)	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
European History:	6	Area B2: Social and Behavioral Sciences or Area C: Humanities 3 semester units	C2 or D6 3 semester units	6 semester units	3B or 4 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
French Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
French Literature	6	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '09)	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
German Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Human Geography	3	Area B2: Social and Behavioral Sciences 3 semester units	D5 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Italian Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Japanese Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units

EXAM	LACCD – Total Semester Units Awarded Toward AA/AS/ADT	LACCD GE Area Fulfilled and Semester Units Applied Towards GE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER #	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Latin	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units (test offered May 2013 and beyond)
Latin Literature	6	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '09)	6 semester units	3B and 6A 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Latin: Vergil	3	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '12)	3 semester units	3B and 6A 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Macroeconomics	3	Area B2: Social and Behavioral Sciences 3 semester units	D2 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Microeconomics	3	Area B2: Social and Behavioral Sciences 3 semester units	D2 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Music Theory <sup>A</sup>	6	Area C: Humanities 3 semester units	C1 3 semester units (removal Fall '09)	6 semester units	N/A	8 quarter /5.3 semester units <sup>A</sup>
<b><sup>A</sup>UC Credit Note:</b>	<b>Credit is granted only for the full Music Theory exam. Students who earn a subscore will not receive exam credit.</b>					
Physics 1: Algebra-Based	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics 2: Algebra-Based	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics B	6	Area A: Natural Science 3 semester units	B1 and B3 4 semester units (removal Fall '13)	6 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics C: Mechanics	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Physics C Electricity and Magnetism	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
<b>AP Physics Exam Credit Limitations:</b>				<b>If a student passes more than one AP exam in Physics, only 6 units of credit may be applied to the baccalaureate, and only 4 units of credit may be applied to a certification in GE Breadth.</b>		<b>8 qtr. /5.3 sem. unit maximum for all Physics exams.</b>
Psychology	3	Area B2: Social and Behavioral Sciences 3 semester units	D9 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Spanish Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Spanish Literature and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Statistics	3	Area D2: Communication and Analytical Thinking 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
Studio Art: Drawing	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units <sup>A</sup>
Studio Art: 2-D Design	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units <sup>A</sup>
Studio Art: 3-D Design	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units <sup>A</sup>
<b><sup>A</sup>UC Credit Note:</b>	<b>8 qtr./5.3 sem. unit maximum for all Studio Art exams.</b>					
United States Government and Politics	3	Area B1: American Institutions 3 semester units	D8 + US-2* 3 semester units	3 semester units	4 and US-2 3 semester units/ 4 quarter units	4 quarter /2.7 semester units
<b>*CSU Note:</b>	<b>*Exam does not fulfill CSU US-3: California state and local government requirement. Students can satisfy this requirement after transfer.</b>					
United States History	6	Area B1: American Institutions or Area C: Humanities 3 semester units	C2 or D6 + US-1 3 semester units	6 semester units	3B or 4 and US-1 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
World History	6	Area B2: Social and Behavioral Sciences or Area C: Humanities 3 semester units	C2 or D6 3 semester units	6 semester units	3B or 4 3 semester units/ 4 quarter units	8 quarter /5.3 semester units

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

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

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

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

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

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

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

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

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

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

## LACCD Credit for International Baccalaureate (IB) Exams - Appendix C

IB SUBJECT AREA	MINIMUM PASSING SCORE A.A./A.S. CSU GE IGETC	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE 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		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

(Board Rule 6702)

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.
  - d. Please consult with the Articulation Office and appropriate academic department.
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 Institutions

(Administrative Regulations E-118 and E-12)

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. Please consult with the Articulation Office and appropriate academic department.
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.

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

(Administrative Regulation E-101)

The intent of this policy is to provide a process for granting LACCD Associate Degree general education, graduation competency, and unit (elective) credit for course work completed at institutions of higher education outside the United States. This policy does not apply to Associate Degrees for Transfer (ADT's), IGETC or CSU GE: refer to the LACCD ADT Reciprocity Guidelines.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.
2. Students may receive credit for the following:

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

## Standards for Probation

(Board Rule 8200)

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

### **Probation and loss of fee waiver**

A student shall be placed on probation if any one of the following conditions prevail:

#### **Academic Probation**

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

#### **Progress probation**

the student has enrolled in a total of at least 12 semester units and the percentage of all units in which 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, "Units attempted" means all units of credit in the LACCD.

#### **Units enrolled**

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

## Dismissal of Students on Probation

(Board Rule 8202)

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

### **Dismissal - Academic Probation**

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

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

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

### **Dismissal - Progress Probation**

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

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

### **Appeal of Dismissal**

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.

### **Re-Admission After Dismissal**

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.

## Limitations on Enrollment

(Board Rule 8603)

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

- a. Students meeting prerequisites and co-requisites established pursuant to Title 5, and Board Rule 8600.
- b. Health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair

and equitable procedures will be used for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:

1. Limiting enrollment to a “first-come, first-served” basis or
2. Limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
3. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
4. Limiting enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.
5. Students on probation or subject to dismissal, consistent with the provisions of Title 5, and Board Rule 8200 et seq., may be limited to enrollment in a total number of units or to selected courses, or required to follow a prescribed educational plan.

## Challenges to Limitation on Enrollment

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

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

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

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

## Types of Limitations on Enrollment

### **Prerequisites, Corequisites and Advisories**

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling a course or educational program. Co-requisites are courses that a student is required to take simultaneously in order to enroll in another course. An advisory is a course that a student is advised, but not required, to take in conjunction with, or prior to, a course or program.

### **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.

### **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](mailto:haasht2@lacitycollege.edu).

### **Directed Study Courses**

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

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

Directed Study 185 (1-unit) = 48 hours per semester

Directed Study 285 (2-unit) = 96 hours per semester

Directed Study 385 (3-unit) = 144 hours per semester

Students should note that there are limitations as to the allowable maximum number of Directed Study units. For all Directed Study Courses transferring to the University of California, the maximum credit allowed is 3 semester units per term or 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/](http://lacitycollege.edu/offsite/distance-ed/)

### ***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.

## **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.

## **Campus Life Policies - Code of Conduct**

---

### ***Standards of Student Conduct***

(Board Rule 9803)

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:

### ***Willful Disobedience***

(Board Rule 9803.10)

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

**Violation of College Rules and Regulations**

(Board Rule 9803.11)

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

**Dishonesty**

(Board Rule 9803.12)

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

**Unauthorized Entry**

(Board Rule 9803.13)

Unauthorized entry to or use of the College facilities.

**College Documents**

(Board Rule 9803.14)

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

**Disruption of Classes or College Activities**

(Board Rule 9803.15)

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

**Theft of or Damage to Property**

(Board Rule 9803.16)

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

**Interference with Peace of College**

(Board Rule 9803.17)

The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise 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.

**Assault or Battery**

(Board Rule 9803.18)

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

**Alcohol and Drugs**

(Board Rule 9803.19)

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any 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.

**Lethal Weapons**

(Board Rule 9803.20)

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

**Discriminatory Behavior**

(Board Rule 9803.21)

Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's 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.

**Unlawful Assembly**

(Board Rule 9803.22)

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

**Conspiring to Perform Illegal Acts**

(Board Rule 9803.23)

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

**Threatening Behavior**

(Board Rule 9803.24)

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

**Disorderly Conduct**

(Board Rule 9803.25)

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.

**Theft or Abuse of Computer Resources**

(Board Rule 9803.26)

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



**Performance of an Illegal Act**

(Board Rule 9803.27)

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

**Academic Dishonesty**

(Board Rule 9803.28)

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

**Interference with Classes**

(Board Rule 9804)

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

**Interference with Performance of Duties by Employees**

(Board Rule 9805)

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

**Assault or abuse of an Instructor**

(Board Rule 9805.10)

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

**Unsafe Conduct**

(Board Rule 9806)

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: (a) Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); (b) Failure to follow safety directions of District and/or College

staff; (c) Willful disregard of safety rules as adopted by the District and/or College; and/or (d) Negligent behavior which creates an unsafe environment.

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 Network Security policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

**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.

**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**

(Board Rule 91101)

**Purpose and Scope**

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

Copies of the Student Discipline Procedures are available in the Office of Vice President of Student Services.

## Title IX

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Sex discrimination includes, but is not limited to, sexual harassment, sexual battery, sexual assault, and rape that are so severe, pervasive, and objectively offensive that the occurrence effectively bars the survivor's access to an educational opportunity or benefit.

### 9 Things to Know About Title IX

1. Title IX prohibits sex discrimination in education and is a landmark of federal civil rights.
2. Title IX does not apply to female students only.
3. Your college must be proactive in ensuring that your campus is free of sex discrimination.
4. Your college must have an established procedure for handling complaints of sex discrimination, sexual harassment, or sexual violence.
5. Your college must take immediate action to ensure a survivor can continue education free from ongoing sex discrimination, sexual harassment, or sexual violence.
6. Your college may not retaliate against someone filing a complaint and must keep a victim safe from other retaliatory harassment or behavior.
7. Your college can issue a no-contact directive under Title IX to prevent the accused student from approaching or interacting with you.
8. In cases of sexual violence, your college is prohibited from encouraging or allowing mediation (rather than a formal hearing) of the complaint.
9. Your college should not make you pay the costs of certain accommodations that you require in order to continue your education after experiencing violence.

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

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

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

### **Who to Contact**

For assistance, contact LACC's Title IX Coordinator, Camille Goulet at (323) 953-4000 ext. 2758 ~ Holmes Hall 200, Room G. To assure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation, and compliance issues.

## Prohibited Discrimination, Unlawful Harassment and Sexual Misconduct

(Board Rule 15001)

It is the policy of the Los Angeles Community College District (LACCD) to provide a safe educational, employment and business environment free from Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct, as defined in the Administrative Regulations associated with this policy. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct as defined in the Administrative Regulations related to this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. It is against the law and LACCD policy to engage in sexual misconduct (including but not limited to sexual assault and sexual harassment) with a student, employee, or other individual associated with the LACCD, on property owned or operated by LACCD, or involving a participant in a LACCD-sponsored event. Any victim of a sexual assault who is one of LACCD's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this policy, except with the consent of the victim.

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

Any member of the 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 Title IX Officer, (323) 953-4000 ext. 2758.

### **Affirmative Action-Related Issues:**

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

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

## Academic Freedom

(Board Rule 15002)

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct. It is recognized that an essential function of education is a probing of received

opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn.

## Student Grievance Procedures

(Administrative Regulation E-55)

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

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

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

This grievance procedure does not apply to the challenge process for prerequisites, 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; Student Discipline; Freedom of the Press; Employee Discipline.

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

## Student Grievance Procedures

(Administrative Regulation E-55)

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

## Family Education Rights and Privacy Act

(Administrative Regulation E-105)

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

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

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

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

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

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

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

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

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

Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

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

Directory information may be disclosed without a student's consent unless the student has notified the college that he/

she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

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

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

The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW,

Washington, DC 20202-4605

## Student Discipline

(Board Rule 91101)

Conduct at any of the Colleges and District Office in the Los Angeles Community College District must conform with the laws of the Federal Government and the State of California and District policies and procedures. The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Rule 9803 are essential to

the maintenance of a quality college environment. These standards apply to all current students on campus, or other college property or while attending any college-sponsored classes, activities or events. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Former students may also be disciplined for violating the District's standards of behavior (Board Rule section 9803 et seq.) or other college property or at a college-sponsored activity or event.

### **Disciplinary Action**

Disciplinary action appropriate to the misconduct as defined by the violation of the Standards of Student Conduct, Board Rule 9803, may be taken by an instructor (see b(1) and (5) below), an administrator (see b(1-9) below), the College President (see b(6-10) below) and the Chancellor and the Board of Trustees (see b(10) below).

- a. Notifying Campus Law Enforcement. When a violation of the Standards of Student Conduct occurs which threatens the lives, property or maintenance of order, campus law enforcement should be notified immediately. Campus law enforcement will issue a police report and will send a copy to the Chief Student Services Officer or designee for appropriate action.
- b. Discipline. The following types of disciplinary action may be taken or pursued by the college (Please refer to Board Rule 91101.11 for an in depth description of each): (1) Warning, (2) Reprimand, (3) Restitution, (4) Disciplinary Probation, (5) Removal By Instructor, (6) Immediate Suspension, (7) Suspension, (8) Suspension Subject to Reconsideration, (9) Suspension of Financial Aid, (10) Expulsion (11) Expulsion Subject to Reconsideration.

### **Campus Disciplinary and Reporting an Incident**

Please address questions pertaining to student conduct to:

[Dean Drew Yamanishi, yamanidr@lacitycollege.edu at ext. 2258](mailto:DeanDrew.Yamanishi.yamanidr@lacitycollege.edu)

## Other College Policies

### **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***

(Board Rule 101301)

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

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

### ***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.

### **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.

# STUDENT SERVICES & PROGRAMS

## Academic Counseling

Student Services Building, Second Floor  
(323) 953-4000 ext. 2250  
<https://www.lacitycollege.edu/Academic-Info/Academic-Counseling/Home>

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

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

## Admissions & Records

Student Services Building, First Floor  
(323) 953-4000 ext. 2104  
Email: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)  
<https://www.lacitycollege.edu/Admissions/Admissions-Records/Department-Home>

HOURS: Monday - Thursday: 8am - 6:30pm; Friday: 8am - 2pm

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

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

## Assessment

Student Services Building, Second Floor  
(323) 953-4000 ext. 2264  
Email: [assessment@lacitycollege.edu](mailto:assessment@lacitycollege.edu)  
<https://www.lacitycollege.edu/Admissions/SSSP/Services/Assessment>

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

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

## Associated Student Government (ASG)

Student Union Building, Office of Student Life  
(323) 953-4000 ext. 2450  
Email: [deregha@lacitycollege.edu](mailto:deregha@lacitycollege.edu)  
<https://www.lacitycollege.edu/Campus-Life/Associated-Student-Government>

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

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

The ASG represents students on college, district and state-wide issues. It provides students with leadership opportunities through involvement on the Student Senate and Club Council, and by appointment to various LACC, ASG, regional and state committees. It provides funding support for a variety of campus activities including Dean's Honor Ceremony, Commencement, Welcome Days, Health Fair, English Writing Contest, Forensics Team, Latino Heritage Festival, Foreign Language Day, African-American History Month, blood drives, social events, speakers, and other events. Student clubs provide a rich and exciting multi-cultural dimension to college life. Any ASG member can start a club— it just takes eight ASG members who share an interest and a faculty advisor—to be chartered by the ASG. Information on joining or starting a club is available in the Office of Student Life. All student clubs must be chartered by the ASO in order to be recognized and officially function on campus.

The Student Senate is composed of the elected, or appointed, student leaders. It meets regularly, with agendas posted in advance in accordance with the Brown Act. It is composed of the President, Executive Vice President, Vice President of Finance, Vice President of Clubs, and 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. All students are encouraged to get involved.

## Student Trustee

One student is elected, from all nine colleges within the LACCD, to represent all of the District's students on the Board of Trustees. The Student Trustee sits on the Board, attends meetings,

and has an advisory vote. There is an annual election, held in conjunction with the Associated Student Organization election, whereby each student in the District has an opportunity to cast a vote to select the Trustee. LACCD Board rule 2100 details the process for selection and the qualifications for candidacy and insures an equal opportunity for any student from any LACCD campus to seek the position of Student Trustee.

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

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

---

## Bookstore

Student Union Lobby  
(323) 953-4000 ext. 2142  
Email: [bookstore@lacitycollege.edu](mailto:bookstore@lacitycollege.edu)  
[www.laccbookstore.com](http://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 mission of the Los Angeles City College Bookstore is to support the educational experience by providing students, faculty, and staff with the course materials and resources requisite for student success.

The Los Angeles City College Bookstore (aka: Cubstore Bookstore) offers a wide variety of textbooks, supplies and materials that assist LACC students in reaching their full educational potential. The Cub Store obtains information from faculty for needed textbooks and material and provides these items for purchase by LACC students and the LACC community. In addition, there is the opportunity for the students to sell authorized textbooks back to the Cub Store during the last week of each major term and other posted dates.

—Please visit our website and/or see a cashier for refund policy and more information.

---

## Business Office

Student Services Building, Second Floor  
(323) 953-4000 ext. 2180

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

We offer the following services:

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

---

## CalWORKS

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

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

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

Students receive assistance in completing:

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

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

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

---

## Career Center

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

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

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

---

## Child Development Center

Child and Family Studies Building, First Floor  
(323) 953-4000 ext. 2220  
HOURS: Monday - Thursday: 8:00am - 4pm; Friday: 8:00am - 12:30pm  
<https://www.lacitycollege.edu/Campus-Life/Child-Development-Center/Department-Home>

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

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

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

## Compliance Officer

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

## Community Services

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

Community Services at Los Angeles City College is a not-for-credit program that offers classes, workshops, seminars, clinics, field-trips and other offerings open to the community and supported by the fees paid by students attending each offering.

Whether you know us as "extension," "continuing education," "community education," or "lifelong learning," we represent a 3rd type of educational offerings community colleges in California can do besides classes "for-credit" (for degrees and certificates and with financial aid possible), or free, "noncredit" courses for basic skills development and career training.

In a nutshell, Community Services offers classes, events and other offerings for just about anyone in the community - old or young, resident or not, training for a career or just looking to have a good time. Our offerings are not-for-credit (no transcripts, degrees or CA Community College Certificate programs), and are supported by fees or donations/contributions. We're kind of like public TV or radio, but the education version!

## Computer Labs

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

AREA	LAB INFO
All-College Computer Lab	MLK Library, 2nd Floor Ext. 2396 Open to all students in all disciplines.
ART	CHEM 112 For Art Design students only.
Business Administration	AD 305 & AD 316 Ext. 2549 For Business students only.
Cinema, Film and Media Center	CC 118, 147, & 220 For cinema, TV and Photo students only.
CAOT	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.



## Distance Education

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

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

## Extended Opportunity Programs & Services (EOP&S)

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

The mission of EOPS is to assist students challenged by language, economic, and educational disadvantages. The program provides services to facilitate the successful completion of their academic goals.

EOPS/CARE 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, priority registration, EOPS mandatory orientations, academic counseling, book services, individualized & in-class tutoring, textbook assistance, transfer information, and much more.

The CARE program is an extension of EOPS for single parents/heads of household receiving CalWORKS/TANF who have at least one child under the age of 14. The services provided are: transportation passes/parking permits, books, supplies, and meal tickets.

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

## Financial Aid

Student Services Building, First Floor  
(323) 953-4000 ext. 2010  
Email: [finaid@lacitycollege.edu](mailto:finaid@lacitycollege.edu)  
<https://www.lacitycollege.edu/Admissions/Financial-Aid/Home>

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

The Financial Aid Office administers federal, state, and institutional programs designed to expand college access. The available financial assistance comes in the form of grants, work-study, loans, and scholarships. The assistance makes it

possible for individuals to continue their education beyond high school, even if they and/or their families cannot meet the full cost of post-secondary education.

## First Year Experience (FYE)

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

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

What do we offer?

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

## Foundation

Student Union Building, Third Floor  
(323) 953-4000 ext. 4011  
[www.laccfoundation.org](http://www.laccfoundation.org)

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

The Los Angeles City College Foundation develops philanthropic support to increase capacity for accessible educational opportunities that provide academic and vocational excellence for the students of Los Angeles City College, and that enrich the cultural, economic and civic life of Los Angeles. The Foundation provides deserving students with the opportunity to achieve their academic goals by providing a full range of scholarships and awards. All awards and scholarships are given on an annual basis normally during the Spring semester. For application, criteria and requirements visit the foundation website: [www.laccfoundation.org](http://www.laccfoundation.org). The specific and primary purposes for which the Foundation is formed are: (1) To promote, foster, encourage and provide scientific, literary, educational and recreational facilities at LACC; (2) To provide for scholarships, fellowships, grants in aid, loans and other financial assistance to worthy students and members of the faculty; (3) To further research and provide for associated facilities; (4) To receive gifts, bequests or devise either outright or as a trustee or beneficiary of a trust, to hold, transfer, buy, sell, invest, or reinvest real property, cash, stocks and bonds, and all other evidences of value; (5) To expend moneys for the general welfare of the

students and faculty of LACC; and (6) To otherwise provide aids to education supplementary to state and local tax means for the support and benefit of LACC.

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

## Foster & Kinship Care Education

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

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

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

- Parenting Skills (Child Development, Behavior Management, Grief & Loss, Cultural Diversity, Self-Esteem, Safety Issues, CPR & First Aid)
- Permanency Planning (Reunification, Emancipation, Guardianship, Adoption, Working with Birth Parents, Visitations)
- Working with the System (Roles, Responsibilities, and Rights of Resource Parents; Accessing Community Resources)

Specialized Areas (Prevention of Teen Pregnancy, Prenatal Drug & Alcohol Exposure, Child Abuse, Physical Disabilities, Learning Disabilities, Substance Abuse Issues, Attachment Issues, etc.)

## Genderversity & Multicultural Center

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

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

## Guardian Scholars

Student Services Building, Third Floor Room 360  
(323) 953-4000 ext. 2345  
Email: guardianscholars@lacitycollege.edu  
<https://www.lacitycollege.edu/Resources-Services/Guardian-Scholars/Department-Home>

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

The program 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, First Floor 120  
(323) 953-4000 ext. 2485  
Email: hernana@lacitycollege.edu  
<https://www.lacitycollege.edu/Campus-Life/Health-Wellness-Center/Department-Home>

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

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

A mandatory Student Health Fee of \$11.00 per semester is payable at the time of registration. (For information on Health Fee Waivers, see "Policies: General).

## International Student Program

Student Services Building, Second Floor  
(323) 953-4000 ext. 2470  
Email: iss@lacitycollege.edu  
<https://www.lacitycollege.edu/Resources-Services/International-Students/Department-Home>

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

### Our Purposes

- Provide international students with academic counseling to help them maintain good academic standing and achieve their educational goals.

- Provide international students with immigration advise-ment/documentation necessary to maintain their legal status in the U.S.
- Represent LACC to the U.S. Department of Homeland Security, the U.S. Department of State, and other government agencies involved with international students.
- Guide international students in their adaptation to the American culture and the campus life.

## Learning Skills

---

Life Sciences Building, Second Floor  
(323) 953-4000 ext. 2775 (Math) or 2776 (Language Arts)  
<https://www.lacitycollege.edu/Academic-Departments/Learning-Skills/Department-Home>

The LACC Learning Skills Department, in an effort to address the basic skills needs of the students at City College and to assist in the successful matriculation of these students through the college's programs and courses, will provide instructional assistance in individual and group settings in reading, English fundamentals, vocabulary, writing, study skills, basic mathematics, and elementary algebra by creating direct pathways into the English and Mathematics Departments' sequence of courses.

## Library

---

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

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

Martin Luther King, Jr. Library Offers:

- 192 Computers for Students (Including 5 ADA Stations and 2 Tables with Low/High Adjustability)
- Wireless Access on All Floors
- Photocopy Center (1st Floor) with 6 B&W Copiers
- Print Station (1st Floor) with B&W Printing & Copying
- Print Station (2nd Floor) with B&W/Color Printing & Copying
- 18 Group Study Rooms
- Circulation/Periodicals Desk with Textbooks, Reserve Material, Magazines, and Newspapers
- Reference Center with Faculty Librarians for Research Assistance
- 150,000 Print Books + 230,000 eBooks
- 100 Magazine and Newspaper Subscriptions
- The Library is located in the North-East corner of the campus, on the corner of Willow Brook Avenue and Vermont Avenue, next to the Metro Station.
- Online Databases with Remote Access

A library brochure and instructor-requested orientations are available through the Reference Center. A one-unit course is offered: LS 101 College Research Skills. Individual questions are welcomed at the Reference and Circulation/Periodicals Desks. Students must use their valid college identification

card to qualify for library privileges. When the library is closed, materials may be returned through the outside chute located on the front of the building.

## Lost and Found

---

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

Inquiries about personal belongings lost on campus should be directed to the Campus Sheriff's office. Lost and Found items may be reported to the Los Angeles City College Sheriff's Office. The Sheriff's Station will attempt to give notification if items turned in have identification. Property held for over 30 days will be sent to Central Property, where it is destroyed.

## Noncredit/Adult Education Program

---

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

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

The noncredit / adult education programs encompass valuable noncredit certificates and over 50 courses in the following:

- Academic Preparation
- High School Equivalency Test Preparation
- English as a Second Language (ESL)
- Vocational ESL
- Citizenship
- ESL CIVICS
- Career Discovery Skills
- Child Development Readiness
- Customer Service Skills
- Entrepreneurship Skills
- Health Career Readiness
- Hospitality
- In-Home Supportive Services Skills
- Job Readiness
- Retailing Smarts
- Workforce Literacy Skills

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

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

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

## Office of Economic Development and Workforce Education

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

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

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

The delivery of customized training classes and vocational skills certificate programs to meet the needs of business and industry

- Enhancing workplace skills.
- Student assessments.
- Internships.
- Career technical education.
- Welfare to work.
- Career advancement and pathways training.
- Job preparation and readiness.
- Citizenship and civics training classes.
- Technical preparation for high school students.

## Office of Special Services

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

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

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

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

- Help with adaptive technology
- Sign Language interpreter services
- Note-taking services
- Assistive Technology
- Assistive/Adaptive Technology Training
- Alternate-Text Production

- Braille Transcription
- Large-Print Magnification
- Learning Disabilities Assessment
- On-campus Mobility Orientation
- Priority Registration
- Referrals (on/off campus support)
- Specialized Academic Counseling
- Specialized Instruction (LS 41, LS 43)
- Student Educational Plans/Student Educational Contracts
- Testing and Exam Services
- Volunteer Specialized Tutoring

### 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.

## Outreach & Recruitment

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

The Outreach & Recruitment office at Los Angeles City College (LACC) serves as a liaison to the local community. Our office is responsible for disseminating information to high school students, teachers, counselors, parents and the public about educational partners for K-12 school districts. We facilitate the transition of students from area high schools to LACC or other colleges and universities through regular academic advertisement and other pre-graduation activities. Our office provides access to educational programs, establishing LACC as a path to a four-year degree or a successful career.

Our office provides prospective, new, and current students with information regarding all academic and non-academic aspects of Los Angeles City College. Services listed below require a minimum of two weeks in advance for scheduling (visit our website for more information):

- LACC Application for Admissions
- Online Orientation
- Navigating the Student Portal/Registering for Classes/Paying Fees
- Student Services & Programs
- Financial Aid Assistance

- Concurrent Enrollment (for High School Students)
- Identifying Registration Holds
- Student Photo ID (Cub Card)
- College Fairs
- Campus Tours
- High School Visits
- Workshops/Presentations
- Referrals

## Ralph Bunche Scholars Program

---

Student Services Building, SSB234  
(323) 953-4000 ext. 2340  
Email: LACC-RBScholars@lacitycollege.edu  
<https://www.lacitycollege.edu/Academic-Info/Ralph-Bunche-Scholars/Department-Home>

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

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

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

## STEM Pathways

---

Franklin Hall, FH304  
(323) 953-4000 ext. 2923  
Email: bhaktaj@lacitycollege.edu  
<https://www.lacitycollege.edu/Academic-Info/STEM-Pathways/Department-Home>

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

The program provides the following benefits to student participants:

- Math Preparation and Support – Free math review boot-camps for pre-calculus and calculus during the winter and summer intercessions.
- STEM Learning Center– Group study space, just for STEM students, with tutoring and supplemental instruction in STEM courses available.
- STEM-Specific Individualized Counseling and Peer Mentoring - Participants have access to a dedicated STEM Counselor and also have the opportunity to be assigned a Peer-Mentor.

- Faculty Mentoring – Participants join a group led by a Faculty Mentor to engage in extracurricular enrichment and to provide academic and career support.
- Undergraduate Research Experiences – Students will have access to paid summer research experiences at CSULA and CSUF. Funding will be available for students to present their undergraduate research work at conferences.
- University and Industry Field Trips- Free travel to field trips to university open days and industry tours.
- Book Loan Program- Participants will have access to a STEM textbook book loan program.

## TRIO/Student Support Services

---

Student Services Building, Third Floor  
(323) 953-4000 ext. 2466  
Email: aaptrio@lacitycollege.edu  
[www.lacitycollege.edu/services/trioss/](http://www.lacitycollege.edu/services/trioss/)

The Trio/SSS program assists low-income, first-generation, and/or disabled students by providing opportunities for academic advisement, mentoring, assistance with basic college requirements, and motivation to complete their post-secondary education.

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:

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

We accept applications on a rolling-basis; however, space is limited.

## TRIO/Upward Bound

---

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

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

Upward Bound serves high school students from low-income families in which neither parent holds a bachelors degree (first-generation potential-college student). We guide program

participants through their high school years, providing academic skills development, information on college admissions and financial aid, career exposure, and first-hand experience of college life. Our objective is to prepare our students for success not only in high school but also in a post-secondary educational institution of their choosing.

## UMOJA

Administration Building, AD 108  
(323) 953-4000 ext. 2335  
Email: [Multicultural@lacitycollege.edu](mailto:Multicultural@lacitycollege.edu)  
<https://www.lacitycollege.edu/Campus-Life/Genderversity-Multicultural-Center/UMOJA>

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

- Supportive Environment
- Counseling
- Tutoring
- Cultural Workshops and Events
- Leadership Development
- Academic Workshops
- Faculty and Staff Mentoring
- Historically Black Colleges & Universities (HBCU) Tours
- Transfer Agreements with UCs and HBCUs

## University Transfer Center

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

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

- Advising & Counseling - General information and advising is available on a walk-in basis. Limited transfer counseling appointments may also be available. (Please call or visit office for availability.)
- Application Assistance - Get help with admissions and supplemental applications.
- College Brochures - Review printed pamphlets and flyers with information for CSU, UC, and private colleges.
- Workshops - Presentations on a variety of topics including UC/CSU Transfer Requirements, Admissions Applications, and the UC Personal Insight & Transfer Guarantee are available throughout the year.\*
- Representatives Visits - College representatives from various four-year colleges and universities visit the Center to provide one-on-one advising to LACC students.\*
- Annual Transfer Day - Every fall the Center organizes a college Transfer Day with representatives from local and out-of-state universities.

\*Please visit our website to check our online calendar frequently for an updated list of scheduled events and activities.

## Office of Student Life

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

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

Our services include:

- Peer 2 peer mentor program
- Student grievances
- Dean's Honor Tea
- Student Leadership Academy
- Intramural Sports
- Commencement Information

## Veterans Resource Center

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

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

Unless otherwise notified, all programs (majors) in this catalog are approved for VA benefits payment. Transfer programs are approved contingent upon 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. Our services include:

- Book Rental
- Campus Service Referrals
- Computer Lab
- Housing Assistance through PATH
- Mental Health Services through U.S. Vets
- Orientation
- Peer Mentoring
- Priority Registration
- VA Educational Benefits Certification
- VA Educational Benefits Counseling through VSOC
- Veterans Club
- Disability services through the Office of Special Services (OSS).

## Welcome Center

---

Student Services Building, SSB180

(323) 953-4000 ext. 2455

<https://www.lacitycollege.edu/Resources-Services/Welcome-Center/Department-Home>

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

- Current and prospective students receive assistance with a variety of services such as:
- Application for Admission to the college
- Online Orientation
- Registering for Classes
- Student Services & Programs
- FAFSA Completion
- Concurrent Enrollment (for High School Students)
- Identifying Registration Holds
- Taking Student Photo ID (Cub Card)
- Navigating the Student Portal
- Paying Tuition Fees
- General questions about the college and how to find employment opportunities for students who wish to work on campus.

# GRADUATION REQUIREMENTS AND EDUCATIONAL PROGRAMS

## Graduation Requirements

### **Authorization Board Rule**

(Board Rule 6200)

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, Associate in Science, Associate Degrees for Transfer and Certificates of Achievement.

### **Catalog Rights**

(Board Rule 6203)

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

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

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

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

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

The college's policy shall be developed in consultation with the college Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – ACADEMIC SENATE AND THE BOARD OF TRUSTEES SHARED GOVERNANCE POLICY, and published in all college catalogs under appropriate headings.

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

### **Continuous Attendance**

(Board Rule 6204)

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

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

## Associate Degree Requirements (AA or AS)

(Title 5, Section 55063, Board Rule 6200)

Associate in Science (AS) and Associate in Arts (AA) degree programs are comprised of two parts: major program requirements (required and elective courses), and general education program requirements. An Associate Degree shall be granted by Los Angeles City College to any student who successfully completes a sequence of courses established by the department and approved by the college in certain designated programs.

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

### **Unit Requirement**

(Board Rule 6201.10)

A minimum of 60 semester units of degree applicable course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 21 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.

### **Residency Requirement**

(Board Rules 6201.11, 6201.14)

- 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. When units are split equally among two or more colleges, the college where the student was last enrolled shall award the degree.

- c. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

### **Scholarship Requirement**

(Board Rule 6201.12)

A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the Fall 2009 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.

### **English and Math Competency**

(Administrative Regulation E-79)

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

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

a. **Mathematics Competency**

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

- 1) Verification of passing with a grade of C or P or higher any course from a California Community College with a California Community College Chancellor's Office (CCCCO) Course Basic (CB) Code of "One Level Below Transfer" or higher with a TOP code beginning with 17, or
- 2) Verification of passing with a grade of C- or higher a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary or post-secondary institution.
- 3) Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning.
- 4) Achieving a satisfactory score (using a DAS-approved scoring-method) on a DAS-approved District Mathematics Competency Examination.
- 5) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced

Placement Exam) as specified in LACCD Administrative Regulations.

- 6) If a student has a completion milestone at or above Math 125, they have met competency
  - 7) If a student has a placement milestone above Math 125, they have met competency.
- b. **Written Expression Competency**

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

- 1) Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher.
- 2) Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition.
- 3) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Regulations.
- 4) If a student has a completion milestone at or above English 101, they have met competency
- 5) If a student has a placement milestone above English 101, they have met competency.

### **General Education Requirement**

(Board Rule 6201.15)

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

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement.

Policy on general education fulfillment for students with prior degree: Local Los Angeles Community College District associate degree general education requirements are fully satisfied by students who have an Associate, Baccalaureate or higher degree from a United States regionally accredited Institution.

### **Course Equivalency**

Advanced Placement (AP), International Baccalaureate (IB), and College-Level External Examinations CLEP, can be used to satisfy the General Education and graduation competency requirements for the Associates Degree, please refer to the LACCD AP, IB, and/or the CLEP credit chart located in the Academic Policy section of this catalog.

**Double-Counting of Coursework**

(Board Rule 6201.18)

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

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

**Additional and Concurrent Associates Degrees**

(Board Rule 6205)

**Additional Associate Degrees**

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

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.
2. For local associate degrees, completion of a minimum of six (6) units in the major at the college awarding the degree. For the Associate Degrees for Transfer (ADTs), there is no major unit minimum requirement that must be completed at the college awarding the degree.
3. Major course requirements completed in previous degrees awarded can be used again for additional degrees.
4. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).
5. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
6. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.

**Concurrent degrees**

Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in multiple majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.

3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.
4. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees, if the same general education pattern applies to the additional degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each concurrent degree.
5. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).
6. The LACCD does not offer double majors.

Please refer to the LACC General Education Pattern For Associate Degree 2019-2020 in the next page for the list of courses (Effective Fall 2019).

LOS ANGELES CITY COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE DEGREE 2019–2020 (Effective Fall 2019)						
	N = NEED	IP = IN PROGRESS	C = COMPLETED	N	IP	C
<b>A. NATURAL SCIENCES</b> Complete 1 course from below				<b>3 UNITS</b>		
Anatomy 1	Earth Science 1	Oceanography 1				
Anthropology 101	Environmental Science 1	Physical Science 10				
Astronomy 1, 5, 11	Family & Consumer Studies 21	Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103				
Biology 3, 6, 7, 25, 46	Geography 1, 15	Physiology 1				
Chemistry 60, 65, 101, 102, 211, 212, 221	Geology 1, 2, 6	Psychology 2				
	Microbiology 1, 20					
<b>B. SOCIAL AND BEHAVIORAL SCIENCES</b> (TOTAL 6 UNITS FROM B1 and B2)				<b>3 UNITS</b>		
<b>1. American Institutions</b> Complete 1 course from below						
African American Studies 4, 5, 7	History 11, 12, 13, 81, 82	Political Science 1, 19				
Chicano Studies 7, 8						
<b>2. Social and Behavioral Sciences</b> Complete 1 course from below				<b>3 UNITS</b>		
Anthropology 102, 103, 121, 151	Economics 1, 2	Law 3, 7				
Business 1	Family & Consumer Studies 31	Linguistics 2, 3				
Chicano Studies 7, 8, 44	Geography 2	Political Science 2, 5, 7, 14, 19				
Child Development 1, 11, 42	History 1, 2, 3, 4, 59, 73, 86, 87	Psychology 1, 13, 14, 41, 43, 74				
Communications 121, 122	Journalism 105	Sociology 1, 2, 11, 12, 22, 31, 32				
<b>C. HUMANITIES</b> Complete 1 course from below				<b>3 UNITS</b>		
African American Studies 20, 60	Cinema 3, 4, 18, 501 (same as Photo 501)	Japanese 1, 2, 3, 4, 9, 21, 22				
American Sign Language 1, 2, 3, 40	Communication Studies 130	Korean 1, 2, 3, 4, 10, 21, 22				
Arabic 1, 2	Dance Studies 805	Linguistics 1				
Armenian 1, 2, 35, 36	French 1, 2, 3, 4, 10, 21, 22	Music 101, 111, 116, 121, 122, 135, 136, 141, 200				
Art 201, 250, 501	English 102, 203, 204, 205, 206, 207, 208,	Philosophy 1, 14, 20, 30, 32, 40				
Art History 103, 110, 120, 130, 139, 140,	211, 212, 214, 215, 216, 218, 219, 239,	Photography 10, 34, 501 (same as Cinema 501)				
151, 171	240, 252, 255, 270	Russian 1, 2, 3, 4, 10				
Chicano Studies 44	Humanities 6, 8, 30, 31, 61	Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 21, 22, 35, 36				
Chinese 1, 2, 3, 4, 10, 21, 22	Italian 1, 2, 10	Theater 100, 110, 114, 338, 400				
<b>D. LANGUAGE AND RATIONALITY</b> (TOTAL 6 UNITS FROM D1 and D2) Complete with a grade of "C" or better				<b>3 UNITS</b>		
<b>1. English Composition</b> Complete 1 course from below						
English 28, 101	E.S.L. 8	Journalism 101				
<b>2. Communication and Analytical Thinking</b> Complete 1 course from below				<b>3 UNITS</b>		
1. Demonstrate math competency using appropriate placement, as approved by the college or LACCD, one level higher than intermediate algebra (e.g., university transferable math courses); or 2. Submit official transcripts that a math course is equivalent to intermediate algebra or higher and was completed with a grade of "C-" or better at a regionally accredited college or H.S.; submit official external exams with a satisfactory score (e.g., AP, IB, CLEP); or 3. Complete one of the following LACC math courses with a grade of "C" or better: Mathematics 124A & 124B, 125, 190, 215, 216, 227, 230, 236, 240, 245, 258, 260, 261, 262, 263, 270, 272, 275						
Computer Science 101, 103, 108	English 102, 103	Mathematics 124A, 124B, 125, 190, 215, 216, 227,				
Computer Technology 1	Philosophy 5, 6, 8, 9	230, 236, 240, 245, 258, 260, 261, 262, 263, 270,				
Comm Studies 101, 104, 105, 121, 151	Psychology 66, 74	272, 275				
<b>E. HEALTH AND PHYSICAL EDUCATION</b> Must include 1 unit of P.E. Activity* (Health 2 includes a P.E. Activity)				<b>3 UNITS</b>		
<i>*Exemption from the P.E. requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions &amp; Records Office. The entire area is waived for Veterans with a DD214 - honorable discharge.</i>						
<b>1. Health Education: (classroom)</b>		<b>2. Physical Education Activity: (non-classroom)</b>				
Health 2, 8, 11, 12, 101 KIN Major 117		Dance Studies, Dance Techniques, Dance Specialties				
Family & Consumer Studies 21		Kinesiology (Formerly P.E.)				
<b>MAJOR:</b>						
<b>LACC ASSOCIATE DEGREE GRADUATION REQUIREMENTS</b>						
1. Minimum of 60 degree applicable units with a cumulative grade point average of 2.0 or better (12 units must be completed at LACC).						
2. All required courses for the major, as approved by Curriculum, must be completed with grade of "C" or better or "P" if taken on a Pass/Non-Pass basis. Any and all substitutions for major courses must be approved in writing by the appropriate academic department chair or designee (Articulation Officer).						
3. Completion of all G.E. Requirements for the Associate Degree listed above (Note a course listed in more than one subject area may only be applied once). Competency requirement for English and Math courses must be completed with a grade of "C" or better.						
4. Evaluation of transcripts from accredited colleges or test scores (e.g., AP exams) are not approved until official and sealed records are mailed to LACC Admissions Office.						
5. This advisement sheet may be modified or updated from time to time. Please consult with an academic counselor.						

Los Angeles City College  
ASSOCIATE DEGREE – GRADUATION REQUIREMENTS  
(2019 - 2020)

- 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 6201.12)
- III. **Competency Requirements:**  
The following courses and examinations are approved to meet the competency for the Associate Degree for all students entering Fall 2009 and after. (Board Rule 6201.13; Administrative Regulation E-79)
  - A. **Reading and Written Expression**
    1. Competence in Reading and Written Expression shall be demonstrated by achieving a grade of “C” or better in English 101 or its equivalent at any other regionally accredited college (C- or better).
    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 (e.g., AP, IB, CLEP).
  - B. **Mathematics**
    1. Competence in Mathematics shall be demonstrated by achieving a grade of “C” or better in Math 125 or Math 124A AND 124B or higher (i.e., university transferable math), or the equivalent at any other U.S. regionally accredited college or high school (C- or better).
    2. The competency requirement in Mathematics may also be met by completing a college assessment exam and achieving a score determined to be comparable to satisfactory completion of intermediate algebra (for continuing students only). That is, students may place into mathematics courses above the level of intermediate algebra or may achieve a satisfactory score on a competency exam as determined by the college (e.g., AP, IB, CLEP).
- IV. **Residence Requirement:** Completion of at least 12 units of work in residence and attendance at the college. Exceptions may be made for injustice or undue hardship. (Board Rule 6201.11)
- V. **Major Requirements:** Must consist of a minimum of 18 units in a single or related field. Specific courses for the major are determined each year by the Academic Department and approved by the College Curriculum. For all students entering Fall 2009 or after, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better. (Board Rule 6201.10)
- VI. **General Education Requirements:** Minimum of 21 semester units. Effective Fall 2015 students may satisfy their associate degree general education requirements by completing either the LACC G.E. pattern, IGETC, or CSU GE Breadth. (Board Rule 6201.15)
- VII. **Catalogue Year and Concurrent Enrollment:** Please see a counselor for review of Board Rule 6203.

## Certificate of Achievement Requirements (C)

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 appropriate academic department. A grade of “C” or better is required in each course required for the major.

### **Residency Requirement**

Students must complete a minimum of one-fifth of the units required for a certificate at the college conferring the certificate (Board Rule 6202.10).

### **Scholarship Requirement**

A “C” (2.0) grade average or better, or a “P” if the course is taken on a “pass-no pass” basis, in all work attempted in the curriculum upon which the certificate of achievement is based.

The CSUGE Breadth Certificate of Achievement is exempt from this requirement (Board Rule 6202.11).

### **Conferring the Certificate when offered at multiple LACCD Colleges**

When multiple colleges in the LACCD offer identical Certificates of Achievement, as defined by Top Code, the certificate shall be awarded by the college where the majority (greater than 50.0%) of the certificate units were taken. When units are split equally among two or more colleges, the college where the student was last enrolled shall award the certificate.

The CSUGE Breadth Certificate of Achievement and IGETC Certificate of Achievement are exempt from this requirement. The college that certifies completion of either of these plans may award the Certificate of Achievement to the student regardless of the number of units completed at the certifying college (Board Rule 6202.12).

### **Automatic Awarding of Certificates of Achievement.**

Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other State approved and transcribed certificate(s), will be awarded the certificate(s) automatically (Board Rule 6202.13).

### **Important Information Regarding Gainful Employment Disclosure Requirements**

To qualify for federal financial aid, the law requires that an educational program at a community college must lead to a degree (associate, bachelor’s, graduate, or professional) or prepare students for “gainful employment in a recognized occupation. Further, federal regulations [75 FR 66832] require community colleges that participate in the Federal student financial

assistance programs to report certain information about students who are enrolled in Gainful Employment Programs. At Los Angeles City College, Gainful Employment programs are programs that prepare students for obtaining a Certificate of Achievement.

In accordance with the Gainful Employment disclosure regulations, a website has been developed to provide students with important information on each Certificate of Achievement program (e.g., Gainful Employment program) at the college including, but not limited to: program costs, employment projections and profiles related to the occupation(s) the program trains students for, and program completers. The Certificate of Achievement website is available at: <http://lacitycollege.edu/Academic-Info/Disclosures>

The information provided for each Certificate of Achievement program on this website fulfills the Gainful Employment federal reporting requirements described above.

## Skills Certificate Requirements (CS)

A “Skill Certificate” is issued by the department offering the certificate for programs. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a 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. Please consult with a counselor for requirements.

*NOTE: Departments offering skills certificates are responsible for requirement verification and issuance.*

## Noncredit Certificate Requirements (CN)

Noncredit Instruction is one of several educational options offered within the California Community College System. It offers students access to a variety no cost courses that can assist them in reaching their personal and professional goals. Noncredit courses are intended to provide students with life-long learning, college transfer and career preparation opportunities. Although students may not need or desire unit credit, noncredit often serves as a first point of entry for many underserved students as well as a transition point to credit instruction.

## Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Degrees Requirements

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

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a Bachelor’s degree in a similar major at a CSU campus. Students completing these degrees are guaranteed priority consideration for admission to the CSU system, but not necessarily to a particular campus or major. In order to earn

one of these degrees, students must complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a Bachelor's degree (unless the major is designated as a high unit major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or to university 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 at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors such as impacted majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an ADT major. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass/No Pass" basis (Title 5, 55063).
4. Completion of the California State University General Education-Breadth (CSU GE-Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern

### Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at the college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. Students should refer to [www.assist.org](http://www.assist.org) to confirm how each college's course will be credited at a particular CSU or UC for transfer credit.

#### ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

- Art History
- Communication Studies
- English
- Journalism
- Kinesiology
- Music
- Political Science
- Psychology
- Social Justice
- Studio Arts
- Theatre Arts

#### ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

- Administration of Justice
- Biology
- Business Administration
- Early Childhood Education
- Mathematics
- Physics
- Television, Film and Electronic Media

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

Students also have the option of following the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU campuses, or the CSU GE-Breadth requirements which will enable them to complete their lower-division general education courses at Los Angeles City College..

## California State University (CSU) Admission

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

Applicants who are California Residents and who have completed 60 to 70 transferable semester units (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 minimum 2.0 grade-point average in all transferable college units attempted (non-residents, 2.4 or better). Any student applying for admission must complete Area A1. Oral Communication, A2. Written Communication, A3. Critical Thinking, and Area B3. Mathematics/Quantitative Reasoning with a grade of C- or higher.

### Departmental Majors

Los Angeles City College does not offer all courses required by the CSU departmental major. It is necessary to refer to the appropriate California State University catalog for lower division major requirements. Students are also urged to consult with a counselor for current information and to check <http://www.assist.org>.

### General Education Requirements

To be eligible for the Bachelor's degree from a California State University, the candidate must have completed a minimum of 48 semester units of General Education requirements. At least 9 semester units must be upper division and must be earned at the campus granting the degree. 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 which is a minimum of 39 semester units from the G.E. pattern listed.

California State University General Education (GE) Breadth Requirements Los Angeles City College 2019 - 2020 (Effective Fall 2019)				N	IP	C
N = NEED    IP = IN PROGRESS    C = COMPLETED						
<b>AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b> Select at least 1 course from each Group below. Must be completed with a grade of C- or better.				9 sem/12 qt units min		
<b>A1: Oral Communication</b>	Communication Studies 101, 121					
<b>A2: Written Communication</b>	English 101					
<b>A3: Critical Thinking</b>	Communication Studies 104 <sup>13</sup> , 105 <sup>17</sup> English 102, 103 Philosophy 5, 6, 8, 9    Psychology 66					
<b>AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> Select at least 1 course from each Group listed below.				9 sem/12 qt units min		
<b>B1: Physical Science</b> Astronomy 1, 5, 11 Chemistry 60, 65 <sup>17</sup> , 101, 102 <sup>13</sup> , 211 <sup>13</sup> , 212 <sup>13</sup> , 221 Earth Science 1 Environmental Science 1 <sup>17</sup> Geography 1, 15 Geology 1, 2 <sup>13</sup> , 6 Oceanography 1 Physical Science 10 <sup>17</sup> Physics 6, 7, 11, 12, 14, 21, 22 <sup>14</sup> , 101, 102, 103	<b>B2: Life Science</b> Anatomy 1 Anthropology 101 Biology 3, 6, 7, 25, 46 <sup>17</sup> Microbiology 1, 20 Physiology 1 Psychology 2	<b>B3: Laboratory Activity</b> At least one of the courses selected from group B1 or B2 must include a lab.  <u>Courses with labs are indicated by an underline.</u>  The chosen lab must correspond to the lecture course.	<b>B4: Mathematics/ Quantitative Reasoning</b>  Select 1 course; must be completed with a grade of C- or better.  <b>Mathematics</b> 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275			
<b>AREA C: ARTS AND HUMANITIES</b> Select 3 courses from below, 1 course from Arts, 1 course from Humanities & 1 from either area				9 sem/12 qt units min		
<b>C1: Arts</b> Select at least 1 course from below African American Studies 60 Art 201, 209, 501 Art History 103, 110, 120, 130, 139 <sup>13</sup> , 140, 151 <sup>13</sup> , 171 <sup>13</sup> Cinema 3, 4, 18 <sup>16</sup> , 501 <sup>16</sup> (Same as Photo 501) Dance Studies 805 Music 101, 111, 116 <sup>16</sup> , 121, 122, 135, 136 <sup>16</sup> , 141 <sup>17</sup> , 200 Photography 10, 34, 501 <sup>17</sup> (Same as Cinema 501) Theater 100, 110, 338, 400		<b>C2: Humanities</b> Select at least 1 course from below African American Studies 20 American Sign Language 1, 2, 3 Arabic 1, 2    Armenian 1, 2, 35 <sup>17</sup> , 36 <sup>19</sup> Chicano Studies 44    Cinema 18 <sup>15</sup> Chinese 1, 2, 3, 4, 10, 21 <sup>17</sup> , 22 <sup>17</sup> Comm Studies 130 <sup>13</sup> English 203, 204, 205, 206, 207 <sup>15</sup> , 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270 French 1, 2, 3, 4, 10, 21 <sup>16</sup> , 22 <sup>17</sup> History 3, 4, 7, 86, 87 Humanities 6, 8, 30, 31, 61    Italian 1, 2, 10 <sup>17</sup> Japan 1, 2, 3, 4, 9, 21 <sup>17</sup> , 22 <sup>17</sup> Korean 1, 2, 3, 4, 10, 21 <sup>17</sup> , 22 <sup>17</sup> Linguistics 1 Philosophy 1, 14, 20, 30, 32, 40 Political Science 5 <sup>12</sup> Russian 1, 2, 3, 4, 10 Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11 <sup>17</sup> , 15 <sup>17</sup> , 21 <sup>16</sup> , 22 <sup>16</sup> , 35, 36				
<b>AREA D: SOCIAL SCIENCES</b> Select 3 courses from below, from at least 2 disciplines.				9 sem/12 qt units min		
African American Studies 4, 5, 7 Anthropology 102, 103, 121 <sup>11</sup> , 151 <sup>11</sup> Business 1 Chicano Studies 7, 8 Child Development 1, 11 <sup>12</sup> , 42 <sup>12</sup> Computer Science 103 Communication Studies 121, 122 Economics 1, 2		Geography 2 History 1, 2, 3, 4, 7, 11, 12, 13, 59 <sup>10</sup> , 73 <sup>10</sup> , 81 <sup>10</sup> , 82 <sup>10</sup> , 86, 87 Journalism 105 Law 3, 7 <sup>15</sup> Linguistics 2, 3 <sup>13</sup> Political Science 1, 2, 7, 14, 19 <sup>12</sup> Psychology 1, 13, 14 <sup>19</sup> , 41 <sup>19</sup> , 74 <sup>13</sup> Sociology 1, 2, 11, 12, 22 <sup>19</sup> , 31 <sup>17</sup> , 32				
<b>US History, Constitution, and American Ideals:</b> 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)						
<b>GROUP 1 – African American Studies 4, 5    Chicano Studies 8    History 11, 12, 13, 81<sup>11</sup>, 82<sup>11</sup></b>						
<b>GROUP 2 – African American Studies 7    Political Science 1</b>						
<b>AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT</b> Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer.				3 sem/4 qt units min		
Child Development 1 Counseling 20 <sup>19</sup> , 40 Family & Consumer Studies 21, 31 (same as SOC 12)		Health 2, 8, 11 Psychology 41, 43, 60 Kinesiology / Dance (Up to 2 units of any PE Activity)				
<b>PLEASE NOTE THIS IMPORTANT INFORMATION</b>						
1. Minimum of 60 semester or 90 quarter CSU transferable units with a cumulative grade point average of 2.0 or better.						
2. Courses satisfying Areas 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. CSU GE certification is governed by the CSU system. The Articulation Office has final review of all courses and must sign off to be officially certified.						
5. This advisement sheet can be modified or updated from time to time. All CSU transferable courses can be verified at the website: <a href="http://www.assist.org">www.assist.org</a>						

## California State University General Education (GE) Breadth Requirements Los Angeles City College 2019 - 2020 (Effective Fall 2019)

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 2019 semester and remains valid through Summer 2020.

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

CSU GE Breadth certification is available to community college transfer students who satisfy the general education requirements in each subject area. To be "Certified" means that LACC has verified that a student has completed the lower division General Education requirements listed in each subject areas A-E of the CSU GE Breadth pattern. Students who are CSU GE certified will only be responsible for an additional 9 semester units of upper division general education at their transfer CSU campus. To request CSU GE Breadth certification, the student must set up an appointment with a counselor to complete the request and have the Articulation Office review and sign off for official approval. Or please visit the Articulation Office website at: <http://www.lacitycollege.edu/Academic-Info/Articulation/CSUGE-IGETC-Cert-Request>

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 subject 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 counseling faculty and the Articulation Office. Courses from foreign institutions cannot be used in the certification process. Students requesting CSU GE certification must complete at least 12 units in residency at Los Angeles City College.

### ADDITIONAL INFORMATION

1. A course cannot satisfy more than one General Education area requirement (even if listed under multiple areas).
2. Courses used to satisfy General Education requirements may also satisfy Major Preparation requirements.
3. LACC recommends that students complete the lower division requirements for the major before transfer. Major preparation requirements can be accessed on [www.assist.org](http://www.assist.org), the official source for California articulation and student transfer information. Other lower division courses that are not offered at LACC may be required for the major after transfer.
4. Students who complete full certification of the CSU GE Breadth pattern are eligible for a certificate of achievement.
5. Completion of the General Education requirements will not guarantee admission into a university but can increase the student's chances for acceptance.
6. Courses from foreign institutions cannot be used in the certification process; however, approved international courses can be evaluated at the receiving CSU and applied to CSU Campus-specific requirements.
7. Areas A1, A2, A3 and B4 must be completed with a "C-" or better for admissions eligibility to a CSU campus. Note: California Community Colleges do not use minus or plus grading systems.
8. All coursework for used for certification must have a cumulative GPA of 2.0 ("C") or better.
9. The CSU GE Breadth pattern may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep). Please consult with a counselor to discuss an appropriate plan to meet your educational goals.



## 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 UC Breadth requirements or those specific major requirements of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation such as Engineering or business majors at UC Berkeley may not find the IGETC option to be advantageous.

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

Students planning to transfer to the University of California are required to complete 60 semester or 90 quarter units of transferable work with a minimum 2.4 grade-point average (minimum 2.8 G.P.A. for out of state or international students). In addition, credit is allowed for having completed exams administered by the College Board such as Advanced Placement and International Baccalaureate.

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

### **PLEASE NOTE THIS IMPORTANT INFORMATION**

1. Minimum of 60 semester or 90 quarter 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 the Articulation Office.
5. This is an advisement sheet which can be modified or updated from time to time. All transferable courses can be verified at the website: <http://www.assist.org>

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 will be subject to the lower-division general education requirements at the campus to which they transfer. *Effective July 1, 2018 the IGETC certification shall be completed by a Counselor and approved by the Articulation Office. Please make an appointment with your counselor.*

### **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 of their intended transfer institution for specific transfer admission requirements. General education and major preparation requirements as well as course transferability topics should be consulted with and verified by a counselor. Visit the University Transfer Center (Student Services Building, 2nd Floor) for more information.

### **Historically Black Colleges & Universities Transfer Information**

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

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

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

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

All of the HBCUs that have partnered with California Community Colleges are private except one (Lincoln University in Missouri). The tuition costs for private HBCUs are typically a fraction of the costs of private institutions in California. Lincoln University will offer in state tuition for California Community College students.

<b>INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)</b> LOS ANGELES CITY COLLEGE 2019-2020 (EFFECTIVE FALL 2019) MAY BE USED FOR GENERAL EDUCATION CERTIFICATION AT UNIVERSITY OF CALIFORNIA AND/OR CALIFORNIA STATE UNIVERSITY					
N = NEED      IP = IN PROGRESS      C = COMPLETED			N	IP	C
<b>AREA 1: ENGLISH COMMUNICATION</b> CSU: Select 3 courses, one from Group 1A and one from Group 1B, and one from Group 1C for a total of 9 sem / 12-15 qt units required UC: Select 2 courses, one from Group 1A and one from Group 1B for a total of 6 sem / 8 qt units required					
GROUP 1A: English Composition (3 sem units)			English 101		
GROUP 1B: Critical Thinking/English Composition (3 sem units)			Communication Studies 105 <sup>17</sup> English 102, 103 Philosophy 5		
GROUP 1C: Oral Communication - CSU only (3 sem units)			Communication Studies 101, 121		
<b>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b> Select 1 course from below <span style="float: right;">3 sem / 4-5 qt units min</span>					
Mathematics 227, 230, 236, 245, 260, 261, 262, 263, 270, 272, 275					
<b>AREA 3: ARTS AND HUMANITIES</b> Select 3 courses from below, at least 1 course from Arts, 1 course from Humanities and 1 from either area. <span style="float: right;">9 sem / 12 qt units min</span>					
<b>3A: ARTS</b> <i>Select at least 1 course from below:</i> African American Studies 60 Art History 103, 110, 120, 130, 139 <sup>13</sup> , 140, 151 <sup>13</sup> , 171 <sup>13</sup> Cinema 3, 4, 18 <sup>16</sup> , 501 <sup>16</sup> (Same as Photo 501) Dance Studies 805 Music 111, 116 <sup>16</sup> , 121, 122, 135, 136 <sup>16</sup> , 141 <sup>17</sup> Photography 34, 501 <sup>17</sup> (Same as Cinema 501) Theater 338, 400			<b>3B: HUMANITIES</b> <i>Select at least 1 course from below:</i> African American Studies 20 American Sign Language 3 Chicano Studies 44 Chinese 3, 4, 10 Cinema 18 <sup>16</sup> English 102, 203, 204, 205, 206, 207 <sup>16</sup> , 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 Italian 10 <sup>17</sup> Japanese 3, 4, 9 Korean 3, 4, 10 Linguistics 1 Philosophy 1, 14, 20, 30, 32, 40 Political Science 5 Russian 3, 4, 10 Spanish 3, 4, 5, 6, 9, 10, 11 <sup>17</sup> , 15 <sup>17</sup> Theater 100, 110		
<b>AREA 4: SOCIAL AND BEHAVIORAL SCIENCES</b> Select 3 courses from below, from at least 2 different disciplines <span style="float: right;">9 sem / 12 qt units min</span>					
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 <sup>10</sup> , 73 <sup>10</sup> , 81 <sup>10</sup> , 82 <sup>10</sup> , 86, 87 Law 3 Linguistics 2, 3 Political Science 1, 2 <sup>19</sup> , 7 <sup>19</sup> , 14, 19 Psychology 1, 13, 14 <sup>19</sup> , 41 <sup>19</sup> , 74 Sociology 1, 2, 11, 12, 22 <sup>19</sup> , 31 <sup>17</sup> , 32		
<b>AREA 5: PHYSICAL SCIENCE AND BIOLOGICAL SCIENCE</b> Select 1 Physical Science Course and 1 Biological Science Course from below. <span style="float: right;">1 course must include a lab 7 sem / 9 qt units min</span>					
<b>5A: PHYSICAL SCIENCE</b> Astronomy 1, 5, 11 Chemistry 60, 65 <sup>17</sup> , 101, 102, 211, 212, 221 Earth Science 1 Environmental Science 1 <sup>17</sup> Geography 1, 15 Geology 1, 2, 6 Oceanography 1 Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103		<b>5B: BIOLOGICAL SCIENCE</b> Anatomy 1 Anthropology 101 Biology 3, 6, 7, 25, 46 <sup>17</sup> Microbiology 1, 20 Physiology 1 Psychology 2		<b>5C: Laboratory Science Requirement</b> At least one course selected from group 5A or 5B must include a lab. Lab courses are indicated by an <u>underline</u> . The chosen lab must be associated with the lecture course.	
<b>AREA 6: LANGUAGE OTHER THAN ENGLISH - UC REQUIREMENT ONLY</b> Proficiency in a language other than English may be met in one of the ways listed below.					
1. Satisfactorily complete Level 2 or higher of any of the following foreign language courses: ASL, Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish; or 2. Satisfactorily complete 2 years of U.S. high school coursework in a LOTE with a grade of "C-" or better by end of second year; or 3. Demonstrate language proficiency other than English per IGETC Standards Section 10.6. Please consult with a counselor.					
<b>AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY</b> Complete 1 course from each Group 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					
<b>PLEASE NOTE THIS IMPORTANT INFORMATION</b>					
1. Minimum of 60 semester or 90 quarter 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 highly encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer. 4. IGETC certification is governed by the CSU/UC systems. The Articulation Office has final review of all courses and must sign off to be officially certified. 5. This advisement sheet can be modified or updated from time to time. All UC/CSU transferable courses can be verified at the website: <a href="http://www.assist.org">www.assist.org</a>					

## FAQS Intersegmental General Education Transfer Curriculum (IGETC)

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

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

A Community college students who are CSU-bound have the option to complete the CSU General Education Breadth requirements. Students who are UC-bound have the option of completing the general education requirements of the destination UC campus or complete the minimum UC transfer admission requirements (7 course breadth requirement) as listed on ASSIST.org.

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

A NO. Not all majors should follow IGETC. Students pursuing majors that require extensive lower-division major preparation (e.g., Engineering, Physics, Chemistry, Computer Science, etc.) may not find IGETC advantageous, and the transfer institution may advise following the minimum 7 G.E. course requirements for UC eligibility. Please visit for more information:  
<http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html>

### 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 Administrative Regulation E-110.

### Q Can I use evaluated foreign college transcripts for IGETC certification?

A NO. Courses from foreign institutions cannot be used in the certification process; however, approved international courses can be evaluated at the receiving UC and applied to UC Campus-specific breadth requirements.

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

A IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern (partial completion is possible, if missing up to two courses). Documentation is sent directly to the transfer institution. If IGETC is not certified, students will be subject to the lower-division general education requirements of the UC campus. To request IGETC certification, the student must set up an appointment with a counselor to complete the request and have the Articulation Office review and sign off for official approval. Or please visit the Articulation Office website at: <http://www.lacitycollege.edu/Academic-Info/Articulation/CSUGE-IGETC-Cert-Request>

# 2019-2020 EDUCATIONAL PROGRAM LISTING

Award	Award Type	Academic Plan Code	GE	Major Units	FA*
<b>Accounting</b>					
Accounting	AA	C002719C	Any GE**	40-42	Y
Bookkeeping	AA	C008213C	Any GE**	36-38	Y
Computerized Bookkeeping and Accounting Technician	C	C008211D	-	21	Y
Income Tax	CS	C050210J	-	9	N
<b>Administration of Justice</b>					
Administration of Justice	AA	C002759C	Any GE**	36	Y
	C	C019591D	-		
Administration of Justice	AS-T	C033121H	IGETC/CSUGE	18-19	Y
Fingerprint Expert	CS	C210501J	-	6	N
<b>African American Studies</b>					
African American Studies	CS	C220302J	-	15	N
<b>American Sign Language</b>					
American Sign Language	C	C036007D	-	15	N
<b>Art</b>					
Art - General	AA	C002735C	Any GE**	27	Y
Arts Graphic Communication	C	C035349D	-	21	Y
Graphic Design	AA	C002739C	Any GE**	30	Y
Studio Arts	AA-T	C033120G	IGETC/CSUGE	24	Y
<b>Art History</b>					
Art History	AA-T	C032832G	IGETC/CSUGE	18	Y
<b>Biology</b>					
Biology	AS-T	C036049H	IGETC/CSUGE	33	Y
<b>Business Administration</b>					
Business Administration	AA	C002718C	Any GE**	38	Y
Business Administration	AS-T	C033156H	IGETC/CSUGE	30	Y
Business Administration	C	C021609D	-	22-23	Y
<b>Chemistry</b>					
Chemistry	AS	C002756C	Any GE**	40	Y
<b>Child Development</b>					
Child Development	AA	C010783C	Any GE**	36	Y
Child Development Associate Teacher	C	C008236D	-	16-18	N
Child Development Master Teacher	C	C008238D	-	37	Y
Child Development Site Supervisor	C	C008239D	-	33	Y
Child Development Teacher	C	C008237D	-	25	Y
Children With Special Needs	CS	C130520J	-	15	N
Early Childhood Education	AS-T	C031030H	IGETC/CSUGE	25	Y
Infant & Toddler Studies	C	C038156D	-	18	N
<b>Chinese</b>					
Chinese	AA	C002745C	Any GE**	18	Y
<b>Cinema</b>					
Cinema Production	AA	C002729C	Any GE**	36	Y
Cinema Production	C	C021620D	-	33	Y
Cinema/Video Production	C	C010773D	-	33	Y
Cinematography	CS	C061220J	-	12	N
Directing	CS	C060423J	-	15	N
Post Production	CS	C060420J	-	12	N
Producing	CS	C061221J	-	15	N
Film, Television, and Electronic Media	AS-T	C037221H	IGETC/CSUGE	18	Y
<b>Communication Studies</b>					
Communication Studies	AA-T	C030996G	IGETC/CSUGE	18	Y
<b>Computer Applications &amp; Office Technologies</b>					
Administrative Office Assistant	AA	C002727C	Any GE**	36	Y
Administrative Office Assistant	C	C021614D	-	24	Y
Basic Administrative Office Assistant	CS	C051400J	-	12	N
Clerical Office Assistant	C	C008215D	-	24	Y
Computer Applications Specialist	AA	C008216C	Any GE**	33	Y
<b>Computer Science Information Technology</b>					
Applications Software	C	C008224D	-	31	Y
Computer Information Systems (CIS)	AA	C002730C	Any GE**	31	Y
C++ Programming	CS	C070713J	-	13	N
<b>Java Programming</b>					
Java Programming	CS	C070712J	-	15	N
<b>Program in A+ Certification</b>					
Program in A+ Certification	CS	C070810J	-	14-16	N
<b>Computer Technology</b>					
Computer Science	AA	C010774C	Any GE**	25	Y
Computer Technology	AS	C008229C	Any GE**	38	Y
	C	C021624D	-		
Programming Languages	C	C008225D	-	37	Y
<b>Dental Technology</b>					
Dental Prosthetic Technology	AS	C002748C	Any GE**	77.5	Y
	C	C021626D	-		
<b>Dietetics/Nutrition/Family and Consumer Studies</b>					
Dietetic Service Supervisor	C	C008242D	-	25	Y
<b>Engineering</b>					
Engineering	AS	C008226C	Any GE**	53	Y
<b>English/ESL</b>					
English	AA-T	C033147G	IGETC/CSUGE	18	Y
	AA	C002751C	Any GE**		
<b>Finance</b>					
Finance and Banking	AA	C002720C	Any GE**	39	Y
Finance and Banking	C	C021610D	-	18	Y
<b>French</b>					
French	AA	C002741C	Any GE**	18	Y
<b>Humanities</b>					
Humanities	AA	C002767C	Any GE**	18	Y
<b>Japanese</b>					
Japanese	AA	C002746C	Any GE**	18	Y
Japanese Language and Culture: Elementary Level	C	C035344D	-	15	N
Japanese Language and Culture: Intermediate Level	C	C035339D	-	15	N
<b>Journalism</b>					
Journalism	AA	C002728C	Any GE**	35	Y
Journalism	AA-T	C033155G	IGETC/CSUGE	18-20	Y
<b>Kinesiology</b>					
Kinesiology	AA-T	C036026G	IGETC/CSUGE	21-22	Y
<b>Korean</b>					
Korean	AA	C018809C	Any GE**	18	Y
Korean Language and Culture - Elementary	C	C035340D	-	15	N
Korean Language and Culture - Intermediate Level	C	C035341D	-	15	N
<b>Law</b>					
Paralegal Studies	AA	C002750C	Any GE**	43	Y
<b>Liberal Arts</b>					
CSU General Education Breadth	C	C018569D	-	39	N
IGETC	C	C019842D	-	34	N
Liberal Arts: Arts and Humanities	AA	C019843C	Any GE**	18	Y
Liberal Arts: Natural Sciences and Mathematics	AA	C019844C	Any GE**	18	Y
Liberal Arts: Social & Behavior Science	AA	C019845C	Any GE**	18	Y
Performing and Visual Arts	AA	C030211C	Any GE**	18	Y
<b>Management</b>					
Management	AA	C002721C	Any GE**	38	Y
Management	C	C021611D	-	18	Y
Management: Small Business	C	C021612D	-	18	Y
Retail Management (WAFAC)	C	C014232D	-	25	Y
<b>Marketing</b>					
Marketing	AA	C002724C	Any GE**	36	Y
Marketing	C	C021613D	-	18	Y
<b>Mathematics</b>					
Mathematics	AS	C002754C	Any GE**	21	Y
	AS-T	C033153H	IGETC/CSUGE		
<b>Music</b>					
Composition	C	C036658D	-	32	Y
Composition: Level 1	CS	C100528J	-	9	N
Composition: Level 2	CS	C100529J	-	7	N

Award	Award Type	Academic Plan Code	GE	Major Units	FA*
Composition: Level 3	CS	C100530J	-	9	N
Composition: Level 4	CS	C100531J	-	11	N
Instrumental Performer	C	C010777D	-	23-27	Y
Instrumental Performer, Brass: Level 1	CS	C100500J	-	8	N
Instrumental Performer, Brass: Level 2	CS	C100501J	-	6	N
Instrumental Performer, Brass: Level 3	CS	C100502J	-	6	N
Instrumental Performer, Brass: Level 4	CS	C100503J	-	7	N
Instrumental Performer, Guitar: Level 1	CS	C100504J	-	8	N
Instrumental Performer, Guitar: Level 2	CS	C100505J	-	6	N
Instrumental Performer, Guitar: Level 3	CS	C100506J	-	6	N
Instrumental Performer, Guitar: Level 4	CS	C100507J	-	7	N
Instrumental Performer, Percussion: Level 1	CS	C100508J	-	8	N
Instrumental Performer, Percussion: Level 2	CS	C100509J	-	6	N
Instrumental Performer, Percussion: Level 3	CS	C100510J	-	6	N
Instrumental Performer, Percussion: Level 4	CS	C100511J	-	7	N
Instrumental Performer, Piano: Level 1	CS	C100512J	-	8	N
Instrumental Performer, Piano: Level 2	CS	C100513J	-	6	N
Instrumental Performer, Piano: Level 3	CS	C100514J	-	6	N
Instrumental Performer, Piano: Level 4	CS	C100515J	-	7	N
Instrumental Performer, Strings: Level 1	CS	C100516J	-	8	N
Instrumental Performer, Strings: Level 2	CS	C100517J	-	6	N
Instrumental Performer, Strings: Level 3	CS	C100518J	-	6	N
Instrumental Performer, Strings: Level 4	CS	C100519J	-	7	N
Instrumental Performer, Woodwinds: Level 1	CS	C100520J	-	8	N
Instrumental Performer, Woodwinds: Level 2	CS	C100521J	-	6	N
Instrumental Performer, Woodwinds: Level 3	CS	C100522J	-	6	N
Instrumental Performer, Woodwinds: Level 4	CS	C100523J	-	7	N
Music	AA	C002736C	Any GE**	36	Y
Music	AA-T	C032496G	IGETC/ CSUGE	22	Y
Music Technology	C	C038233D	-	30-32	N
Music Technology: Level 1	CS	C100524J	-	9	N
Music Technology: Level 2	CS	C100525J	-	9	N
Music Technology: Level 3	CS	C100526J	-	9	N
Music Technology: Level 4	CS	C100527J	-	9	N
Vocal Performer	C	C010778D	-	26-30	Y
Vocal Performer: Level 1	CS	C100532J	-	8	N
Vocal Performer: Level 2	CS	C100533J	-	6	N
Vocal Performer: Level 3	CS	C100534J	-	6	N
Vocal Performer: Level 4	CS	C100535J	-	7	N
<b>Nursing</b>					
Registered Nursing	AS	C014274C	Any GE**	39	Y
<b>Photography</b>					
Applied Photography	AA	C008235C	Any GE**	36	Y
Digital Photography	CS	C101210J	-	9	N
Photography Darkroom	CS	C101100J	-	9	N
Photography: Digital	C	C010780D	-	18	Y
Photojournalism Photography	C	C010781D	-	18	Y
<b>Physics</b>					
Physics	AS	C002755C	Any GE**	42	Y
Physics	AS-T	C033154H	IGETC/ CSUGE	30	Y
<b>Political Science</b>					
Modern Political Studies	AA	C002765C	Any GE**	18	Y
Political Science	AA-T	C032923G	IGETC/ CSUGE	18	Y
<b>Psychology</b>					
Human Services: Addiction Studies	AA C	C008246C C021629D	Any GE** -	42	Y
Human Services: Generalist	AA	C002760C	Any GE**	36	Y
Human Services: Generalist	C	C021628D	-	39	Y
Psychology	AA-T	C032502G	IGETC/ CSUGE	19	Y
<b>Radiologic Technology</b>					
Patient Care	CS	C122502J	-	8	N
Radiologic Technology	AS	C002749C	Any GE**	89	Y
Radiologic Technology - Clinical Education	CS	C122500J	-	12	N

Award	Award Type	Academic Plan Code	GE	Major Units	FA*
Radiologic Technology - Fluoroscopy	CS	C122501J	-	3	N
<b>Real Estate</b>					
Real Estate	AA	C002726C	Any GE**	36	Y
Real Estate Broker License	C	C010771D	-	24	Y
Estate Sales License	CS	C051100J	-	9	N
<b>Russian</b>					
Russian Language and Culture: Elementary Level	C	C036347D	-	15	N
Russian Language and Culture: Intermediate Level	C	C036348D	-	15	N
<b>Sociology</b>					
Social Justice	AA-T	C038010G	IGETC/ CSUGE	19	Y
<b>Spanish</b>					
Spanish	AA	C002744C	Any GE**	18	Y
Spanish Language and Culture - Elementary Level	C	C035338D	-	15	N
Spanish Language and Culture - Intermediate Level	C	C035337D	-	15	N
<b>Television</b>					
Beginning Cinema & Television Production	CS	C060422J	-	12	N
Television Production	AA	C008220C	Any GE**	36	Y
Television Production	C	C021619D	-	33	Y
Television Studio Production (Level 1)	CS	C060421J	-	12	N
<b>Theatre - Acting</b>					
Professional Actor Training-Level 1	CS	C100700J	-	17	N
Theatre Academy Acting	AA	C008234C	Any GE**	62	Y
Theatre Academy - Advanced Acting	CS	C100701J	-	23	N
Theatre Arts	AA-T	C033157G	IGETC/ CSUGE	19	Y
Theater: General	AA	C008233C	Any GE**	19	Y
<b>Theatre - Costume Design</b>					
Costume Design Level 1	CS	C100601J	-	14	N
Costume Design Level 2	C	C031738D	-	59	Y
<b>Theatre Academy - Technical</b>					
Design and Digital Media for the Entertainment Industry	CS	C100603J	-	16	N
Technical Theatre - Entertainment Technology	C	C031547D	-	56	Y
Technical Theater- Entertainment Technology Level 1	CS	C100600J	-	14	N
<b>Noncredit/Adult Education</b>					
Academic Preparation	CN	C036581E	-	0	N
Beginning English as a Second Language	CN	C036668E	-	0	N
Career Discovery Skills	CN	C024387E	-	0	N
Child Development Readiness	CN	C036277F	-	0	N
Customer Service Skills	CN	C024294E	-	0	N
English as a Second Language-Civics	CN	C024344E	-	0	N
Entrepreneurship Skills	CN	C024069F	-	0	N
Health Careers Readiness	CN	C035936E	-	0	N
High School Equivalency Test Preparation	CN	C036276E	-	0	N
Hospitality	CN	C024118F	-	0	N
In-Home Supportive Services Skills	CN	C024446F	-	0	N
Job Readiness	CN	C024071E	-	0	N
Retailing Smarts	CN	C024403F	-	0	N
Vocational English as a Second Language II	CN	C036275E	-	0	N
Workforce Literacy Skills	CN	C024016E	-	0	N
<b>Award Type:</b>					
AA = Associate in Arts					
AAT = Associate in Arts for Transfer					
AS = Associate in Science					
AST = Associate in Science for Transfer					
C = Certificate of Achievement					
CN = Noncredit Certificate					
CS = Skills Certificate					
*FA = Financial Aid Eligible. Yes=eligible for all aid.					
No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.					
**Any General Education Pattern: LACCD GE, CSUGE or IGETC.					

Updated: 07/10/19

# CREDIT EDUCATIONAL PROGRAMS

## ACCOUNTING

Department Chair: Britt Haste  
 (323) 953-4000 Ext. 2549 | AD304  
<https://www.lacitycollege.edu/Academic-Departments/Business-Admin/Department-Home>

### OVERVIEW

The demand for qualified personnel in accounting and bookkeeping has significantly increased due to advances in technology and the increased complexity of the business environment. Our programs are designed for students seeking entry-level positions in Accounting, Auditing, Bookkeeping, Payroll, and Tax Preparation, or for those currently employed in the Accounting industry who want to upgrade their skills. Typical We offer four programs of study: the Associate of Arts Degree (AA) in Accounting, the Associate of Arts Degree (AA) in Bookkeeping, the Automated Accounting Technician, and the Income Tax certificate. All paths are designed to give the student an extensive background in the principles and practices of accounting in the business world. The degree programs offer a more comprehensive curriculum than the certificate programs and allow the student to transfer to a four-year university where a Bachelor's degree can be earned.

### PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Accounting	AA	C002719C	Any GE**	40-42	Y
Bookkeeping	AA	C008213C	Any GE**	36-38	Y
Computerized Bookkeeping and Accounting Technician	C	C008211D	-	21	Y
Income Tax	CS	C050210J	-	9	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

### Accounting

*Associate of Arts Degree  
 Major Units: 40-42*

(State Code: 02719; TOP Code: 050200; Academic Plan: C002719C)

Designed for students who are interested in a career in accounting as a Public Accountant, in private industry, or in public service. This program prepares students for employment in entry level positions such as junior accountants, auditing clerks, payroll clerks, and tax preparation, or for those who are interested in continuing their education in pursuit of a Bachelor's

degree in Accounting. Students who already possess a Bachelor's degree and contemplate preparing for the Certified Public Accountant (CPA) license should contact the State Board of Accountancy for eligibility requirements. Their website is <http://dca.ca.gov/cba>.

### PROGRAM STUDENT LEARNING OUTCOMES

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

### PROGRAM REQUIREMENTS

Requirements for the Associate of Arts Degree in Accounting may be met by completing 36 units of Required courses and 4-6 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

### REQUIRED COURSES (36 UNITS)

ACCTG 001	INTRODUCTORY ACCOUNTING I	5
ACCTG 002	INTRODUCTORY ACCOUNTING II	5
ACCTG 015	TAX ACCOUNTING I	3
ACCTG 016	TAX ACCOUNTING II	3
ACCTG 017	PAYROLL ACCOUNTING	2
ACCTG 019	ETHICS FOR ACCOUNTING PROFESSIONALS	3
ACCTG 023	RECORDKEEPING FOR SMALL BUSINESS	3
ACCTG 027	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
BUS 001	INTRODUCTION TO BUSINESS	3
BUS 015	BUSINESS STATISTICS	3
FINANCE 002	INVESTMENTS	3

### ELECTIVE COURSES (4-6 UNITS)

ACCTG 031	MATHEMATICS OF ACCOUNTING	3
OR BUS 038	BUSINESS COMPUTATIONS (3)	
ACCTG 055	ACCOUNTING COMPUTER LABORATORY	1
OR BUS 017	COMPUTER GRAPHICS FOR BUSINESS (3)	

**Bookkeeping**

*Associate of Arts Degree  
Major Units: 36-38*

(State Code: 08213; TOP Code: 050200; Academic Plan: C008213C)

Designed for students who are interested in a career in accounting, specific to Bookkeeping in private industry, or in public service. This program prepares students for employment in entry level positions such as accounting technicians, auditing clerks, bookkeepers, payroll clerks, and tax preparation, or for those who are interested in continuing their education in pursuit of a Bachelor's degree in Accounting.

**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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Bookkeeping may be met by completing 36-38 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (36-38 UNITS)**

ACCTG 015	TAX ACCOUNTING I	3
ACCTG 016	TAX ACCOUNTING II	3
ACCTG 017	PAYROLL ACCOUNTING	2
ACCTG 019	ETHICS FOR ACCOUNTING PROFESSIONALS	3
ACCTG 021	BOOKKEEPING AND ACCOUNTING I	3
ACCTG 022	BOOKKEEPING AND ACCOUNTING II	3
ACCTG 023	RECORDKEEPING FOR SMALL BUSINESS	3
ACCTG 027	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II	3
ACCTG 031	MATHEMATICS OF ACCOUNTING	3
<i>OR BUS 038</i>	<i>BUSINESS COMPUTATIONS (3)</i>	
ACCTG 055	ACCOUNTING COMPUTER LABORATORY	1
<i>OR BUS 017</i>	<i>COMPUTER GRAPHICS FOR BUSINESS (3)</i>	
BUS 001	INTRODUCTION TO BUSINESS	3
FINANCE 008	PERSONAL FINANCE AND INVESTMENTS	3
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP	3

**Computerized Bookkeeping and Accounting Technician (Former Title: Automated Accounting Technician)**

*Certificate of Achievement  
Major Units: 21*

(State Code: 08211; TOP Code: 050200; Academic Plan: C008211D)

Designed for students who want to work in accounting related fields specific to Accounting Technicians. Jobs in this field include, but are not limited to accounting technicians, and auditing/ payroll /timekeeping clerks. This program has been structured so it may be completed in two semesters. Students wanting to continue their education in accounting related fields should pursue either the AA degree in Accounting or AA degree in Bookkeeping.

**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 Quick Books accounting software.
3. Prepare a federal tax return as it relates to a given case for a federal or state income tax return.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Automated Accounting Technician may be met by completing 21 units of Required courses with a grade of "C" or better.



**REQUIRED COURSES (21 UNITS)**

ACCTG 017	PAYROLL ACCOUNTING . . . . .	2
ACCTG 019	ETHICS FOR ACCOUNTING PROFESSIONALS . . .	3
ACCTG 021	BOOKKEEPING AND ACCOUNTING I . . . . .	3
ACCTG 022	BOOKKEEPING AND ACCOUNTING II . . . . .	3
ACCTG 023	RECORDKEEPING FOR SMALL BUSINESS . . . . .	3
ACCTG 027	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II . . . . .	3
ACCTG 031	MATHEMATICS OF ACCOUNTING . . . . .	3
<i>OR BUS 038</i>	<i>BUSINESS COMPUTATIONS (3)</i>	
ACCTG 055	ACCOUNTING COMPUTER LABORATORY . . . . .	1

- Police Assistants
- Financial Investigators
- Fingerprint Experts

The programs stress practical application in order to expose students to the fundamental concepts and tasks of law enforcement and ready them for employment. Additionally, students are prepared for the qualification and screening process required to enter law enforcement academies such as the Los Angeles Police Department Academy.

.....  
**Income Tax**

*Skills Certificate*  
*Major Units: 9*

(TOP Code: 050210; Academic Plan: C050210J)

Designed for students who want to work in accounting related fields specific to Taxation. Jobs in this field include, but are not limited to tax preparers, tax examiners and tax collectors. This program has been structured so it may be completed in one semester. Students wanting to continue their education in accounting related fields should pursue the Automated Accounting Technician certificate, and then the AA in degree Accounting or AA degree in Bookkeeping.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Work collaboratively, professionally, ethically, and with fiduciary responsibility to prepare taxes following a professional code of conduct.
2. Utilize tax preparation and financial software to prepare individual and small business income tax returns.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (9 UNITS)**

ACCTG 015	TAX ACCOUNTING I . . . . .	3
ACCTG 016	TAX ACCOUNTING II . . . . .	3
ACCTG 019	ETHICS FOR ACCOUNTING PROFESSIONALS . . .	3

|||||  
**ADMINISTRATION OF JUSTICE**

Department Chair: Wilhelm I. Vargas, J.D.  
(323) 953-4000 Ext. 2754 | HH 200H  
<https://www.lacitycollege.edu/Academic-Departments/Law-Administration-of-Justice/Programs/Administration-of-Justice>

**OVERVIEW**

The Administration of Justice programs are designed to prepare students to begin careers as:

- Police Officers
- Custodial Officers
- Deputy Sheriffs
- Probation/Parole Officers
- Highway Patrol Officers
- Private Investigators
- Forensic Specialists
- Insurance Investigators

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Administration of Justice	AS-T	C033121H	IGETC /CSU	18-19	Y
Administration of Justice	AA	C002759C	Any GE**	36	Y
Administration of Justice	C	C019591D	-	36	Y
Fingerprint Expert	CS	C210501J	-	6	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
\*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

.....  
**Administration of Justice**

*Associate of Science (AS-T)*  
*Major Units: 18-19*

(State Code: 33121; TOP Code: 210500; Academic Plan: C033121H)

The Associate of Science in Administration of Justice for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Administration of Justice or a similar major. Additionally, the Associate in Science in Administration of Justice for Transfer

(AS-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. The Associate in Science in Administration of Justice for Transfer (AS-T) 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.

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

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree for Transfer in Administration of Justice may be met by completing 6 units of Core courses plus 6 units from "List A," and 6-7 units from "List B" with a grade of "C" or better along with the General Education Transfer Requirements.

**CORE COURSES (6 UNITS)**

ADM JUS 001	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 002	CONCEPTS OF CRIMINAL LAW	3

**LIST A: SELECT 2 COURSES (6 UNITS):**

ADM JUS 003	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 004	PRINCIPLE & PROC JUSTICE SYSTEM	3
ADM JUS 005	CRIMINAL INVESTIGATION	3
ADM JUS 008	JUVENILE PROCEDURES	3
CORR 001	INTRODUCTION TO CORRECTIONS	3

**LIST B: SELECT 2 COURSES (6-7 UNITS):**

SOC 001 <sup>1</sup>	INTRODUCTION TO SOCIOLOGY	3
MATH 227 <sup>1</sup>	STATISTICS	4
PSYCH 001 <sup>1</sup>	GENERAL PSYCHOLOGY I	3

*OR ANY "LIST A" COURSE NOT ALREADY USED*

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

**Administration of Justice**

*Associate of Arts Degree  
Major Units: 36*

(State Code: 02759; TOP Code: 210500; Academic Plan: C002759C)

The Associate in Arts Degree in Administration of Justice is designed for students who wish to prepare themselves for one of several careers in law enforcement. The AA Degree will enable students to develop a strong foundation in the theory and practice of law enforcement and law enforcement investigation, the origin and application of criminal law, the various components of the criminal justice system, the structure of the various court systems, and trial process. This Degree is primarily for vocational education and workforce training/development. This Degree requires 21 semester units of General Education.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Administration of Justice may be met by completing 18 units of Required courses and 18 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (18 UNITS)**

ADM JUS 001	INTRODUCTION ADMINISTRATION OF JUSTICE	3
ADM JUS 002	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 003	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 004	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM	3
ADM JUS 005	CRIMINAL INVESTIGATION	3
CORR 001	INTRODUCTION TO CORRECTIONS	3

**ELECTIVE COURSES (SELECT 18 UNITS)**

ADM JUS 008	JUVENILE PROCEDURES	3
ADM JUS 016	RECRUITMENT SELECTION PROCESS	3
ADM JUS 053	FORENSIC FINGERPRINT EVIDENCE	3
ADM JUS 062	FINGERPRINT CLASSIFICATION	3
ADM JUS 067	COMMUNITY RELATIONS I	3
ADM JUS 160	POLICE ORGANIZATION AND ADMINISTRATION	3
ADM JUS 180	INTRODUCTION TO FORENSICS	3

**Administration of Justice**

*Certificate of Achievement  
Major Units: 36*

(State Code: 19591; TOP Code: 210500; Academic Plan: C019591D)

The Certificate in Administration of Justice is designed for students who wish to prepare themselves for one of several careers in law enforcement. The Certificate will enable students to develop a strong foundation in the theory and practice of law enforcement and law enforcement investigation, the origin and application of criminal law, the various components of the criminal justice system, the structure of the various court systems, and trial process. This Certificate is primarily for vocational education and workforce training/development.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Administration of Justice may be met by completing 18 units of Required courses and 18 units of Elective Courses with a grade of “C” or better.

**REQUIRED COURSES (18 UNITS)**

ADM JUS 001	INTRODUCTION ADMINISTRATION OF JUSTICE . . . . .	3
ADM JUS 002	CONCEPTS OF CRIMINAL LAW . . . . .	3
ADM JUS 003	LEGAL ASPECTS OF EVIDENCE . . . . .	3
ADM JUS 004	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM . . . . .	3
ADM JUS 005	CRIMINAL INVESTIGATION . . . . .	3
CORR 001	INTRODUCTION TO CORRECTIONS . . . . .	3

**ELECTIVE COURSES- (SELECT 18 UNITS)**

ADM JUS 008	JUVENILE PROCEDURES . . . . .	3
ADM JUS 016	RECRUITMENT SELECTION PROCESS . . . . .	3
ADM JUS 053	FORENSIC FINGERPRINT EVIDENCE . . . . .	3
ADM JUS 062	FINGERPRINT CLASSIFICATION . . . . .	3
ADM JUS 067	COMMUNITY RELATIONS I . . . . .	3
ADM JUS 160	POLICE ORGANIZATION AND ADMINISTRATION . . . . .	3
ADM JUS 180	INTRODUCTION TO FORENSICS . . . . .	3

**Fingerprint Expert**

*Skills Certificate  
Major Units: 6*

(TOP Code: 210500; Academic Plan: C210501J)

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.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (6 UNITS)**

ADM JUS 053	FORENSIC FINGERPRINT EVIDENCE . . . . .	3
ADM JUS 062	FINGERPRINT CLASSIFICATION . . . . .	3

**AFRICAN-AMERICAN STUDIES**

Department Chair: Anthony Clark  
(323) 953-4000 ext. 2949 | FH 219  
<https://www.lacitycollege.edu/Academic-Departments/Social-Sciences/Programs/African-American-Studies>

**OVERVIEW**

The Department offers a skills certificate in African-American Studies. The Department will award the certificate upon application by the student to the Department Chair after successfully completing the courses listed below. All courses must be taken at LACC and completed with a C or better.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
African-American Studies	CS	C220302J	-	15	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**African-American Studies**

*Skills Certificate  
Major Units: 15*

(TOP Code: 220300; Academic Plan: C220302J)

The African-American Studies Program in the Department of Social Sciences at Los Angeles City College offers students the opportunity to earn a Skills Certificate. The certificate is designed to recognize students' proficiency in understanding central questions regarding the culture and history of ethnic and minority groups in the United States, with emphasis on people of African descent. Furthermore, the certificate helps demonstrate students' understanding of diversity in various aspects of society, such as the workplace.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (15 UNITS)**

AFRO AM 004	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I . . . . .	3
<i>OR AFRO AM 005 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II (3)</i>		
AFRO AM 007	BLACK AMERICANS AND THE POLITICAL SYSTEM . . . . .	3
AFRO AM 020	AFRICAN-AMERICAN LITERATURE I . . . . .	3
AFRO AM 060	AFRICAN-AMERICAN MUSIC . . . . .	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY . . . . .	3

# AMERICAN SIGN LANGUAGE

Department Chair: Mickey Hong  
 (323) 953-4000 ext. 2736 | JH 111G  
<http://lacitycollege.edu/Academic-Departments/Modern-Languages/Department-Home>

## OVERVIEW

American Sign Language (ASL) is growing in usage everyday. Hundreds of colleges and universities throughout America now accept ASL in fulfillment of language entrance and exit requirements. More and more television stations are using sign language in their programs and advertising. More and more employers are looking for applicants who can sign.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
American Sign Language	C	C036007D	-	15	N
*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.					

## American Sign Language

*Certificate of Achievement*  
 Major Units: 15

(State Code: 36007; TOP Code: 085000; Academic Plan: C036007D)

The California state approved Certificate of Achievement in American Sign Language was established to give the student the opportunity to document his or her skill in the ASL language and the knowledge of deaf 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 ASL will demonstrate the recipient's ability to perform the following:

1. Speak (sign) at the ACTFL Proficiency Novice High Level.
2. Write (correspond) at the ACTFL Proficiency Novice High Level.
3. Listen (attend) and comprehend spoken (live) discourse at the ACTFL Proficiency Novice High Level.
4. Read (interpret) and comprehend written (recorded) discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspect of deaf culture at the ACTFL Novice Range.

## PROGRAM 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.
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.

## PROGRAM REQUIREMENTS

Requirements for the Certificate of Achievement in American Sign Language may be met by completing 15 units of Required courses with a grade of "C" or better.

## REQUIRED COURSES (15 UNITS)

A S L 001	AMERICAN SIGN LANGUAGE I	4
A S L 002	AMERICAN SIGN LANGUAGE II	4
A S L 003	AMERICAN SIGN LANGUAGE III	4
A S L 025	CONVERSATIONAL AMERICAN SIGN LANGUAGE 2	
A S L 030	FINGERSPELLING I	1

# ART

Department Chair: Laurel Paley  
 (323) 953-4000 ext. 2519 | CHEM 119C  
[www.lacitycollege.edu/academic/departments/art/index.htm](http://www.lacitycollege.edu/academic/departments/art/index.htm)

## OVERVIEW

Our programs prepare students for upper division study at a four-year university or art school and/or to earn an Associate of Arts degree, or Certificate of Achievement. Secondary objectives include portfolio preparation for students seeking admission to the Arts and Entertainment industry and other two-year vocational training programs.

Our studio arts courses will provide a solid foundation in the various areas of studio art, including ceramics, drawing, painting, printmaking, and sculpture. We pride ourselves on having an interdisciplinary program, consisting of Media Arts and Visual Arts. Our prize winning journalism program allows visual artists to engage with print, and online media. The Visual & Media Arts Department allows for close collaboration with the Cinema Department. The Art Department has a high transfer rate to prominent universities, like UCLA, USC, and Cal Arts.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Studio Arts	AA-T	C033120G	IGETC /CSU	24	Y
Art - General	AA*	C002735C	Any GE**	27	Y
Graphic Design	AA*	C002739C	Any GE**	30	Y
Arts Graphic Communication	C	C035349D	-	21	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Studio Arts**

*Associate of Arts (AA-T)*  
 Major Units: 24

(State Code: 33120; TOP Code: 100200; Academic Plan: C033120G)

The Associate of Arts in Studio Arts for Transfer Degree is designed to prepare the student for transfer to the CSU system of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Studio Arts at a California State University. In completing the AA-T degree in Studio Art, students acquire training in techniques and disciplines of art-making.

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. 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree for Transfer in Studio Arts may be met by completing 12 units of Core courses plus 3 units from “List A,” and 9 units from “List B” with a grade of “C” or better along with the General Education Transfer Requirements.

**CORE COURSES (12 UNITS)**

ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3

**LIST A: SELECT 1 COURSE (3 UNITS):**

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):**

ART 204	LIFE DRAWING I	3
OR ART 202	DRAWING II (3)	
ART 300	INTRODUCTION TO PAINTING	3
ART 400	INTRODUCTION TO PRINTMAKING	3
ART 604	GRAPHIC DESIGN I	3
ART 700	INTRODUCTION TO SCULPTURE	3
PHOTO 010	BEGINNING PHOTOGRAPHY	3

**Art - General**

*Associate of Arts Degree*  
 Major Units: 27

(State Code: 02735; TOP Code: 100200; Academic Plan: C002735C)

The AA in Art – General and/or Graphic Design prepares students for transfer to competitive university, college, art college programs, and for a career as an exhibiting artist or professional graphic designer. Students develop a strong transfer and/or exhibition-ready portfolio. It allows students more in-depth and broad exploration opportunities than the Associates Degree for Transfer, and it provides both a degree and grounding for junior positions in art and design, in such fields as entertainment, graphic communications, fine art, design, and fashion. The professors in the program are working and exhibiting professionals who are highly involved with their students.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Art - General may be met by completing 18 units of Required courses plus 9 units of Elective courses with a grade of “C” or better along with General Education Requirements.

**REQUIRED COURSES (SELECT 18 UNITS)**

ART 201	DRAWING I	3
ART 250	INTRODUCTION TO DIGITAL ART	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
OR PHOTO 501	MEDIA AESTHETICS (3)	
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3
OR ART 700	INTRODUCTION TO SCULPTURE (3)	
OR ART 708	INTRODUCTION TO CERAMICS (3)	
ART 300	INTRODUCTION TO PAINTING	3
OR ART 304	ACRYLIC PAINTING I (3)	
OR ART 307	OIL PAINTING I (3)	
ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
OR ARTHIST 120	SURVEY OF WESTERN ART HISTORY II (3)	

**ELECTIVE COURSES (9 UNITS)**

**GROUP 1 - SELECT 6 UNITS**

ART 202	DRAWING II	3
OR ART 204	LIFE DRAWING I (3)	
OR ART 205	LIFE DRAWING II (3)	
OR ART 206	LIFE DRAWING III (3)	
OR ART 209	PERSPECTIVE DRAWING I (3)	
OR ART 620	ILLUSTRATION I (3)	
OR ART 621	ILLUSTRATION II (3)	
ART 301	WATERCOLOR PAINTING I	3
OR ART 305	ACRYLIC PAINTING II (3)	
OR ART 306	ACRYLIC PAINTING III (3)	
OR ART 308	OIL PAINTING II (3)	
OR ART 309	OIL PAINTING III (3)	
PHOTO 010	BEGINNING PHOTOGRAPHY	3
OR PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY (3)	
OR CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP (3)	
OR JOURNAL 101	COLLECTING AND WRITING NEWS (3)	

ART 400	INTRODUCTION TO PRINTMAKING . . . . . 3
<i>OR ART 401</i>	<i>ETCHING I (3)</i>
<i>OR ART 402</i>	<i>ETCHING II (3)</i>
<i>OR ART 407</i>	<i>RELIEF PRINTMAKING I (3)</i>

**GROUP 2 - SELECT 3 UNITS**

ARTHIST 103	ART APPRECIATION I . . . . . 3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY . . . . . 3
ARTHIST 139	INTRODUCTION TO ISLAMIC ART . . . . . 3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA . . . . . 3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART . . . . . 3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART . . . . . 3

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

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

**Graphic Design**

*Associate of Arts Degree  
Major Units: 30*

(State Code: 02739; TOP Code: 103000; Academic Plan: C002739C)

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. Acquire and integrate visual art concepts and/or technical skills.
2. Practice and learn visual art concepts by performing skill-based exercises.
3. Design and implement independent skill-based projects to demonstrate acquired knowledge and mastery.
4. Engaging in inquiry and critical thinking and evaluation process.
5. Demonstrating, in portfolio-level projects, the skills and knowledge necessary for entrance into a graphic design program at a 4-year college/university or for entrance into the workforce as an entry-level designer.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Graphic Design may be met by completing 24 units of Required courses and 6 units of Elective courses with a grade of "C" or better along with General Education Requirements.

**REQUIRED COURSES (24 UNITS)**

ART 250	INTRODUCTION TO DIGITAL ART . . . . . 3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN . . . . . 3
ART 604	GRAPHIC DESIGN I . . . . . 3
ART 605	GRAPHIC DESIGN II . . . . . 3
ART 606	GRAPHIC DESIGN III . . . . . 3
ART 634	COMPUTER GRAPHICS I: 3D COMPUTER GRAPHICS . . . . . 3

ART 645	INTRODUCTION TO WEBSITE DESIGN . . . . . 3
ART 648	ANIMATION--DIGITAL IMAGING . . . . . 3

**ELECTIVE COURSES (6 UNITS)**

**GROUP 1 - (SELECT 3 UNITS)**

ART 201	DRAWING I . . . . . 3
ART 202	DRAWING II . . . . . 3
ART 204	LIFE DRAWING I . . . . . 3
ART 209	PERSPECTIVE DRAWING I . . . . . 3
ART 620	ILLUSTRATION I . . . . . 3

**GROUP 2 - (SELECT 3 UNITS)**

ARTHIST 103	ART APPRECIATION I . . . . . 3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II . . . . . 3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY . . . . . 3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA . . . . . 3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART . . . . . 3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART . . . . . 3

**Arts Graphic Communication**

*Certificate of Achievement  
Major Units: 21*

(State Code: 35349; TOP Code: 103000; Academic Plan: C035349D)

This Certificate of Achievement prepares students for a career in the advertising and graphic design industry, entry-level production designers, or as a junior commercial illustrator. The creative and practical aspects of visual communication are stressed, with a special emphasis on contemporary trends. Digital work is grounded in fundamental art skills and methods. Students can expect to develop a rigorous, entry-level portfolio.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Create unique graphic designs that communicate ideas to others.
2. Understand the design process from sketching to final presentation.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Arts Graphic Communication may be met by completing 18 units of Required courses and 3 units of Elective Courses with a grade of "C" or better.

**REQUIRED COURSES (18 UNITS)**

ART 250	INTRODUCTION TO DIGITAL ART . . . . . 3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN . . . . . 3
<i>OR ART 502</i>	<i>BEGINNING THREE-DIMENSIONAL DESIGN (3)</i>
ART 604	GRAPHIC DESIGN I . . . . . 3
ART 605	GRAPHIC DESIGN II . . . . . 3
ART 606	GRAPHIC DESIGN III . . . . . 3
ART 645	INTRODUCTION TO WEBSITE DESIGN . . . . . 3

**ELECTIVE COURSES (3 UNITS)**

ART 648	ANIMATION--DIGITAL IMAGING . . . . . 3
<i>OR ART 634</i>	<i>COMPUTER GRAPHICS I: 3D COMPUTER GRAPHICS (3)</i>



ART HISTORY

Department Chair: Laurel Paley  
 (323) 953-4000 ext. 2519 | CHEM 119C  
[www.lacitycollege.edu/academic/departments/art/index.htm](http://www.lacitycollege.edu/academic/departments/art/index.htm)

OVERVIEW

Art History at LACC supports an interdisciplinary and intercultural approach to art history of all periods and places. We are also dedicated to including intersectionality as an approach to understanding art history. By thinking across current categories and boundaries and critically examining art history itself, our students are encouraged to question the canon, to rethink the relationships between the periphery and the mainstream, and to practice a socially and politically responsible art history.

PROGRAM OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Art History	AA-T	C032832G	IGETC /CSUGE	18	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

Art History

Associate of Art (AA-T)  
 Major Units: 18

(State Code: 32832; TOP Code: 100100; Academic Plan: C032832G)

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

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

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree for Transfer in Art History may be met by completing 9 units of Core courses plus 3 units from “List A,” 3 units from “List B,” and 3 units from “List C” with a grade of “C” or better along with the General Education Transfer Requirements.

**CORE COURSES (9 UNITS)**

ARTHIST 110 <sup>1</sup>	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 120 <sup>1</sup>	SURVEY OF WESTERN ART HISTORY II	3
ART 201 <sup>2</sup>	DRAWING I	3

**LIST A: SELECT 1 COURSE (3 UNITS):**

ARTHIST 130 <sup>1</sup>	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 140 <sup>1</sup>	SURVEY OF ARTS OF AFRICA, OCEANIA AND ANCIENT AMERICA	3
ARTHIST 151 <sup>1</sup>	INTRODUCTION TO LATIN AMERICAN ART	3

**LIST B: SELECT 1 COURSE (3 UNITS):**

ART 204	LIFE DRAWING I	3
ART 300	INTRODUCTION TO PAINTING	3
ART 304	ACRYLIC PAINTING I	3
ART 501 <sup>2</sup>	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 502	BEGINNING THREE-DIMENSIONAL DESIGN	3
PHOTO 010 <sup>2</sup>	BEGINNING PHOTOGRAPHY	3

**LIST C: SELECT 1 COURSE (3 UNITS)**

ARTHIST 171 <sup>1</sup>	INTRODUCTION TO GLOBAL CONTEMPORARY	
--------------------------	-------------------------------------	--

ART.....3  
*OR ANY COURSE NOT USED IN “LIST A” OR “B” ABOVE*

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

<sup>2</sup> Courses may be double-counted towards CSU G.E. Breadth.

**BIOLOGY**

Department chair: Greg Gonsalves  
 (323) 953-4000 ext.2796 | SCI-TECH 222-E  
[www.lacitycollege.edu/academic/departments/lifesci/index.html](http://www.lacitycollege.edu/academic/departments/lifesci/index.html)

**OVERVIEW**

BIOLOGY 3: A survey course for non-majors, students learn fundamental biological principles related to cell biology, genetics, anatomy/physiology, evolution, and conservation. Emphasis is on the relationships of living organisms to each other, the human species, and the world they live in. BIOLOGY 6: A course for biology majors, students learn the fundamentals of chemistry, molecular biology, cell biology, genetics, evolution, and the diversity of life. Emphasis is on the relationships and associations of the human species to these biological principles and the natural world. Note: Biology 6 is offered ONLY in the fall semester. BIOLOGY 7: Designed for biology majors, students learn the fundamentals of evolution, anatomy, physiology, embryology, and ecology. Emphasis is on the relationships these fundamental principles are associated with Earth’s diverse organisms, in particular that of plants and animals. Note: Only offered in spring semester. BIOLOGY 25: A course for the non-science major, students examine biological principles related to the human species including cell structure, genetics, organ systems, nutrition, and the human impact on the environment.

**PROGRAM OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Biology	AS-T	C036049H	IGETC/CSUGE	33	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Biology**

*Associate of Science (AS-T)*  
*Major Units: 33*  
 (State: 36049; TOP Code: 040100; Academic Plan: C036049H)

The AS-T in Biology will provide students with a background to evaluate and understand new discoveries and to make informed decisions about the use of scientific knowledge to benefit all living organisms. The curriculum is generally required of lower-division biological sciences majors, as well as pre-dental, pre-medical, pre-optometry, pre-pharmacy, and pre-veterinary students. This degree includes coursework



that aligns with specific lower-division major requirements for biological sciences-related majors at various universities within the California State University (CSU) systems.

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

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Explain the scientific method and its applications.
2. Demonstrate the scientific method in a laboratory setting.
3. Apply knowledge of fundamental biological principles such as evolution and taxonomy.
4. Apply knowledge of physiological, ecological, and molecular processes.
5. Demonstrate proficiency in basic lab skills and analysis.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree for Transfer in Biology may be met by completing 10 units of Core courses and 23 units from "List A" with a grade of "C" or better along with the General Education Transfer Requirements.

**CORE COURSES (10 UNITS)**

BIOLOGY 006 <sup>1</sup>	GENERAL BIOLOGY I	5
BIOLOGY 007 <sup>1</sup>	GENERAL BIOLOGY II	5

**LIST A: (23 UNITS)**

CHEM 101 <sup>1</sup>	GENERAL CHEMISTRY I	5
CHEM 102 <sup>1</sup>	GENERAL CHEMISTRY II	5
MATH 261 <sup>1</sup>	CALCULUS I	5
PHYSICS 006 <sup>1</sup>	GENERAL PHYSICS I	4
PHYSICS 007 <sup>1</sup>	GENERAL PHYSICS II	4

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

|||||  
**BUSINESS**

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

**OVERVIEW**

Our programs in Business Administration are designed for students seeking entry-level positions in general areas of Business Commerce, Finance, International Business Management, and Marketing, or for those currently employed in industry who want to upgrade their skills. In the Business Administration areas, we offer three programs of study: the Associate of Science Degree for Transfer (AS-T), Associate of Arts Degree (AA) and a Certificate. All three paths are designed to give the student an extensive background in the principles and practices of the business world. The degree programs offer a more comprehensive curriculum than the certificate program, and the AS-T allows the student to transfer to a four-year university as a Junior.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Business Administration	AS-T	C033156H	IGETC /CSUGE	30	Y
Business Administration	AA	C002718C	Any GE**	38	Y
Business Administration	C	C021609D	-	22-23	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
\*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC



**Business Administration**

*Associate of Science (AS-T)*  
*Major Units: 30*

(State Code: 33156; TOP Code: 050500; Academic Plan: C033156H)

The Associate in Science in Business Administration for Transfer (AS-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. 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.

Students will acquire a broad fundamental knowledge of the theory and practice of business and the skills needed to successfully apply their knowledge in a professional environment.

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. 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree for Transfer in Business Administration may be met by completing 19 units of Core courses plus 4 units from “List A,” and 7 units from “List B” with a grade of “C” or better along with the General Education Transfer Requirements.

**CORE COURSES (19 UNITS)**

ACCTG 001	INTRODUCTORY ACCOUNTING I . . . . .	5
ACCTG 002	INTRODUCTORY ACCOUNTING II . . . . .	5

ECON 001 <sup>1</sup>	PRINCIPLES OF ECONOMICS I . . . . .	3
ECON 002 <sup>1</sup>	PRINCIPLES OF ECONOMICS II . . . . .	3
LAW 001	BUSINESS LAW I . . . . .	3

**LIST A: SELECT 1 COURSE (4 UNITS):**

MATH 227 <sup>1</sup>	STATISTICS . . . . .	4
-----------------------	----------------------	---

**LIST B: SELECT 2 COURSES (7 UNITS):**

CO SCI 101	INTRODUCTION TO COMPUTERS AND THEIR USES . . . . .	4
BUS 001 <sup>2</sup>	INTRODUCTION TO BUSINESS . . . . .	3

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

<sup>2</sup> Courses may be double-counted towards CSU G.E. Breadth.

**Business Administration**

*Associate of Arts Degree*  
*Major Units: 38*

(State Code: 02718; TOP CODE: 050100; Academic Plan: C002718C)

The Business Administration curriculum is designed for students who are interested in an encompassing, formal business education. Upon successful completion of this program, the student will have an extensive background in the principles and practices of the business world. This program prepares students for employment in entry level positions such as administrative services managers, management analysts, operations managers, production managers, sales managers, or for those who are interested in continuing their education in pursuit of a Bachelor’s degree in Business Administration.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Business Administration may be met by completing 35 units of Required courses and 3 units of Elective courses with a grade of “C” or better along with General Education Requirements.

**REQUIRED COURSES (35 UNITS)**

ACCTG 001	INTRODUCTORY ACCOUNTING I	5
BUS 001	INTRODUCTION TO BUSINESS	3
BUS 015	BUSINESS STATISTICS	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3
FINANCE 002	INVESTMENTS	3
INTBUS 001	INTERNATIONAL TRADE	3
MARKET 021	PRINCIPLES OF MARKETING	3
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY	3
SUPV 001	ELEMENTS OF SUPERVISION	3

**ELECTIVE COURSES (3 UNITS)**

ACCTG 031	MATHEMATICS OF ACCOUNTING	3
<i>OR BUS 038</i>	<i>BUSINESS COMPUTATIONS (3)</i>	

**Business Administration**

*Certificate of Achievement*  
 Major Units: 22-23

(State Code: 21609; TOP Code: 050100; Academic Plan: C021609D)

Designed for students who want to work in general business-related fields in both the public and private sector. The program has been structured so it may be completed in two semesters, and students will acquire a broad fundamental knowledge of the theory and practice of business and the skills needed to successfully apply their knowledge in a professional environment. This program serves as an excellent pathway in to our AS-T degree in Business Administration, or AA degree in Business Administration.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Business Administration may be met by completing 19 units of Required courses and 3-4 units of Elective Courses with a grade of "C" or better.

**REQUIRED COURSES (19 UNITS)**

ACCTG 001	INTRODUCTORY ACCOUNTING I	5
ACCTG 002	INTRODUCTORY ACCOUNTING II	5
BUS 001	INTRODUCTION TO BUSINESS	3
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3

**ELECTIVE COURSES (3-4 UNITS)**

BUS 017	COMPUTER GRAPHICS FOR BUSINESS	3
<i>OR CO SCI 101</i>	<i>INTRODUCTION TO COMPUTERS AND THEIR USES (4)</i>	

**CHEMISTRY**

Department Chair: Glen Baghdasarian  
 (323) 953-4000 ext. 2600 | SCI 324K  
<https://www.lacitycollege.edu/Academic-Departments/Chemistry-Earth-Sciences/Department-Home>

**OVERVIEW**

Chemistry is known as the ‘Central Science.’ It bridges the gap between physics and biology. As such, all of the health related fields require multiple courses in chemistry to earn their degrees. You will learn how chemical processes produce the changes in all of your environments. The interaction between humans and our surroundings is described by chemical processes. Just reading this description required trillions of chemical reactions to take place, not including any of the internalization of the material in your memory. Waking up in the morning, showering, grooming, eating breakfast, attending class, are all described by chemical processes. Using your phone to read this message requires small microchips made of chemicals to work for you. Understanding nutrition requires knowing the basics of chemistry. Taking medication to alleviate any medical condition is represented by a fundamental chemical process, the synthesis of the drug (performed by a chemist), the biochemical process in metabolizing the drug, the final outcome of the dosing – all of these processes are rooted in chemical reactions.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Chemistry	AS	C002756C	Any GE**	40	Y
*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility. **Any General Education Pattern: LACCD GE, CSUGE or IGETC					

**Chemistry**

*Associate of Science Degree*  
 Major Units: 40

(State Code: 02756; TOP Code: 190500; Academic Plan: C002756C)

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 and mechanisms of chemical formation be able to synthesize.
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.
6. Describe a synthesis of molecules from simple starting materials.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree in Chemistry may be met by completing 40 units of Required courses with a grade of "C" or better along with General Education Requirements.

**REQUIRED COURSES (40 UNITS)**

CHEM 101*	GENERAL CHEMISTRY I . . . . .	5
CHEM 102	GENERAL CHEMISTRY II . . . . .	5
CHEM 211	ORGANIC CHEMISTRY FOR SCIENCE MAJORS I	5
CHEM 212	ORGANIC CHEMISTRY FOR SCIENCE MAJORS II . . . . .	5
MATH 261	CALCULUS I . . . . .	5
MATH 262	CALCULUS II . . . . .	5
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I . . . . .	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II . . . . .	5

\*CHEM 065 is a prerequisite for CHEM 101

**CHILD DEVELOPMENT**

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

Vice Chair: Aykanush Ter-Pogosyan  
(323) 953-4000 ext. 1243 | CD 204

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

<http://lacitycollege.edu/Academic-Departments/Child-Family-Studies/Department-Home>

**OVERVIEW**

Welcome to the Child Development program. Students wishing to prepare for employment in early childhood programs or other related fields in early care and education and those currently employed may select several alternative patterns of study. The curriculum prepares students to teach or administer programs for young children, including: Private early childhood programs, Public programs such as school district children's centers and Head Start or State Preschool programs, Infant programs School-age before and after-school programs. Courses allow students to prepare for increasingly higher levels of employment and certification. It is possible to prepare for the educational requirements of the State Department of Social Services, the California Child Development Permit, the Associate of Arts Degrees in Child Development or the Associates of Science for Transfer in Early Childhood Education.

**PROGRAM NOTES**

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

- Criminal Clearance: In order to fulfill State licensing requirements for employment in private and public programs, students must receive a Criminal Clearance to work with young children. Consult with faculty for additional information.
- Mantoux test: Some Child Development courses may require students to obtain a Mantoux test for Tuberculosis clearance. The college Health Center provides this service. Please call ahead to schedule a Mantoux test and reading at 323-953-4000, Ext. 2485.
- In order to complete CH DEV 22/23 Practicum in Child Development I and II, or to work in the field of early care and education, students must show proof of immunization against measles, pertussis, and the flu.
- CPR Training: Your employer may require you to take a 15 hour Cardiopulmonary Resuscitation class. This class covers training on basic first aid for infants and children, CPR techniques and information on basic health and sanitation procedures.
- Child Development Training Consortium (CDTC): 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: Ripsime Geuvjehizian 323-953-4000, Ext. 2294, [geuvgerm@lacitycollege.edu](mailto:geuvgerm@lacitycollege.edu).

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Early Childhood Education	AS-T	C031030H	IGETC/CSUGE	25	Y
Child Development	AA	C010783C	Any GE**	36	Y
Child Development Associate Teacher	C	C008236D	-	16-18	N
Child Development Teacher	C	C008237D	-	25	Y
Child Development Master Teacher	C	C008238D	-	37	Y
Child Development Site Supervisor	C	C008239D	-	33	Y
Infant & Toddler Studies	C	C038156D	-	18	N
Children With Special Needs	CS	C130520J	-	15	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
\*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Early Childhood Education**

*Associate of Science (AS-T)*  
*Major Units: 25*

(State Code: 31030; TOP Code: 130500; Academic Plan: C031030H)

Completion of the Associate of Science in Early Childhood Education for Transfer prepares students for transfer to a California State University under the provisions of SB 1440, the Student Transfer Achievement Reform Act, and for employment in an early care and education program. Students develop skills, knowledge, and attitudes that prepare them to work as teachers of young children or as administrators of ECE programs. Students who successfully complete this degree are guaranteed admission with junior status to the CSU system, but not to a specific campus or major. The student will receive priority admission to the local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis.

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

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Integrate understanding of the needs, the characteristics and multiple influences on all areas of development of children birth 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree for Transfer in Early Childhood Education may be met by completing 25 units of Core courses with a grade of "C" or better along with the General Education Transfer Requirements.

**CORE COURSES (25 UNITS)**

CH DEV 001 <sup>1</sup>	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . . .	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION . . . . .	3
CH DEV 011 <sup>2</sup>	CHILD, FAMILY AND COMMUNITY . . . . .	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I . . . . .	4

CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR . . . . .	3
CH DEV 042 <sup>2</sup>	TEACHING IN A DIVERSE SOCIETY . . . . .	3

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

<sup>2</sup> Courses may be double-counted towards CSU G.E. Breadth

**Child Development**

*Associate of Arts*  
*Major Units: 36*

(State Code: 10783; TOP Code: 130500; Academic Plan: C010783C)

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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Child Development may be met by completing 25 units of Required courses and 11 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (25 UNITS)**

CH DEV 001	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3
CH DEV 007	INTRODUCTION TO CURRIC IN EARLY CHILDHOOD EDUCATION . . . . .	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION . . . . .	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY . . . . .	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I . . . . .	4
CH DEV 023	PRACTICUM IN CHILD DEVELOPMENT II . . . . .	4
CH DEV 065	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING . . . . .	2

**ELECTIVE COURSES (SELECT 11 UNITS)**

CH DEV 030	INFANT/TODDLER DEVELOPMENT . . . . .	3
CH DEV 031	INFANT/TODDLER CARE AND EDUCATION . . . . .	3
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR . . . . .	3
CH DEV 038	ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I . . . . .	3
CH DEV 039	ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION . . . . .	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY . . . . .	3

CH DEV 044	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS. . . . .	3
CH DEV 045	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS. . . . .	3
CH DEV 048	POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS . . . . .	3
CH DEV 084-1	CHILD DEVELOPMENT LAB I. . . . .	0.5
CH DEV 084-2	CHILD DEVELOPMENT LAB I: TECHNOLOGY FOR THE EARLY CHILDHOOD EDUCATOR . . . . .	0.5
CH DEV 085	CHILD DEVELOPMENT LAB II . . . . .	0.5
FAM &CS 021	NUTRITION . . . . .	3
FAM &CS 031	MARRIAGE AND FAMILY LIFE . . . . .	3
ENGLISH 218	CHILDREN'S LITERATURE . . . . .	3

THE EARLY CHILDHOOD EDUCATOR. . . . .	0.5
<u>OR CH DEV 042 TEACHING IN A DIVERSE SOCIETY (3)</u>	
<u>OR CH DEV 030 INFANT AND TODDLER STUDIES I (3)</u>	
<u>OR CH DEV 031 INFANT AND TODDLER STUDIES II (3)</u>	
<u>OR CH DEV 044 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS (3)</u>	
<u>OR CH DEV 045 PROGRAM FOR CHILDREN WITH SPECIAL NEEDS (3)</u>	
<u>OR CH DEV 048 POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS (3)</u>	

**\*\*To qualify for Title 22, Director, take above core units and CD 38 (Administration & Supervision of Early Childhood Programs I).**

*\*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.*

**Child Development Associate Teacher**

*Certificate of Achievement  
Major Units: 16-18*

(State Code: 08236; TOP Code: 130500; Academic Plan: C008236D)

This certificate is the first step on the early childhood career ladder. Recipients of this certificate meet the minimum State requirements to teach in a private preschool, or school-age program, and with the addition of 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.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Child Development Associate Teacher may be met by completing 16-18 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (SELECT 16-18 UNITS)**

CH DEV 001	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . . .	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION . . . . .	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY. . . . .	3
CH DEV 84-1	CHILD DEVELOPMENT LAB 1: CURRICULUM. . . . .	0.5
<i>AND</i>		
CH DEV 84-2	CHILD DEVELOPMENT LAB 1: TECHNOLOGY FOR	

**Infant & Toddler Studies**

*Certificate of Achievement  
Major Units: 18*

(State Code: 38156; TOP Code 130590; Academic Plan: C038156D)

The Infant & Toddler Studies Certificate of Achievement qualifies the student for the most entry-level teacher position within private infant/toddler programs. Infant/Toddler teachers are responsible for supervising the care and development of children birth through 2 ½ years old. Some responsibilities include: developing and sustaining caring, loving, respectful relationships, designing developmentally age-appropriate curriculum, organizing parent conferences and establishing clear daily communications with parents and other caregivers.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Infant & Toddler Studies may be met by completing 18 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (18 UNITS)**

CH DEV 001	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION . . . . .	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY. . . . .	3
CH DEV 030	INFANT/TODDLER DEVELOPMENT . . . . .	3
CH DEV 031	INFANT/TODDLER CARE AND EDUCATION. . . . .	3
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR. . . . .	3

**Child Development Teacher**

*Certificate of Achievement*  
 Major Units: 25

(State Code: 08237; TOP Code 130500; Academic Plan: C008237D)

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 CH DEV 030, 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.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Child Development Teacher may be met by completing 25 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (25 UNITS)**

CH DEV 001	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . . .	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION . . . . .	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY . . . . .	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I . . . . .	4
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR . . . . .	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY . . . . .	3

*\*\*Note: To complete requirements for a California CH 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 of Achievement*  
 Major Units: 37

(State Code: 08238; TOP Code: 130500; Academic Plan: C008238D)

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: 37 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 effective guidance and interaction strategies that support a child's social learning, identity and self-confidence in an early childhood classroom setting.
6. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to the Early Care and Education profession.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Child Development Master Teacher may be met by completing 31 units of Required courses and 6 units of Elective courses with a grade of "C" or better.

**REQUIRED COURSES (31 UNITS)**

CH DEV 001	CHILD GROWTH AND DEVELOPMENT . . . . .	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES . . . . .	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION . . . . .	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION . . . . .	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY . . . . .	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I . . . . .	4
CH DEV 023	PRACTICUM IN CHILD DEVELOPMENT II . . . . .	4
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR . . . . .	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY . . . . .	3
CH DEV 065	ADULT SUPERVISION AND EARLY CHILDHOOD MENTORING . . . . .	2

**ELECTIVE COURSES (CHOOSE ONE 6 UNIT SPECIALIZATION)**

**SPECIALIZATION - OPTION 1**

CH DEV 030	INFANT/TODDLER DEVELOPMENT . . . . .	3
CH DEV 031	INFANT/TODDLER CARE AND EDUCATION . . . . .	3

**SPECIALIZATION - OPTION 2**

CH DEV 044	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS . . . . .	3
CH DEV 045	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS . . . . .	3

**SPECIALIZATION - OPTION 3**

CH DEV 048	POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS .....	3
FAM & CS 031	MARRIAGE AND FAMILY LIFE .....	3

**Child Development Site Supervisor**

*Certificate of Achievement*  
*Major Units: 33*

(State Code: 08239; TOP Code: 130580; Academic Plan: C008239D)

This certificate is the highest certificate offered by the Child Development program. Recipients of this certificate are qualified to supervise an entire program at one site. Some responsibilities of site supervisors include the following: use of positive leadership skills to implement the sites' philosophy, adherence to state and federal licensing requirements, budget implementation, enforcement of enrollment/registration policies and procedures, hire, inspire and supervise all staff, foster positive communication links between home, school and community, maintain appropriate health, safety and nutrition standards, supervision of curriculum and schedule development. Students wishing to obtain the California Child Development Permit: Site Supervisor level, must meet experience requirements, obtain an Associate in Arts degree, and meet the requirements listed below.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Integrate an understanding of the needs, the characteristics, and the multiple influences that support optimal 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.
5. Analyze and apply the financial and legal rules and regulations pertaining to administration of an early childhood program.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Child Development Site Supervisor may be met by completing 33 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (33 UNITS)**

CH DEV 001	CHILD GROWTH AND DEVELOPMENT .....	3
CH DEV 002	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES .....	3
CH DEV 007	INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION .....	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION .....	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY .....	3
CH DEV 022	PRACTICUM IN CHILD DEVELOPMENT I .....	4
CH DEV 034	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR .....	3

CH DEV 038	ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I .....	3
CH DEV 039	ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION .....	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY .....	3
CH DEV 065	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING .....	2

**Children with Special Needs**

*Skills Certificate*  
*Major Units: 15*

(TOP Code: 130520; Academic Plan: C130520J)

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 differentlyabled children and their families.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (15 UNITS)**

CH DEV 001	CHILD GROWTH AND DEVELOPMENT .....	3
CH DEV 010	HEALTH, SAFETY AND NUTRITION .....	3
<i>OR CH DEV 034 OBSERVING &amp; RECORDING CHILDREN'S BEHAVIOR (3)</i>		
<i>OR CH DEV 042 TEACHING IN A DIVERSE SOCIETY (3)</i>		
<i>OR CH DEV 048 POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS (3)</i>		
CH DEV 011	CHILD, FAMILY AND COMMUNITY .....	3
CH DEV 044	EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS .....	3
CH DEV 045	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS .....	3

# CHINESE

Department Chair: Mickey Hong  
 (323) 953-4000 ext. 2736 | JH 111G  
<http://lacitycollege.edu/Academic-Departments/Modern-Languages/Department-Home>

## OVERVIEW

China is one of the world’s oldest and richest continuous cultures. Its history stretches back before 2000 BC and it is the most populous nation in the world, with 1.39 billion people. One fifth of the planet speaks Chinese. Mandarin Chinese is the native language of 960 million people, making it the most widely spoken first language in the world. In addition to the People’s Republic of China and Taiwan, Mandarin Chinese is also spoken in the important and influential Chinese communities of Indonesia, Thailand, Malaysia, Singapore, Brunei, the Philippines, and Mongolia. China is the second largest economy in the world and is one of largest trading partners of the United States. Many US companies do business in China and have long-term investments there.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Chinese	AA	C002745C	Any GE**	18	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## Chinese

*Associate of Arts Degree*  
*Major Units: 18*

(State Code: 02745; TOP Code: 110700; Academic Plan: C002745C)

The Associate of Arts Degree in Chinese is designed to prepare students to transfer to a university with a major in Chinese, Asian studies, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture which will benefit them in a wide variety of career paths and professional advancement.

## PROGRAM STUDENT LEARNING OUTCOMES

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

## PROGRAM REQUIREMENTS

Requirements for the Associate of Arts Degree in Chinese may be met by completing 5 units of Required courses and 13 units

of Elective courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

## REQUIRED COURSES (5 UNITS)

CHINESE 004	INTERMEDIATE CHINESE II	5
-------------	-------------------------	---

## ELECTIVE COURSES (13 UNITS)

CHINESE 001	ELEMENTARY CHINESE I	5
CHINESE 002	ELEMENTARY CHINESE II	5
CHINESE 003	INTERMEDIATE CHINESE I	5
CHINESE 010	CHINESE CIVILIZATION	3
JAPANESE 009	JAPANESE CIVILIZATION	3
KOREAN 010	KOREAN CIVILIZATION	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
ART HIST 130	SURVEY OF ASIAN ART HISTORY	3
PHILOS 030	ASIAN PHILOSOPHY	3

# CINEMA

Department Chair: Jen Vaughn  
 (323) 953-4000 ext. 2631 | CC181  
<https://www.lacitycollege.edu/Academic-Departments/Cinema-TV/Department-Home>

## OVERVIEW

The Los Angeles City College Cinema and Television Department offers a low-cost, comprehensive, hands-on training program that provides both basic and advanced courses in film, video and television studio production. Located in modern facilities designed by the renowned architect William L. Pereira, the department has audio and camera equipment packages for student use as well as a sound stage, television three-camera studios, digital editing rooms, screening rooms, non-linear multi-station computer labs, and other audio and video post-production systems.

The Cinema program’s first semester consists of a hands-on digital video production class, a lecture course on the technical aspects of film production, and two film history classes. The following semesters include courses on video editing, sound, cinematography, production management and business, directing, writing, digital production, editing, and digital audio post-production. Throughout the program, students produce a series of short films, culminating in capstone projects.



**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Film, Television, and Electronic Media	AS-T	C037221H	IGETC/CSUGE	18	Y
Cinema Production	AA	C002729C	Any GE**	36	Y
Cinema Production	C	C021620D	-	33	Y
Cinema/Video Production	C	C010773D	-	33	Y
Cinematography	CS	C061220J	-	12	N
Directing	CS	C060423J	-	15	N
Post Production	CS	C060420J	-	12	N
Producing	CS	C061221J	-	15	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Film, Television, and Electronic Media**

*Associate of Science (AS-T)  
 Major Units: 18*

(State Code: 37221; TOP Code: 060420; Academic Plan: C037221H)

Associate in Science in Film, Television, and Electronic Media for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower division requirements for a baccalaureate degree in Cinema and/or Television and/or Media Arts at a California State University, and may apply to other baccalaureate programs. The A.S. T Degree coursework in Cinema/Television Production provides students with a comprehensive learning environment of both class work in film and television history and theory and hands-on experiences to provide students with the technical skills and creative guidance to prepare them for both for transfer and careers in the entertainment industry.

To earn the 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. 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. Students demonstrate knowledge of the historical, cultural, and economic influences on the content of motion pictures and television, both narrative and non-narrative (documentary) filmmaking and non-scripted (“reality”) television programs.
2. Students demonstrate knowledge and command of the processes of writing, direction, production, postproduction, and distribution of cinema (single-camera) and television (multi-camera) productions.
3. Students demonstrate knowledge of the job market pathways into the motion picture and television industries.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree for Transfer in Film, Television, and Electronic Media may be met by completing 6 units of Core courses plus 6 units from “List A,” 3 units from “List B,” and 3 units from “List C” courses with a grade of “C” or better along with the General Education Transfer Requirements.

**CORE COURSES (SELECT 6 UNITS)**

CINEMA 003	HISTORY OF MOTION PICTURES . . . . .	3
CINEMA 005	INTRODUCTION TO SCREENWRITING . . . . .	3
CINEMA 018	INTRODUCTION TO FILM GENRES . . . . .	3
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA . . . . .	3
T V 001	INTRODUCTION TO TELEVISION . . . . .	3
	<i>OR JOURNAL 105 MASS COMMUNICATIONS (3)</i>	
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I . . . . .	3

**LIST A: (SELECT 1 COURSE FROM EACH AREA 6 UNITS)**

**AREA A1**

CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION . . . . .	3
--------------	---	---

**AREA A2**

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION . . . . .	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
T V 009	TV EQUIPMENT . . . . .	3

**LIST B: (SELECT 3 UNITS)**

CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY . . . . .	3
T V 046	TELEVISION PRODUCTION . . . . .	3
	<i>OR ANY COURSE NOT USED IN LIST A OR CORE ABOVE</i>	

**LIST C: (SELECT 3 UNITS)**

CINEMA 004	HISTORY OF THE DOCUMENTARY FILM . . . . .	3
CINEMA 911	COOPERATIVE EDUCATION - CINEMA . . . . .	1
CINEMA 921	COOPERATIVE EDUCATION - CINEMA . . . . .	2
CINEMA 931	COOPERATIVE EDUCATION - CINEMA . . . . .	3
CINEMA 941	COOPERATIVE EDUCATION - CINEMA . . . . .	4
	<i>OR ANY COURSE NOT USED IN LIST A, B OR CORE ABOVE</i>	

**Cinema Production**

*Associate of Arts Degree  
 Major Units: 36*

(State Code: 02729; TOP Code: 061220; Academic Plan: C002729C)

The LACC Cinema/Television Department provides students with the principles, technical competence, film and television

history, and hands-on training necessary to launch a successful career in cinema or television production. Many of our students transition from LACC into the entertainment industry with the Associate of Arts degree. We also offer an Associate's Degree for Transfer (AD-T) for those who wish to go on to pursue a four-year Bachelor's degree. The skills and work-based learning obtained at LACC help graduates prepare for a number of entertainment industry careers, such as Producers, Writers, Directors, Cinematographers, Camera Operators, Lighting Directors, Grips and Electricians, Picture and Sound Editors, Colorists, Sound Engineers, and Production Assistants. Students can also become competitive candidates for acceptance not only into film and television undergraduate programs at the country's top universities, but those who already have their Bachelor's can also advance into MFA programs as well.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Cinema Production may be met by completing 12 units of Required courses and 24 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (12 UNITS)**

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.....	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP . . . .	3
CINEMA 003	HISTORY OF MOTION PICTURES. ....	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM.....	3
	<i>OR CINEMA 018 INTRODUCTION TO FILM GENRES (3)</i>	

**REQUIRED ELECTIVES\* (SELECT 24 UNITS)**

CINEMA 005	INTRODUCTION TO SCREENWRITING . . . . .	3
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY. ....	3
CINEMA 007	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES . . . . .	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION.....	3
CINEMA 009-2	INTERMEDIATE MOTION PICTURE SOUND AND POST-PRODUCTION SOUND DESIGN . . . . .	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING . . . . .	3
CINEMA 018	INTRODUCTION TO FILM GENRES . . . . .	3
CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION. ....	3
CINEMA 025	PRODUCING MOTION PICTURE FEATURES . . . .	3
CINEMA 032-1	EDITING FUNDAMENTALS I . . . . .	3
CINEMA 032-2	EDITING FUNDAMENTALS II . . . . .	3
CINEMA 033-1	DIGITAL VIDEO PRODUCTION WORKSHOP I . . .	3
CINEMA 033-2	DIGITAL VIDEO PRODUCTION WORKSHOP II . .	3
CINEMA 038-1	MOTION PICTURE STAGE GRIP . . . . .	3
CINEMA 038-2	MOTION PICTURE STAGE ELECTRIC. . . . .	3
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA.....	3

T V 001	INTRODUCTION TO TELEVISION . . . . .	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND . .	3
T V 009	TV EQUIPMENT . . . . .	3
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I . .	3
T V 025-2	TELEVISION AND FILM DRAMATIC WRITING II .	3
LAW 033	LAW AND THE MEDIA . . . . .	3

*NOTE: Courses may be substituted under special circumstances and approval from the department.*

*\*At Least 18 Units must be from Cinema Electives*

**Cinema Production**

*Certificate of Achievement  
Major Units: 33*

(State Code: 21620; TOP Code: 061220; Academic Plan: C021620D)

The LACC Cinema/Television Department provides students with the principles, technical competence, film and television history, and hands-on training necessary to launch a successful career in single-camera and multi-camera pre-production, production, and post-production. Many of our students transition from LACC into the entertainment industry with the Associate of Arts degree. The skills and work-based learning obtained at LACC help graduates prepare for a number of entertainment industry careers, as Producers, Writers, Directors, Cinematographers, Camera Operators, Lighting Directors, Grips and Electricians, Picture and Sound Editors, Colorists, Sound Engineers, and Production Assistants. Students can also become competitive candidates for acceptance into film and television undergraduate programs at the country's top universities.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Cinema Production may be met by completing 33 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (33 UNITS)**

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION.....	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP . . . .	3
CINEMA 003	HISTORY OF MOTION PICTURES. ....	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM.....	3
	<i>OR CINEMA 018 INTRODUCTION TO FILM GENRES (3)</i>	
CINEMA 005	INTRODUCTION TO SCREENWRITING . . . . .	3
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY. ....	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION.....	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING . . . . .	3
CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION. ....	3
CINEMA 032-1	EDITING FUNDAMENTALS I . . . . .	3

CINEMA 033-1 DIGITAL VIDEO PRODUCTION WORKSHOP I . . . . 3  
 OR LAW 033 LAW AND THE MEDIA (3)

**Cinema/Video Production**

*Certificate of Achievement*  
 Major Units: 33

(State Code: 10773; TOP Code: 061220; Academic Plan: C010773D)

The LACC Cinema/Television Department provides students with the principles, technical competence, film and television history, and hands-on training necessary to launch a successful career in single-camera and multi-camera pre-production, production, and post-production. Many of our students transition from LACC into the entertainment industry with the Associate of Arts degree. The skills and work-based learning obtained at LACC help graduates prepare for a number of entertainment industry careers, as Producers, Writers, Directors, Cinematographers, Camera Operators, Lighting Directors, Grips and Electricians, Picture and Sound Editors, Colorists, Sound Engineers, and Production Assistants. Students can also become competitive candidates for acceptance into film and television undergraduate programs at the country's top universities.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Cinema/Video Production may be met by completing 33 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (SELECT 33 UNITS)**

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION. . . . .	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
CINEMA 003	HISTORY OF MOTION PICTURES. . . . .	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM. . . . .	3
	<i>OR CINEMA 018 INTRODUCTION TO FILM GENRES (3)</i>	
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY. . . . .	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION. . . . .	3
CINEMA 032-1	EDITING FUNDAMENTALS I . . . . .	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND . . . . .	3
	<i>OR T V 009 TV EQUIPMENT (3)</i>	
T V 006	STUDIO AND REMOTE PRODUCTION . . . . .	3
	<i>OR T V 048 TELEVISION PROGRAMMING &amp; VIDEOTAPE PRODUCTION WORKSHOP (3)</i>	
T V 046	TELEVISION PRODUCTION. . . . .	3
T V 055	DIGITAL VIDEO PRODUCTION WORKSHOP I . . . . .	3

**Cinematography**

*Skills Certificate*  
 Major Units: 12

(TOP Code: 061220; Academic Plan: C061220J)

The Cinematography Certificate is designed to provide the student with advanced skills in below-the-line supervising, single-camera cinematography, production and post-production.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (12 UNITS)**

CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY. . . . .	3
CINEMA 007	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES . . . . .	3
PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY. . . . .	3
PHOTO 010	BEGINNING PHOTOGRAPHY . . . . .	3

**Directing**

*Skills Certificate*  
 Major Units: 15

(TOP Code: 060420; Academic Plan: C060423J)

The Directing Skills Certificate is designed to provide the student with intermediate skills both in writing, and directing actors.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Students will produce and direct a scene demonstrating proper use of stage direction while focusing on audience reaction and the actors' emotional connection to the scene.
2. Students will formulate story ideas and develop treatments and screenplay drafts.
3. Students will prepare a production package including script notes, scene goals, character analysis, storyboard and shot list.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (15 UNITS)**

CINEMA 005	INTRODUCTION TO SCREENWRITING . . . . .	3
	<i>OR T V 025 TELEVISION AND FILM DRAMATIC WRITING I (3)</i>	
CINEMA 010	INTRODUCTION TO FILM DIRECTING . . . . .	3

CINEMA 020 BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION.....3  
 THEATER 200 INTRODUCTION TO ACTING .....3  
 THEATER 225 BEGINNING DIRECTION .....3

**Post-Production**

*Skills Certificate  
 Major Units: 12*

(TOP Code: 060420; Academic Plan: C060420J)

The Post-Production Certificate is designed to provide the student with advanced skills in post-production visuals and sound.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Students will formulate knowledge and command of the processes of production and post-production visuals.
2. Students will formulate knowledge and command of the processes of production and post-production sound.
3. Students will differentiate the historical, cultural, and economic influences of motion picture, television and new media content.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (12 UNITS)**

CINEMA 009-1 BEGINNING MOTION PICTURE SOUND PRODUCTION.....3  
 CINEMA 009-2 INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN .....3  
 CINEMA 032-1 EDITING FUNDAMENTALS I .....3  
 CINEMA 032-2 EDITING FUNDAMENTALS II.....3

**Producing**

*Skills Certificate  
 Major Units: 15*

(TOP Code: 061220; Academic Plan: C061221J)

The Producing Certificate is designed to provide the student with advanced skills in writing, pre-production, production, and knowledge of the business of motion picture and television, including new media platforms.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (15 UNITS)**

CINEMA 005 INTRODUCTION TO SCREENWRITING .....3  
*OR T V 025-1 TELEVISION AND FILM DRAMATIC WRITING I (3)*  
*OR T V 025-2 TELEVISION AND FILM DRAMATIC WRITING II (3)*  
 CINEMA 020 BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION.....3  
 CINEMA 025 PRODUCING MOTION PICTURE FEATURES .....3  
 BUS 001 INTRODUCTION TO BUSINESS .....3  
 LAW 033 LAW AND THE MEDIA .....3

**COMMUNICATION STUDIES**

Department Chair: M. "Shae" Hsieh  
 (323) 953-4000 ext. 2961 | CC187  
<https://www.lacitycollege.edu/Academic-Departments/Communication-Studies/Department-Home>

**OVERVIEW**

The LACC Department of Communication Studies is committed to empowering student voices, supporting student achievement, and developing (or employing) lifelong skills by promoting the effective practice of human communication within and across various channels, contexts, and cultures, augmented with learner-centered instruction, faculty mentoring, and a transferable degree.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Communication Studies	AA-T	C030996G	IGETC/CSUGE	18	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Communication Studies**

*Associate of Arts (AA-T)  
 Major Units: 18*

(State Code: 30996; TOP Code: 150600; Academic Plan: C030996G)

The Communication Studies Department at Los Angeles City College offers courses that meet lower division General Education (GE) requirements for transfer. The Communication Studies Associate of Arts (AA-T) degree meets the lower division coursework of the first two years of a Communication Studies major in the California State University system.

To earn the 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. 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree for Transfer in Communication Studies may be met by completing 3 units of Core courses plus 6 units from “List A,” 6 units from “List B,” and 3 units from “List C” with a grade of “C” or better along with the General Education Transfer Requirements.

**CORE CORE (3 UNITS)**

COMM 101<sup>1</sup> PUBLIC SPEAKING . . . . . 3

**LIST A: SELECT 2 COURSES (6 UNITS)**

COMM 104<sup>2</sup> ARGUMENTATION AND DEBATE . . . . . 3  
 COMM 121<sup>1</sup> INTERPERSONAL COMMUNICATION . . . . . 3

**LIST B: SELECT 2 COURSES (6 UNITS)**

COMM 106 FORENSICS (REPEATABLE) . . . . . 2  
 COMM 122<sup>1</sup> INTERCULTURAL COMMUNICATION . . . . . 3  
 COMM 130<sup>1</sup> INTRODUCTION TO ORAL INTERPRETATION OF LITERATURE . . . . . 3

**LIST C: SELECT 1 COURSE (3 UNITS)**

ANTHRO 102<sup>1</sup> HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY . . . . . 3  
 PSYCH 001<sup>1</sup> GENERAL PSYCHOLOGY I . . . . . 3  
 SOC 001<sup>1</sup> INTRODUCTION TO SOCIOLOGY . . . . . 3  
 ENGLISH 102<sup>1</sup> COLLEGE READING AND COMPOSITION II . . . . . 3  
*OR ENGLISH 103<sup>1</sup> COMPOSITION AND CRITICAL THINKING (3)*  
 JOURNAL 101 COLLECTING AND WRITING NEWS . . . . . 3  
*OR JOURNAL 105<sup>2</sup> MASS COMMUNICATIONS (3)*  
*OR ANY COURSE NOT USED IN “LIST B” ABOVE*

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

<sup>2</sup> Courses may be double-counted towards CSU G.E. Breadth

|||||  
**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES**

Department Chair: Kian Kaviani  
 (323) 953-4000 Ext. 2811 | FH 1010  
<https://www.lacitycollege.edu/Academic-Departments/Math-CSIT-CT-CAOT/Department-Home>

**OVERVIEW**

The Computer Applications and Office Technologies (CAOT) program 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. Students should apply during the semester in which the program will be completed.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Administrative Office Assistant	AA	C002727C	Any GE**	36	Y
Computer Applications Specialist	AA	C008216C	Any GE**	33	Y
Administrative Office Assistant	C	C021614D	-	24	Y
Clerical Office Assistant	C	C008215D	-	24	Y
Basic Administrative Office Assistant	CS	C051400J	-	12	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

.....  
**Administrative Office Assistant**

*Associate of Arts Degree  
 Major Units: 36*

(State Code: 02727; TOP Code: 051400; Academic Plan: C002727C)

The Administrative Office Assistant AA prepares students for employment in business, government, and educational offices that use automated systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communication skills, computer applications (word processing, spreadsheets, databases, and desktop publishing). In addition, students are prepared to assume general office duties and decision-making office responsibilities. Completion of this program enables students to qualify for intermediate office positions and lays the foundation for entry into office management positions.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Demonstrate proficiency in English grammar (parts of speech) punctuation, spelling, and writing skills.

2. Produce a business style report using a computer and 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Administrative Office Assistant may be met by completing 36 units of Required courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (36 UNITS)**

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . . . .	3
CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . . .	3
CAOT 003	COMPUTER KEYBOARDING III . . . . .	3
CAOT 031	BUSINESS ENGLISH . . . . .	3
CAOT 032	BUSINESS COMMUNICATIONS . . . . .	3
CAOT 043	OFFICE PROCEDURES . . . . .	3
CAOT 079	WORD PROCESSING APPLICATIONS . . . . .	3
<i>OR CAOT 112</i>	<i>MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN (3)</i>	
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING . . . . .	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET . . . . .	3
CAOT 088	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING . . . . .	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY . . . . .	3
CAOT 097	INTERNET FOR BUSINESS . . . . .	3

.....  
**Computer Applications Specialist**

*Associate of Arts Degree  
 Major Units: 33*

(State Code: 08216; TOP Code: 051400; Academic Plan: C008216C)

The Computer Applications Specialist AA prepares students for employment in business, government, and educational offices using computerized systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communication skills, computer applications (word processing, spreadsheets, databases, and desktop publishing). Completion of this program enables students to qualify for intermediate office positions that require knowledge of a variety of computer applications. Completion of this program enables students to qualify for intermediate office positions and lays the foundation for entry into office management positions.

**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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Computer Applications Specialist may be met by completing 30 units of Required courses and 3 units of Elective courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (30 UNITS)**

CAOT 001	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I . . . . .	3
CAOT 031	BUSINESS ENGLISH . . . . .	3
CAOT 032	BUSINESS COMMUNICATIONS . . . . .	3
CAOT 079	WORD PROCESSING APPLICATIONS . . . . .	3
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE . . . . .	3
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING . . . . .	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET . . . . .	3
CAOT 088	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING . . . . .	3
CAOT 098	MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY . . . . .	3
CAOT 112	MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN . . . . .	3

**ELECTIVE COURSES (3 UNITS)**

CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II . . . . .	3
<i>OR CAOT 003</i>	<i>COMPUTER KEYBOARDING III (3)</i>	

.....  
**Administrative Office Assistant**

*Certificate of Achievement  
 Major Units: 24*

(State Code: 21614; TOP Code: 051400; Academic Plan: C021614D)

The Administrative Office Specialist certificate prepares students for employment in business, government, and educational offices using automated systems and procedures. Emphasis is placed on the development of keyboarding skills and the use of basic computer applications (word processing and spreadsheets). In addition, students are prepared to assume general office duties. Completion of this program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Create a flyer, newsletter, brochure, business cards, forms, and letterhead with a designed logo for a small business, hobby, or interest and conduct online research effectively using Web search.
2. Research travel options and recommend (via memo) the optional travel plan for an executives business trip.
3. Create a worksheet, add and modify headers and footers, and apply custom graphs and tables to the worksheet.
4. Create, maintain, and publish a 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.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Administrative Office Assistant may be met by completing 24 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (24 UNITS)**

CAOT 003	COMPUTER KEYBOARDING III	3
CAOT 043	OFFICE PROCEDURES	3
CAOT 079	WORD PROCESSING APPLICATIONS	3
<i>OR CAOT 112 MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN (3)</i>		
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 088	MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUB	3
CAOT 097	INTERNET FOR BUSINESS	3
CAOT 098	MICROCOMPUTER OFFICE APPS: DISCOVERING COMPUTERS: DIGITAL LITERACY	3

**Clerical Office Assistant**

*Certificate of Achievement  
Major Units: 24*

(State Code: 08215; TOP Code: 051400; Academic Plan: C008215D)

The Clerical Office Assistant certificate prepares students for employment in business, government, and educational offices using computerized systems and procedures. Emphasis is placed on the development of skills in keyboarding, language and communications, proofreading, editing, and business letter formatting. Basic computer applications skills are attained through an introductory course in a multi-applications suite. Completion of this program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Demonstrate proficiency in English grammar (eight parts of speech), punctuation, spelling, and writing skills through an hour long writing assignment

2. Complete an hour long business letter writing assignment using professional business communication and vocabulary, correct format, grammar, and spelling.
3. Type a business letter and an addressed envelope from unformatted copy in the Block Style Letter formatting using Microsoft Word within 25 minutes.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Clerical Office Assistant may be met by completing 24 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (24 UNITS)**

CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II	3
CAOT 007	MACHINE TRANSCRIPTION	3
CAOT 031	BUSINESS ENGLISH	3
CAOT 032	BUSINESS COMMUNICATIONS	3
CAOT 033	RECORDS MANAGEMENT AND ELECTRONIC FILING	3
CAOT 047	APPLIED OFFICE PRACTICE	2
CAOT 082	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 105	SCHOOL-TO-WORK PORTFOLIO	2
CAOT 106	COMPUTER CALCULATOR FOR THE TEN-KEY PAD	3

**Basic Administrative Office Assistant**

*Skills Certificate  
Major Units: 12*

(TOP Code: 051400; Academic Plan: C051400J)

The Basic Administrative Office Assistant certificate prepares for employment in business, government, and educational offices using automated systems and procedures. Emphasis is placed on the development of keyboarding and basic computer skills (word processing and spreadsheets) to prepare business documents, handle telephone inquiries, use an e-mail system, and complete forms. Completion of this program enables students to qualify for entry-level office positions and lays the foundation for further study and advancement in office occupations.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (12 UNITS)**

CAOT 002	COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II	3
<i>OR CAOT 003 COMPUTER KEYBOARDING III (3)</i>		
CAOT 043	OFFICE PROCEDURES	3
CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING	3
CAOT 085	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3

# COMPUTER SCIENCE INFORMATION TECHNOLOGY

Department Chair: Kian Kaviani  
 (323) 953-4000 Ext. 2811 | FH 1010  
<https://www.lacitycollege.edu/Academic-Departments/Math-CSIT-CT-CAOT/Department-Home>

## OVERVIEW

The Computer Science Information Technology (CSIT) program will prepare you to either enter more advanced university programs or to begin a career directly related to Computer and Information Systems, System Analysis, Computer Science, Database Administration, Computer Operations, Information Processing Services, Computer Software Engineering, and Web Development and Technologies, emphasizing the MEAN stack approach. App development programs and certificate for both iOS and Android environments.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Computer Information Systems (CIS)	AA	C002730C	Any GE**	31	Y
Applications Software	C	C008224D	-	31	Y
C++ Programming	CS	C070713J	-	13	N
Java Programming	CS	C070712J	-	15	N
Program in A+ Certification	CS	C070810J	-	14-16	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## Computer Information Systems (CIS)

*Associate of Arts Degree  
 Major Units: 31*

(State Code: 02730; TOP Code: 070200; Academic Plan: C002730C)

This sequence of courses prepares students for careers in getting jobs in the Oracle Database field as a Database Administrator and as an application developer; as an entry level programmer using C++, Java, Visual Basic programming languages; as a web developer using leading HTML standards and JavaScript programming language and using MEAN stack for modern web site development; as a backend Node.js developer. It is a rounded education resulting in an AA degree and will help students to pursue a B.S. in a CIS field.

## 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, 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.

## PROGRAM REQUIREMENTS

Requirements for the Associate of Arts Degree in Computer Information Systems may be met by completing 25 units of Required courses and 6 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

## REQUIRED COURSES (SELECT 25 UNITS)

CO SCI 103	INTRODUCTION TO COMPUTER SYSTEMS FOR MIS	4
CO SCI 104	MATHEMATICS FOR PROGRAMMERS.	3
CO SCI 107	PROGRAMMING LOGIC	3
CO SCI 134	OPERATING SYSTEMS	3
CO SCI 136	INTRODUCTION TO DATA STRUCTURES	3
CO SCI 158	HYPER-TEXT MARKUP LANGUAGE.	3
CO SCI 186	INTRODUCTION TO ORACLE: SQL AND PL/SQL	3
CO SCI 198	PL/SQL PROGRAMMING FOR ORACLE.	3

## ELECTIVE COURSES (6 UNITS)

CO SCI 139	C++ PROGRAMMING I	3
	<i>OR CO SCI 141 PROGRAMMING IN JAVA (3)</i>	
COO SCI 140	C++ PROGRAMMING II	3
	<i>OR CO SCI 142 ADVANCED JAVA (3)</i>	

\*\* 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 141, and CO SCI 136 as long as a minimum of 18 CO SCI course units are met.

## Applications Software

*Certificate of Achievement  
 Major Units: 31*

(State Code: 08224; TOP Code: 070200; Academic Plan: C008224D)

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.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Applications Software may be met by completing 25 units of Required courses and 6 units of Elective Courses with a grade of "C" or better.

**REQUIRED COURSES (25 UNITS)**

CO SCI 101	INTRODUCTION TO COMPUTERS AND THEIR USES.....	4
	<i>OR CO SCI 103 INTRODUCTION TO COMPUTER SYSTEMS FOR MIS (4)</i>	
CO SCI 104	MATHEMATICS FOR PROGRAMMERS.....	3
CO SCI 107	PROGRAMMING LOGIC.....	3
CO SCI 108	BEGINNING VISUAL BASIC PROGRAMMING.....	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	INTRODUCTION TO ORACLE: SQL AND PL/SQL.....	3

**ELECTIVE COURSES (SELECT 6 UNITS)**

CO SCI 139	C++ PROGRAMMING I.....	3
CO SCI 140	C++ PROGRAMMING II.....	3
CO SCI 141	PROGRAMMING IN JAVA.....	3

.....  
**C++ Programming**

*Skills Certificate  
Major Units: 13*

(TOP Code: 070710; Academic Plan: C070713J)

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

**PROGRAM STUDENT LEARNING OUTCOMES**

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

4. Design and implement solutions to general purpose problem using an office application, create and design programming logic and mathematical concepts.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (13 UNITS)**

CO SCI 103	INTRODUCTION 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

.....  
**Java Programming**

*Skills Certificate  
Major Units: 15*

(TOP Code: 070710; Academic Plan: C070712J)

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

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (15 UNITS)**

CO SCI 104	MATHEMATICS FOR PROGRAMMERS.....	3
CO SCI 107	PROGRAMMING LOGIC.....	3
CO SCI 117	BEGINNING MICROCOMPUTER ASSEMBLY LANGUAGE.....	3
CO SCI 141	PROGRAMMING IN JAVA.....	3
CO SCI 142	ADVANCED JAVA.....	3

.....  
**Program in A+ Certification**

*Skills Certificate  
Major Units: 14-16*

(TOP Code: 070810; Academic Plan: C070810J)

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 and 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.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (14-16 UNITS)**

CO TECH 001	INTRODUCTION TO COMPUTERS FOR TECHNICIANS.....	3
	<u>OR CO SCI 101 INTRODUCTION TO COMPUTERS AND THEIR USES (4)</u>	
CO TECH 012	INTRO TO COMPUTER HARDWARE.....	4
CO TECH 014	A-PLUS CERTIFICATION PREPARATION.....	4
CO TECH 002	INTRODUCTION TO ELECTRONICS.....	3
	<u>OR CO TECH 005 FUNDAMENTALS OF ELECTRONICS I (4)</u>	
	<u>OR CO TECH 006 FUNDAMENTALS OF ELECTRONICS II (4)</u>	

**COMPUTER TECHNOLOGY**

Department Chair: Kian Kaviani  
 (323) 953-4000 Ext. 2811 | FH 1010  
<https://www.lacitycollege.edu/Academic-Departments/Math-CSIT-CT-CAOT/Department-Home>

**OVERVIEW**

The Computer Technology (CT) program 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.

If you are curious about how things work, the CT program will prepare you for entry-level positions related to computer hardware. Opportunities include: computer repair, manufacture, installation, and more. Students completing one of the certificate programs can expect to enter high-paying positions in the computer industries. With more experience and/or a Bachelor's degree or advance trade certification, entry-level technicians can advance in position and salary.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Computer Science	AA	C010774C	Any GE**	25	Y
Computer Technology	AS	C008229C	Any GE**	38	Y
Computer Technology	C	C021624D	-	38	Y
Programming Languages	C	C008225D	-	37	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Computer Science**

*Associate of Arts Degree*  
*Major Units: 25*  
 (State Code: 10774; TOP Code: 070600; Academic Plan: C010774C)

The Computer Science Information Technology (CSIT) program will prepare you to enter more advanced university programs, or begin a career directly related to Computer and Information Systems, System Analysis, Computer Science, Database Administration, Computer Operations, Information Processing Services, Computer Software Engineering, and Web Development and Technologies, emphasizing MEAN stack approach. App development programs and certificate for both iOS and Android environments.

**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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Computer Science may be met by completing 22 units of Required courses and 3 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (22 UNITS)**

CO SCI 103	INTRODUCTION TO COMPUTER SYSTEMS FOR MIS .....	4
CO SCI 104	MATHEMATICS FOR PROGRAMMERS.....	3
CO SCI 107	PROGRAMMING LOGIC .....	3
CO SCI 117	BEGINING MICRO ASSEMBLY LANGUAGE.....	3
CO SCI 134	OPERATING SYSTEMS .....	3
CO SCI 136	INTRODUCTION TO DATA STRUCTURES .....	3
CO SCI 186	INTRODUCTION TO ORACLE: SQL AND PL/SQL ..	3

**ELECTIVE COURSES (3 UNITS)**

CO SCI 139	C++PROGRAMMING I.....	3
<i>OR CO SCI 141 PROGRAMMING IN JAVA (3)</i>		

**\*\* 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 141, and CO SCI 136 as long as a minimum of 18 CO SCI course units are met.

**Computer Technology**

*Associate of Science Degree  
Major Units: 38*

(State Code: 08229; TOP Code: 093410; Academic Plan: C008229C)

This degree program prepares students for career of technician in digital electronics technology in all branches of the industry from manufacturing to testing and service. It gives them a solid hands-on experience and background that can be extremely useful for students who decide to continue their education with a bachelor's degree in computer or electrical engineering.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Computer Technology may be met by completing 38 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (38 UNITS)**

CO TECH 001	INTRODUCTION TO COMPUTERS FOR TECHNICIANS.....	3
CO TECH 002	INTRODUCTION TO ELECTRONICS.....	3
CO TECH 005	FUNDAMENTALS OF ELECTRONICS I.....	4
CO TECH 006	FUNDAMENTALS OF ELECTRONICS II.....	4
CO TECH 007	ELECTRONIC DEVICES.....	4
CO TECH 012	INTRODUCTION TO COMPUTER HARDWARE .....	4
CO TECH 014	A-PLUS CERTIFICATION PREPARATION .....	4
CO TECH 020	COMPUTER LOGIC AND ARITHMETIC .....	4
CO TECH 030	INTRODUCTION TO MICROPROCESSORS.....	4
CO TECH 036	DIGITAL DEVICES AND CIRCUITS .....	4

**Computer Technology**

*Certificate of Achievement  
Major Units: 38*

(State Code: 21624; TOP Code: 093410; Academic Plan: C021624D)

This certificate program prepares students for career of technician in digital electronics technology in all branches of the industry from manufacturing to testing and service. It gives them a solid hands-on experience and background that can be extremely useful for students who decide to continue their education with a bachelor's degree in computer or electrical engineering.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Computer technology may be met by completing 38 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (38 UNITS)**

CO TECH 001	INTRODUCTION TO COMPUTERS FOR TECHNICIANS.....	3
CO TECH 002	INTRODUCTION TO ELECTRONICS.....	3
CO TECH 005	FUNDAMENTALS OF ELECTRONICS I.....	4
CO TECH 006	FUNDAMENTALS OF ELECTRONICS II.....	4
CO TECH 007	ELECTRONIC DEVICES.....	4
CO TECH 012	INTRODUCTION TO COMPUTER HARDWARE .....	4
CO TECH 014	A-PLUS CERTIFICATION PREPARATION .....	4
CO TECH 020	COMPUTER LOGIC AND ARITHMETIC .....	4
CO TECH 030	INTRODUCTION TO MICROPROCESSORS.....	4
CO TECH 036	DIGITAL DEVICES AND CIRCUITS .....	4



**.....  
Programming Languages**

*Certificate of Achievement  
Major Units: 37*

(State Code: 08225; TOP Code: 070710; Academic Plan: C008225D)

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

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Programming Languages may be met by completing 28 units of Required courses and 9 units of Elective Courses with a grade of “C” or better.

**REQUIRED COURSES (28 UNITS)**

CO SCI 101	INTRODUCTION TO COMPUTERS AND THEIR USE .....	4
	<i>OR CO SCI 103 INTRODUCTION TO COMPUTER SYSTEMS FOR MIS (4)</i>	
CO SCI 104	MATHEMATICS FOR PROGRAMMERS.....	3
CO SCI 107	PROGRAMMING LOGIC .....	3
CO SCI 108	BEGINNING VISUAL BASIC PROGRAMMING .....	3
CO SCI 134	OPERATING SYSTEMS .....	3
CO SCI 136	INTRODUCTION TO DATA STRUCTURES .....	3
CO SCI 138	ADVANCED VISUAL BASIC PROGRAMMING.....	3
CO SCI 139	C++PROGRAMMING .....	3
	<i>OR CO SCI 141 PROGRAMMING IN JAVA (3)</i>	
CO SCI 186	INTRODUCTION TO ORACLE: SQL AND PL/SQL .....	3

**ELECTIVE COURSES (9 UNITS)**

CO SCI 187	ORACLE DBA PART 1A: ARCHITECTURE AND ADMINISTRATION. ....	3
CO SCI 188	ORACLE DBA PART 1B: BACKUP AND RECOVERY .....	3
CO SCI 198	PL/SQL PROGRAMMING FOR ORACLE.....	3

**|||||  
DENTAL TECHNOLOGY**

Department Chair: Arax Cohen

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

<http://www.lacitycollege.edu/Academic-Departments/Dental-Technology/Department-Home>

**OVERVIEW**

LACC’s Dental Technology program is one of only two California community college programs accredited without reporting requirements by the Commission of Dental Accreditation of the American Dental Association.

Using state-of-the-art equipment, experienced faculty, and hands-on instruction, our program prepares students for a successful career in dental technology. Classes cover basic and advanced techniques and technologies applied to the fabrication of dental prosthesis. Course instruction will also cover dental anatomy, materials, history, ethics, and lab management. Our curriculum is designed to ready students to pass the Recognized Graduate Exam.

**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 administered on the 14th Saturday in the Fall Semester. All students that have taken or currently are taking the DEN TEK 100 are eligible to take the Dexterity Exam. 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 or 2501. <http://www.lacitycollege.edu/Academic-Departments/Dental-Technology/Department-Home>

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Dental Prosthetic Technology	AS	C002748C	Any GE**	77.5	Y
Dental Prosthetic Technology	C	C021626D	-	77.5	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

.....  
**Dental Prosthetic Technology** (Former Title: Dental Technology)

*Associate of Science Degree  
 Major Units: 77.5*

(State Code: 02748; TOP Code: 124030; Academic Plan: C002748C)

The Dental Prosthetic Technology Associate degree is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. The curriculum is delivered in 4 semesters and two intercessions and includes four levels of cumulative didactic and laboratory instruction in Fixed and Removable Prosthodontics with full integration of digital technology. Courses in the Dental Technology curriculum are sequential. 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 Prosthetic Technology. In addition, 19 units of General Education courses are required for degree completion. Students who successfully 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. The Dental Prosthetic Technology Associate Degree is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), a specialized accrediting body recognized by the United States Department of Education. The Program is a member of the National Association of Dental Laboratories (NADL).

**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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree in Dental Prosthetic Technology may be met by completing 77.5 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED UNITS (77.5)**

DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY	.2
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY	3
DEN TEK 103	REMOVABLE PROSTHODONTICS I	5
DEN TEK 105	REMOVABLE PROSTHODONTICS II	5
DEN TEK 106	DENTAL MATERIALS	3.5
DEN TEK 108	GNATHOLOGICAL CONCEPTS	3
DEN TEK 109	FIXED PROSTHODONTICS I	5
DEN TEK 111	FIXED PROSTHODONTICS II	6
DEN TEK 112	REMOVABLE PROSTHODONTICS III	6
DEN TEK 185*	DIRECTED STUDY - DENTAL TECHNOLOGY (COMPLETE 2 TIMES)	1
DEN TEK 202	LABORATORY MANAGEMENT	4
DEN TEK 203	CERAMIC RESTORATIONS	2
DEN TEK 204	ORTHODONTICS	3
DEN TEK 206	FIXED PROSTHODONTICS III	6
DEN TEK 207	REMOVABLE PROSTHODONTICS IV	6
DEN TEK 208	FIXED PROSTHODONTICS IV	6
DEN TEK 285*	DIRECTED STUDY - DENTAL TECHNOLOGY (COMPLETE 2 TIMES)	2
DEN TEK 401	DENTAL IMPLANTS	4

Note: \*DEN TEK 185 & DEN TEK 285 are repeatable and should be taken twice.

.....  
**Dental Prosthetic Technology** (Former Title: Dental Technology)

*Certificate of Achievement  
 Major Units: 77.5*

(State Code: 21626; TOP Code: 124030; Academic Plan: C021626D)

The Dental Prosthetic Technology Certificate of Achievement is specifically designed to provide students with the skills, knowledge and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Good eye/hand coordination, communication skills and the ability to follow directions are requisites for successful entrance into this program. The curriculum is delivered in 4 semesters and two intercessions and includes four levels of cumulative didactic and laboratory instruction in Fixed and Removable Prosthodontics with full integration of digital technology. Courses in the Dental Technology curriculum are sequential. 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 also required for the Associate of Science degree with a major in Dental Prosthetic Technology. Students who successfully 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. The Dental Prosthetic Technology Certificate of Achievement is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), a specialized accrediting body recognized by the United States Department of Education. The Program is a member of the National Association of Dental Laboratories (NADL).

**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.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Dental Prosthetic Technology may be met by completing 77.5 units of Required courses with a grade of “C” or better.

**REQUIRED UNITS (77.5)**

DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY	.2
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY	.2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY	.3
DEN TEK 103	REMOVABLE PROSTHODONTICS I	.5
DEN TEK 105	REMOVABLE PROSTHODONTICS II	.5
DEN TEK 106	DENTAL MATERIALS	3.5
DEN TEK 108	GNATHOLOGICAL CONCEPTS	.3
DEN TEK 109	FIXED PROSTHODONTICS I	.5
DEN TEK 111	FIXED PROSTHODONTICS II	.6
DEN TEK 112	REMOVABLE PROSTHODONTICS III	.6
DEN TEK 185*	DIRECTED STUDY - DENTAL TECHNOLOGY (COMPLETE 2 TIMES)	.1
DEN TEK 202	LABORATORY MANAGEMENT	.4
DEN TEK 203	CERAMIC RESTORATIONS	.2
DEN TEK 204	ORTHODONTICS	.3
DEN TEK 206	FIXED PROSTHODONTICS III	.6
DEN TEK 207	REMOVABLE PROSTHODONTICS IV	.6
DEN TEK 208	FIXED PROSTHODONTICS IV	.6
DEN TEK 285*	DIRECTED STUDY - DENTAL TECHNOLOGY (COMPLETE 2 TIMES)	.2
DEN TEK 401	DENTAL IMPLANTS	.4

Note(s): \*DEN TEK 185 & DEN TEK 285 are repeatable and should be taken twice.

Math 112 Pre-Algebra or higher must be taken before completion of the Dental Prosthetic Technology Certificate Program.

**DIETETICS/NUTRITION/FAMILY AND CONSUMER STUDIES**

Department Chair: Keli Miller  
 (323) 953-4000 ext. 2290 | CD 201  
 Director: Gayle Stafsky  
 (323) 953-4000 ext. 2291 | AD 200  
<https://www.lacitycollege.edu/Academic-Departments/Child-Family-Studies/Department-Home>

**OVERVIEW**

LACC’s Dietetic Service Supervisor (DSS) Program prepares students for entry-level management opportunities in a food service department.

Successful completion of the DSS Certificate also qualifies students to take the Dietary Manager Certifying Exam through Pathway I. Most Certified Dietary Managers work in healthcare settings such as nursing homes, long-term care facilities, senior living communities, and hospitals. In these settings the Certified Dietary Manger is involved in nutrition screening, documentation, and care planning for patients and residents. For additional details, please see the Certified Board for Dietary Managers, the Credentialing Agency for the Association of Nutrition and Foodservice Professionals website at <http://www.cbdmonline.org/>.

The dietetics curriculum for both Dietetic Service Supervisors and Dietary Managers provides course and fieldwork and hands-on experiences in therapeutic and clinical nutrition, food service management and food production through on- campus events and simulated restaurant experience.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Dietetic Service Supervisor	C	C008242D	-	25	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Dietetic Service Supervisor**

*Certificate of Achievement*  
 Major Units: 25

(State Code: 08242; TOP Code: 130620; Academic Plan: C008242D)

Completion of the Dietetic Service Supervisor Certificate program meets the standards of training for Dietary 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. Successful completion of the Dietetic Service Supervisor also qualifies students to take the Dietary Manager Certifying Exam through the Pathway One Program of the Association of Nutrition and Foodservice Professionals. Most Certified Dietary Managers work in healthcare settings such as nursing homes, long-term care facilities, senior living communities, and hospitals. In these settings, the

Certified Dietary Manager is involved in nutrition screening, documentation, and care planning for patients and residents. For additional details, please see the Certified Board for Dietary Managers, the Credentialing Agency for the Association of Nutrition and Foodservice Professionals website at <http://www.cbdmonline.org/>. Successful completion Basic Skills 35CE 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.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Dietetic Service Supervisor may be met by completing 25 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (25 UNITS)**

FAM &CS 021	NUTRITION .....	3
FAM &CS 024	FOOD PREPARATION .....	3
FAM &CS 050	SANITATION AND SAFETY .....	3
FAM &CS 051	FOOD PRODUCTION MANAGEMENT .....	3
FAM &CS 052	FOODSERVICE MANAGEMENT .....	3
FAM &CS 055	DIETETIC EDUCATION.....	3
FAM &CS 056	NUTRITION DELIVERY SYSTEMS.....	3
FAM &CS 151	FOOD PRODUCTION MANAGEMENT LABORATORY .....	2
FAM &CS 156	NUTRITION DELIVERY SYSTEMS LABORATORY ..	2
BSICKSL 035CE	BASIC MATH SKILLS.....	0

Note: Prereq for FAM &CS 156: Mantoux test, health exam, fingerprinting, drug screening, background check, and liability insurance.

|||||  
**ENGINEERING**

Department Chair: Dr. Jayesh Bhakta  
(323) 953-4000 ext. 2923 | SCI 222D  
<https://www.lacitycollege.edu/Academic-Departments/Physics-Engineering/Department-Home>

**OVERVIEW**

At LACC we value and respect students who have ambitions in the engineering fields. Currently we have a core engineering program that we are actively expanding.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Engineering	AS	C008226C	Any GE**	53	Y
*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility. **Any General Education Pattern: LACCD GE, CSUGE or IGETC					

.....  
**Engineering**

*Associate of Science Degree*  
*Major Units: 53*

(State Code: 08226; TOP Code: 090100; Academic Plan: C008226C)

The Associate of Science degree in Engineering consists of math, physics, chemistry, and engineering courses typically required to fulfill lower division requirements for transfer into Mechanical, Civil, Electrical, or Computer Engineering majors at four-year colleges. Student should have completed pre-calculus level math to begin the sequence of math and physics courses that comprise this degree, however, GEN ENG 101 and GEN ENG 121 have no math prerequisites and hence may be taken early. Students undertaking this program of study are highly advised to meet with a counselor to develop an optimal educational plan to ensure completion of this high unit degree within a reasonable time period.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree in Engineering may be met by completing 52 units of Required courses and 1 unit of Elective courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (52 UNITS)**

CHEM 101	GENERAL CHEMISTRY I . . . . .	5
ENG ELEC 220	ELECTRICAL CIRCUITS I . . . . .	4
ENG GEN 101	INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY . . . . .	2
ENG GEN 120	INTRO TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS . . . . .	4
ENG GEN 131	STATICS . . . . .	3
ENG GEN 151	MATERIALS OF ENGINEERING. . . . .	3
ENG GEN 212	INTRODUCTION TO ENGINEERING DESIGN. . . . .	3
MATH 261	CALCULUS I . . . . .	5
MATH 262	CALCULUS II . . . . .	5
MATH 263	CALCULUS III. . . . .	5
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS. . . . .	3
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I. . . . .	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II . . . . .	5

**ELECTIVE COURSE (1 UNIT)**

ENG GEN 153	MATERIALS OF ENGINEERING LABORATORY . . . . .	1
-------------	---	---

**ENGLISH/ESL**

Department Chair: Dr. Jeffrey Nishimura  
 (323) 953-4000 ext. 2700 | JH301A  
<https://www.lacitycollege.edu/Academic-Departments/English-ESL/Department-Home>

**OVERVIEW**

The English and ESL (English as a Second Language) Department offers courses in composition and critical thinking, as well as literature courses suitable for university and college transfer. In English 101, 102, and 103, students develop writing skills that demonstrate strong organization of argument (introduction, thesis, supportive paragraphs, and conclusion), sophisticated criticism and analyses of college level reading, which includes both literary works and philosophical discourses, and proper grammar use with emphasis on word and sentence style.

ENGLISH 127 and courses in the ENGLISH 200 series focus on literature and the creative process, elevating critical thinking skills to include literary theory. These courses promote not only comprehensive learning, but also the lifelong pursuit of knowledge. They provide a mastery of basic skills, so that students achieve their occupational goals and are ready to face increasingly competitive demands of business and industry.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
English	AA-T	C033147G	IGETC/CSUGE	18	Y
English	AA	C002751C	Any GE**	18	Y

\*\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC



**English**

*Associate of Arts AA-T*  
 Major Units: 18  
 (State Code: 33147; TOP Code: 150100; Academic Plan: C033147G)

The Associate of Arts in English for Transfer Degree offers extensive English courses and meets the lower division courses requirements necessary for the California State University (CSU) system. The courses are offered from basic skills English 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.

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

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Read sophisticated college-level expository texts and works of literature that deal with various literary, historical, and cultural themes; distinguish main ideas and supporting points; evaluate the persuasiveness of arguments and evidence; critique assumptions using critical thinking.
2. Plan and write well-focused, logically organized, thoroughly developed, and coherent extended college level essays



- (1000-2000 words) that analyze, interpret, and compare concepts and that argue for or against a position; demonstrate in-depth knowledge of the writing process.
3. Distinguish between different styles of written English and evaluate the appropriateness of a particular style, tone, or voice for a given audience; vary sentence shape and structure for emphasis and effect; use all major forms of punctuation effectively, including colons.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree for Transfer in English may be met by completing 6 units of Core courses plus 6 units from "List A," 3 units from "List B," and 3 units from "List C" with a grade of "C" or better along with the General Education Transfer Requirements.

**CORE COURSES (6 UNITS)**

ENGLISH 102 <sup>1</sup>	COLLEGE READING AND COMPOSITION II. . . . . 3
ENGLISH 103 <sup>1</sup>	COMPOSITION AND CRITICAL THINKING. . . . . 3

**LIST A: SELECT 2 COURSES (6 UNITS)**

ENGLISH 203 <sup>1</sup>	WORLD LITERATURE I . . . . . 3
ENGLISH 204 <sup>1</sup>	WORLD LITERATURE II . . . . . 3
ENGLISH 205 <sup>1</sup>	ENGLISH LITERATURE I . . . . . 3
ENGLISH 206 <sup>1</sup>	ENGLISH LITERATURE II . . . . . 3
ENGLISH 208 <sup>1</sup>	AMERICAN LITERATURE II . . . . . 3

**LIST B: SELECT 1 COURSE (3 UNITS)**

ENGLISH 127	CREATIVE WRITING. . . . . 3
-------------	-----------------------------

*OR ANY COURSE NOT USED IN LIST A ABOVE*

**LIST C: SELECT 1 COURSE (MINIMUM 3 UNITS)**

JOURNAL 101	COLLECTING AND WRITING NEWS. . . . . 3
COMM 130 <sup>2</sup>	INTRODUCTION TO ORAL INTERPRETATION OF LITERATURE . . . . . 3
THEATER 100 <sup>1</sup>	INTRODUCTION TO THE THEATER . . . . . 3

*OR ANY COURSE NOT USED IN LIST A ABOVE*

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

<sup>2</sup> Courses may be double-counted towards CSU G.E. Breadth

.....  
**English**

*Associate of Arts Degree  
Major Units: 18*

(State Code: 02751; TOP Code: 150100; Academic Plan: C002751C)

The English curriculum encourages students who plan to transfer to begin their program of coursework early so that they will have completed all the required lower-division courses by the time they are ready to apply to four-year colleges or universities. In order to satisfy the requirements, 12 of the required 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in English may be met by completing 12 units of Required courses and 6 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (12 UNITS)**

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

**ELECTIVE COURSES (6 UNITS)**

ENGLISH 127	CREATIVE WRITING. . . . . 3
ENGLISH 204	WORLD LITERATURE II . . . . . 3
ENGLISH 207	AMERICAN LITERATURE I . . . . . 3
ENGLISH 208	AMERICAN LITERATURE II . . . . . 3
ENGLISH 211	FICTION . . . . . 3
ENGLISH 212	POETRY . . . . . 3
ENGLISH 214	CONTEMPORARY LITERATURE . . . . . 3
ENGLISH 215	SHAKESPEARE I . . . . . 3
ENGLISH 216	SHAKESPEARE II. . . . . 3
ENGLISH 218	CHILDREN'S LITERATURE . . . . . 3
ENGLISH 239	WOMEN IN LITERATURE. . . . . 3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I. . . . . 3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE . . . . . 3
ENGLISH 255	LATIN AMERICAN LITERATURE . . . . . 3
ENGLISH 270	SCIENCE FICTION - FANTASY . . . . . 3

|||||  
**FINANCE**

Department Chair: Britt Hastey  
(323) 953-4000 Ext. 2549 | AD304  
<https://www.lacitycollege.edu/Academic-Departments/Business-Admin/Department-Home>

**OVERVIEW**

The Finance curriculum has been designed by the Business Administration Department for students who plan to enter entry-level positions in Bank Telling, Bill and Account Collecting, Credit Authorizing and Counseling, and Statistical Assisting. In the Finance discipline, we offer two programs of study: an Associate of Arts and a Certificate of Achievement in Finance and Banking. Both paths are designed to give the student an extensive background in the principles and practices of banking and investment in the financial industry. The degree program offers a more comprehensive curriculum than the certificate program and allows the student to transfer to a four-year university where a Bachelor's degree can be earned.

Our programs have been identified and included in the Federal Deposit Insurance Corporation’s (FDIC) Directory of College and University Degree Programs: <https://www.fdic.gov/regulations/resources/cbi/degree.html>

The directory reflects the importance of community banks to the nation’s economy, and presents an opportunity to identify banking degree programs offered by colleges and universities. The directory also aids prospective students in evaluating their educational and career options, and aids community bankers in identifying and hiring talent.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Finance and Banking	AA	C002720C	Any GE**	39	Y
Finance and Banking	C	C021610D	-	18	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Finance and Banking**

*Associate of Arts Degree  
 Major Units: 39*

(State Code: 02720; TOP Code: 050400; Academic Plan: C002720C)

Designed for students who are interested in a career in banking, corporate finance, stocks and bonds, credits and collections, and savings and loan businesses. Upon successful completion of this program, the student will have an extensive background in the principles and practices of the financial world. This program prepares students for employment in entry level positions such as financial analysts, new account clerks, credit counselors, loan clerks, tellers, or for those who are interested in continuing their education in pursuit of a Bachelor’s degree in Finance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Create a stock portfolio based on receiving a virtual \$100,000.
2. Set up a Consolidated Statement of Condition and a Profit-and-Loss Statement for a bank.
3. Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
4. Write a short essay in response to a given topic on the major concepts of Business Organization from the 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.
6. Apply, analyze, summarize and explain finance concepts.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Finance and Banking may be met by completing 39 units of Required courses with a grade of “C” or better along with General Education Requirements.

**REQUIRED COURSES (39 UNITS)**

ACCTG 021	BOOKKEEPING AND ACCOUNTING I . . . . .	3
ACCTG 022	BOOKKEEPING AND ACCOUNTING II . . . . .	3
ACCTG 027	AUTOMATED ACCOUNTING METHODS AND PROCEDURES II. . . . .	3
BUS 001	INTRODUCTION TO BUSINESS. . . . .	3
BUS 015	BUSINESS STATISTICS . . . . .	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS . . . . .	3
ECON 001	PRINCIPLES OF ECONOMICS I. . . . .	3
ECON 002	PRINCIPLES OF ECONOMICS II . . . . .	3
FINANCE 002	INVESTMENTS . . . . .	3
FINANCE 008	PERSONAL FINANCE AND INVESTMENTS. . . . .	3
FINANCE 015	PRINCIPLES OF BANKING. . . . .	3
INTBUS 001	INTERNATIONAL TRADE . . . . .	3
SUPV 001	ELEMENTS OF SUPERVISION . . . . .	3

**Finance and Banking**

*Certificate of Achievement  
 Major Units: 18*

(State Code: 21610; TOP Code: 050400; Academic Plan: C021610D)

Designed for students who are interested in a career in the banking and finance industries. Upon successful completion of this program, the student will have a broad understanding of the principles and practices of the financial world. This program prepares students for employment in entry level positions such as loan interviewers and clerks, new accounts clerks, and tellers. This program serves as an excellent pathway in to our AA degree in Finance and Banking.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Finance and Banking may be met by completing 18 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (18 UNITS)**

BUS 001	INTRODUCTION TO BUSINESS. . . . .	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS . . . . .	3
BUS 038	BUSINESS COMPUTATIONS . . . . .	3
<i>OR ACCTG 031 MATHEMATICS OF ACCOUNTING (3)</i>		
FINANCE 002	INVESTMENTS . . . . .	3
FINANCE 008	PERSONAL FINANCE AND INVESTMENTS. . . . .	3
FINANCE 015	PRINCIPLES OF BANKING. . . . .	3

# FRENCH

Department Chair: Mickey Hong  
 (323) 953-4000 ext. 2736 | JH 111G  
<http://lacitycollege.edu/Academic-Departments/Modern-Languages/Department-Home>

## OVERVIEW

French is spoken on all continents and is predicted by some to become the most widely spoken language in the world within 50 years due to the economic and population growth in Africa. French literature, movies and music are much better enjoyed in the original language. France has won 15 Nobel Prizes in literature (more than the U.S.), most recently by Patrick Modiano in 2014. Already a fluent Spanish speaker? Studying French will be fairly easy, and will turn you into a trilingual person and a true global citizen.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
French	AA	C002741C	Any GE**	18	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## French

*Associate of Arts Degree*  
*Major Units: 18*

(State Code: 02741; TOP Code: 110200; Academic Plan: C002741C)

The Associate of Arts Degree in French is designed to prepare students to transfer to a university with a major in French, Romance Languages, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture which will benefit them in a wide variety of career paths and professional advancement.

## 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.

## PROGRAM REQUIREMENTS

Requirements for the Associate of Arts Degree in French may be met by completing 10 units of Required courses and 8 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

## REQUIRED COURSES (10 UNITS)

FRENCH 004	INTERMEDIATE FRENCH II	5
FRENCH 008	CONVERSATIONAL FRENCH	2
FRENCH 010	FRENCH CIVILIZATION	3

## ELECTIVE COURSES (SELECT 8 UNITS)

ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
FRENCH 001	ELEMENTARY FRENCH I	5
FRENCH 002	ELEMENTARY FRENCH II	5
FRENCH 003	INTERMEDIATE FRENCH I	5
FRENCH 021	FUNDAMENTALS OF FRENCH I	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
PHILOS 014	HISTORY OF MODERN EUROPEAN PHILOSOPHY	3

# HUMANITIES

Department Chair: Anthony Clark  
 (323) 953-4000 ext. 2949 | FH 219F  
<https://www.lacitycollege.edu/Academic-Departments/Social-Sciences/Department-Home>

## OVERVIEW

As we strive to create a more civil public discourse, a more adaptable and creative workforce, and a more secure nation, the humanities and social sciences are the heart of the matter, the keeper of the republic—a source of national memory and civic vigor, cultural understanding and communication, individual fulfillment and the ideals we hold in common. They are critical to a democratic society. In the Humanities you will develop skills of critical analysis: gathering evidence and evaluating arguments. You will examine texts and other sources carefully, learning skills that can make your interpretation precise and convincing. We will help you sharpen these skills, which will prove invaluable lifelong, both in your private life and in your career. We will empower you to think for yourself, to learn to work in teams, and to present your case in writing, in discussions and in presentations.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Humanities	AA	C002767C	Any GE**	18	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## Humanities

*Associate of Arts Degree*  
*Major Units: 18*

(State Code: 02767; TOP Code: 490300; Academic Plan: C002767C)

The AA Degree in Humanities is an interdisciplinary studies sequence that brings together the arts, literature, philosophy, social sciences, and cultural studies classes in a structured program that enhances students' writing and critical thinking skills, encourages creativity, and develops empathy and a

sense of social justice. It provides a strong foundation for a wide range of undergraduate majors, including humanities, the arts, literature, history, world cultures, and ethnic and gender studies. A minimum of 18 units of Arts, Literature, Cultural Studies, and Humanities classes are required for the Humanities Degree.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Analyze how primary source documents reflect the values and beliefs of a specific culture.
2. Use an appropriate passage from the source material to support the thesis.
3. Deliver a prepared, purposeful presentation designed to increase knowledge, to foster understanding and to promote change in the listeners' attitudes, values, beliefs or behaviors.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Humanities may be met by completing 18 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (18 UNITS)**

**HUMANITIES (SELECT 6 UNITS)**

HUMAN 006	GREAT PEOPLE, GREAT AGES . . . . .	3
HUMAN 008	GREAT WOMEN IN THE HUMANITIES . . . . .	3
HUMAN 030	THE BEGINNINGS OF WESTERN CIVILIZATION . . . . .	3
HUMAN 031	PEOPLE IN CONTEMPORARY SOCIETY . . . . .	3
HUMAN 061	PEOPLE AND THEIR WORLD: THE CREATIVE PROCESS . . . . .	3

**CULTURAL STUDIES (SELECT 6 UNITS)**

AFRO AM 004	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I . . . . .	3
AFRO AM 005	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II . . . . .	3
AFRO AM 007	BLACK AMERICANS AND THE POLITICAL SYSTEM . . . . .	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY . . . . .	3
ANTHRO 121	ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT . . . . .	3
CHICANO 007	THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I . . . . .	3
CHICANO 008	THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II . . . . .	3
CHICANO 044	MEXICAN CIVILIZATION . . . . .	3
CHINESE 010	CHINESE CIVILIZATION . . . . .	3
COMM 122	INTERCULTURAL COMMUNICATION . . . . .	3
FRENCH 010	FRENCH CIVILIZATION . . . . .	3
HISTORY 007	THE WORLD'S GREAT RELIGIONS . . . . .	3
HISTORY 073	RACE AND RACISM IN THE UNITED STATES HISTORY . . . . .	3
ITALIAN 010	ITALIAN CIVILIZATION . . . . .	3
KOREAN 010	KOREAN CIVILIZATION . . . . .	3
LING 002	INTRODUCTION TO SOCIOLINGUISTICS . . . . .	3
PHILOS 014	HISTORY OF MODERN EUROPEAN PHILOSOPHY . . . . .	3
PHILOS 030	ASIAN PHILOSOPHY . . . . .	3
PHILOS 032	PHILOSOPHY OF RELIGION . . . . .	3
POL SCI 019	WOMEN IN POLITICS . . . . .	3
RUSSIAN 010	RUSSIAN CIVILIZATION . . . . .	3
SOC 002	AMERICAN SOCIAL PROBLEMS . . . . .	3
SOC 011	RACE AND ETHNIC RELATIONS . . . . .	3

SOC 022	SOCIOLOGY OF WOMEN . . . . .	3
SOC 031	SOCIOLOGY OF GENDER . . . . .	3
SPANISH 009	CIVILIZATION OF SPAIN . . . . .	3
SPANISH 010	LATIN AMERICAN CIVILIZATION . . . . .	3

**ARTS (SELECT 3 UNITS)**

AFRO AM 060	AFRICAN-AMERICAN MUSIC . . . . .	3
ANTHRO 151	VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM AND MISED MEDIA . . . . .	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN . . . . .	3
ARTHIST 103	ART APPRECIATION I . . . . .	3
ARTHIST 110	SURVEY OF WESTERN ART HISTORY I . . . . .	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II . . . . .	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY . . . . .	3
ARTHIST 139	INTRODUCTION TO ISLAMIC ART . . . . .	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA . . . . .	3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART . . . . .	3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART . . . . .	3
CINEMA 003	HISTORY OF MOTION PICTURES . . . . .	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM . . . . .	3
CINEMA 018	INTRODUCTION TO FILM GENRES . . . . .	3
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA . . . . .	3
MUSIC 111	MUSIC APPRECIATION I . . . . .	3
MUSIC 116	SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC . . . . .	3
MUSIC 121	MUSIC HISTORY AND LITERATURE I . . . . .	3
MUSIC 122	MUSIC HISTORY AND LITERATURE II . . . . .	3
MUSIC 135	AFRICAN AMERICAN MUSIC . . . . .	3
MUSIC 136	MUSIC IN AMERICAN CULTURE . . . . .	3
MUSIC 141	JAZZ APPRECIATION . . . . .	3
PHILOS 040	INTRODUCTION TO THE PHILOSOPHY OF ART . . . . .	3
PHOTO 034	HISTORY OF PHOTOGRAPHY . . . . .	3
PHOTO 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA . . . . .	3
THEATER 100	INTRODUCTION TO THE THEATER . . . . .	3
THEATER 110	HISTORY OF THE WORLD THEATER . . . . .	3

**LITERATURE (SELECT 3 UNITS)**

AFRO AM 020	AFRICAN-AMERICAN LITERATURE I . . . . .	3
ENGLISH 102	COLLEGE READING AND COMPOSITION II . . . . .	3
ENGLISH 103	COMPOSITION AND CRITICAL THINKING . . . . .	3
ENGLISH 203	WORLD LITERATURE I . . . . .	3
ENGLISH 204	WORLD LITERATURE II . . . . .	3
ENGLISH 205	ENGLISH LITERATURE I . . . . .	3
ENGLISH 206	ENGLISH LITERATURE II . . . . .	3
ENGLISH 207	AMERICAN LITERATURE I . . . . .	3
ENGLISH 208	AMERICAN LITERATURE II . . . . .	3
ENGLISH 211	FICTION . . . . .	3
ENGLISH 212	POETRY . . . . .	3
ENGLISH 214	CONTEMPORARY LITERATURE . . . . .	3
ENGLISH 215	SHAKESPEARE I . . . . .	3
ENGLISH 216	SHAKESPEARE II - FANTASY . . . . .	3
ENGLISH 218	CHILDREN'S LITERATURE . . . . .	3
ENGLISH 219	THE LITERATURE OF AMERICAN ETHNIC GROUPS . . . . .	3
ENGLISH 239	WOMEN IN LITERATURE . . . . .	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I . . . . .	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE . . . . .	3
ENGLISH 255	LATIN AMERICAN LITERATURE . . . . .	3
ENGLISH 270	SCIENCE FICTION - FANTASY . . . . .	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS . . . . .	3

# JAPANESE

Department Chair: Mickey Hong  
 (323) 953-4000 ext. 2736 | JH 111G  
<http://lacitycollege.edu/Academic-Departments/Modern-Languages/Department-Home>

## OVERVIEW

Japan is a prosperous country and has the most diverse economy in Asia. With a GDP of \$4.9 trillion in 2017, Japan's economy is exceeded by only the US and China. The leading Japanese companies are among the largest, most efficiently run, and most well-known firms in the world. Familiar names like Sony, Toshiba, Sanyo, Casio, Canon, Minolta, Honda, Toyota, Mitsubishi, and many others have infiltrated the world market in a variety of sectors. Whether you're in the field of business, engineering, manufacturing, research, economics, or politics, chances are you will be competing with, if not working for, a Japanese entity. From anime to sushi bars, karaoke to manga, bonsai to origami, Japanese culture has become part of international culture. A knowledge of the language will give you direct access to Japanese film, animations, and comic books, and develop your ability to order sashimi like a native at your favorite Japanese restaurant!

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Japanese	AA	C002746C	Any GE**	18	Y
Japanese Language and Culture: Elementary Level	C	C035344D	-	15	N
Japanese Language and Culture: Intermediate Level	C	C035339D	-	15	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## Japanese

*Associate of Arts Degree*  
 Major Units: 18

(State Code: 02746; TOP Code: 110800; Academic Plan: C002746C)

The Associate of Arts Degree in Japanese is designed to prepare students to transfer to a university with a major in Japanese, Asian studies, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture which will benefit them in a wide variety of career paths and professional advancement.

## PROGRAM STUDENT LEARNING OUTCOMES

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

4. Read and comprehend written discourse at the ACTFL Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

## PROGRAM REQUIREMENTS

Requirements for the Associate of Arts Degree in Japanese may be met by completing 10 units of Required courses and 8 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

## REQUIRED COURSES (10 UNITS)

JAPAN 004	INTERMEDIATE JAPANESE II	5
JAPAN 008	ELEMENTARY CONVERSATIONAL JAPANESE	2
JAPAN 009	JAPANESE CIVILIZATION	3

## ELECTIVE COURSES (SELECT 8 UNITS)

ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
CHINESE 010	CHINESE CIVILIZATION	3
JAPAN 001	ELEMENTARY JAPANESE I	5
JAPAN 002	ELEMENTARY JAPANESE II	5
JAPAN 003	INTERMEDIATE JAPANESE I	5
JAPAN 021	FUNDAMENTALS OF JAPANESE I	3
JAPAN 022	FUNDAMENTALS OF JAPANESE II	3
KOREAN 010	KOREAN CIVILIZATION	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
PHILOS 030	ASIAN PHILOSOPHY	3

## Japanese Language and Culture: Elementary Level

*Certificate of Achievement*  
 Major Units: 15

(State Code: 35344; TOP Code: 110800; Academic Plan: C035344D)

The California state approved Certificate of Achievement in Japanese Language and Culture: Elementary Level, was established to give the student the opportunity to document his or her skill in the Japanese language and the knowledge of Japanese 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.

## 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.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Japanese Language and Culture: Elementary Level may be met by completing 15 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

JAPAN 001	ELEMENTARY JAPANESE I	5
JAPAN 002	ELEMENTARY JAPANESE II	5
JAPAN 008	ELEMENTARY CONVERSATIONAL JAPANESE	2
JAPAN 009	JAPANESE CIVILIZATION	3

**.....  
Japanese Language and Culture: Intermediate Level**

*Certificate of Achievement  
Major Units: 15*

(State Code: 35339; TOP Code: 110800; Academic Plan: C035339D)

The California state approved Certificate of Achievement in Japanese Language and Culture: Intermediate Level was established to give the student the opportunity to document his or her skill in the Japanese language and the knowledge of Japanese 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.

**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. Define fundamental aspects of Japanese culture at the ACTFL Intermediate Range.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Japanese Language and Culture: Intermediate Level may be met by completing 15 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

JAPAN 003	INTERMEDIATE JAPANESE I	5
JAPAN 004	INTERMEDIATE JAPANESE II	5
JAPAN 008	ELEMENTARY CONVERSATIONAL JAPANESE	2
JAPAN 009	JAPANESE CIVILIZATION	3

|||||  
**JOURNALISM**

Vice Chair: Daniel Marlos  
(323) 953-4000 ext. 2835 | Chemistry Basement  
<https://www.lacitycollege.edu/Academic-Departments/Visual-Media-Arts/Department-Home>

**OVERVIEW**

The Journalism discipline’s mission is to provide the highest quality education available for both transfer students and students seeking vocational training and an Associate of Arts Degree in Journalism. A foundational education in journalism is at the core of instruction and the majority of students contribute to the decades-old student voice of Los Angeles City College, the Collegian. Students also receive intensive hands-on instruction in digital news gathering techniques. This includes a series of practicum courses that cover instruction and practice in radio, TV news reporting, digital design, magazine publication, short form documentary production, and mobile reporting techniques.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Journalism	AA-T	C033155G	IGETC/CSUGE	18-20	Y
Journalism	AA	C002728C	Any GE**	35	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
\*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

.....  
**Journalism**

*Associate of Arts AA-T  
Major Units: 18-20*

(State Code: 33155; TOP Code: 060200; Academic Plan: C033155G)

Pursuant SB 1440, the Associate in Arts in Journalism for Transfer degree is an open-ended program that prepares students for a seamless transfer to a California State University to complete a baccalaureate degree in Journalism or a similar field of study. 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 which meets the requirement for a baccalaureate degree in Journalism.

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

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree for Transfer in Journalism may be met by completing 9 units of Core courses plus 3-4 units from "List A," and 6 units from "List B" with a grade of "C" or better along with the General Education Transfer Requirements.

**CORE COURSES (9 UNITS)**

JOURNAL 101	COLLECTING AND WRITING NEWS.....	3
JOURNAL 105 <sup>2</sup>	MASS COMMUNICATIONS.....	3
JOURNAL 218-1	PRACTICAL EDITING I.....	3

**LIST A: SELECT 1 COURSE (3-4 UNITS)**

JOURNAL 218-2	PRACTICAL EDITING II.....	3
PHOTO 020	BEGINNING PHOTOJOURNALISM.....	4

**LIST B: SELECT 2 COURSES (MINIMUM 6 UNITS)**

COMM 104 <sup>2</sup>	ARGUMENTATION AND DEBATE.....	3
ECON 1 <sup>1</sup>	PRINCIPLES OF ECONOMICS I.....	3
	<i>OR ECON 2 PRINCIPLES OF ECONOMICS II (3)</i>	
MATH 227 <sup>1</sup>	STATISTICS.....	4
PHOTO 010 <sup>2</sup>	BEGINNING PHOTOGRAPHY.....	3
PHOTO 034 <sup>1</sup>	HISTORY OF PHOTOGRAPHY.....	3

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

<sup>2</sup> Courses may be double-counted towards CSU G.E. Breadth.

.....  
**Journalism**

*Associate of Arts Degree  
Major Units: 35*

(State Code: 02728; TOP Code: 060200; Academic Plan: C002728C)

The journalism curriculum is an open-ended course of study that is structured to prepare the student to work in the field, or to transfer to a four-year college or university after additional study. Students acquire skills that will allow them to work in print, broadcast or social media in converged newsrooms. The program is designed for the student who intends to work as a reporter, writer, editor, designer or cartoonist at a print or online newspaper or magazine. The program also prepares students to work in broadcast settings in TV news, radio or mobile journalism.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Write, research and produce news stories for print or broadcast
2. Edit news stories for print, demonstrating mastery of Associated Press style.
3. Demonstrate knowledge of converged media techniques including social media, online and broadcast news writing. Demonstrate broad base of multi-platform journalism skills.
4. Assemble a print portfolio or broadcast resume of published work and or photographs. Student may also collect digital samples of converged media work product to submit online.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Journalism may be met by completing 26 units of Required courses plus 9 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (26 UNITS)**

JOURNAL 101	COLLECTING AND WRITING NEWS.....	3
JOURNAL 105	MASS COMMUNICATIONS.....	3
JOURNAL 217-1	PUBLICATION LABORATORY I.....	2
JOURNAL 217-2	PUBLICATION LABORATORY II.....	2
JOURNAL 218-1	PRACTICAL EDITING I.....	3
JOURNAL 218-2	PRACTICAL EDITING II.....	3
JOURNAL 219-1	TECHNIQUES FOR STAFF EDITORS I.....	1
JOURNAL 219-2	TECHNIQUES FOR STAFF EDITORS II.....	1
LIB SCI 101	COLLEGE RESEARCH SKILLS.....	1
PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY.....	3
PHOTO 020	BEGINNING PHOTOJOURNALISM.....	4

**ELECTIVE COURSES (9 UNITS)**

ART 645	INTRO TO WEB SITE DESIGN.....	3
JOURNAL 220-1	MAGAZINE PRODUCTION 1.....	3
PHOTO 010	BEGINNING PHOTOGRAPHY.....	3

# KINESIOLOGY

Department Chair: Aykanush Gevanyan  
 (323) 953-4000 ext. 2263 | KIN 216  
<https://www.lacitycollege.edu/Academic-Departments/Kinesiology-Health-Dance/Department-Home>

## OVERVIEW

Kinesiology is the academic discipline which involves the study of physical activity and its impact on health, society, and quality of life.

The Kinesiology department is student centered in its approach. The department strives to educate and inspire our students to understand the importance of physical activity during the lifespan. Faculty and students work together to improve the quality of life for everyone.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Kinesiology	AA-T	C036026G	IGETC/CSUGE	21-22	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

## Kinesiology

Associate of Arts (AA-T)  
 Major Units: 21-22

(State Code: 36026; TOP Code: 127000; Academic Plan: C036026G)

Kinesiology is the study of the art and science of human movement throughout our lifespan. Students will be introduced to the evidence-based research supporting the wellness effects of exercise in our communities, schools, work place and clinical settings. Kinesiology provides areas of study in teaching (pedagogy), coaching, group and personal training, health/fitness promotion, exercise physiology, biomechanics, motor learning and development, athletic training, sports management, dance, adapted physical education, sports psychology, sports nutrition, exercise equipment design/testing, wellness coaching, cardiac rehabilitation, gerokinesiology, as well as pre-professional training for physical therapy, medicine and research. To earn the Associate Degree for Transfer, students must meet the following requirements:

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

## PROGRAM STUDENT LEARNING OUTCOMES

- Describe the fundamental principles of kinesiology, including functional anatomy, exercise physiology, biomechanics, motor development and the application of these sciences to fitness and skill development, exercise progression, programming, design and goal setting.
- Identify rules, strategies, techniques, safety and effectiveness cues and etiquette of the various movement activities and sports.
- Examine and evaluate progressive adaptation to physical activities and the relationships to health promotion, wellness, fitness, and lifestyle/behavior modifications.
- Evaluate and appraise the vast applied and clinical career opportunities in the field of kinesiology and other related fields.

## PROGRAM REQUIREMENTS

Requirements for the Associate of Science Degree for Transfer in Kinesiology may be met by completing 14 units of Core courses, 3 Movement-Based courses in "Areas 1-6" with a grade of "C" or better along with the General Education Transfer Requirements.

### CORE COURSES (14 UNITS)

KIN MAJ 100	INTRODUCTION TO KINESIOLOGY	3
ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4

Movement-Based Courses, select one course maximum from three of the following areas (3 units minimum):

#### AREA 1 - AQUATICS

KIN 201-1	SWIMMING SKILLS I	1
KIN 300	SWIMMING/ NON-SWIMMER	1
KIN 303	AQUA AEROBICS	1

#### AREA 2 - COMBATIVES

KIN 215-1	JUDO SKILLS I	1
KIN 217	SELF-DEFENSE SKILLS	1

#### AREA 3 - DANCE

DANCETQ 121	JAZZ DANCE TECHNIQUES I	1
DANCETQ 141	MODERN DANCE TECHNIQUES I	1
DANCETQ 221	YOGA SKILLS I	1

#### AREA 4 - FITNESS

KIN 229	BODY CONDITIONING SKILLS	1
KIN 246	BODY SCULPTING SKILLS	1
KIN 250-1	WEIGHT TRAINING SKILLS I	1
KIN 251-1	YOGA SKILLS I	1
KIN 326	AEROBIC SUPER CIRCUIT LAB	1
KIN 328-1	BICYCLE SPINNING I	1
KIN 331	CROSS TRAINING	1
KIN 334	FITNESS WALKING	1

#### AREA 5 - INDIVIDUAL SPORTS

KIN 266-1	BADMINTON SKILLS I	1
KIN 271-1	TENNIS SKILLS I	1

#### AREA 6 - TEAM SPORTS

KIN 287-1	BASKETBALL SKILLS I	1
KIN 289-1	SOCCER SKILLS I	1
KIN 291-1	VOLLEYBALL SKILLS I	1



**LIST A: SELECT 2 COURSES**

MATH 227	STATISTICS . . . . .	4
BIOLOGY 003	INTRODUCTION TO BIOLOGY . . . . .	4
PHYSICS 006	GENERAL PHYSICS I . . . . .	4
HEALTH 012	SAFETY EDUCATION AND FIRST AID. . . . .	3

**KOREAN**

Department Chair: Mickey Hong  
 (323) 953-4000 ext. 2736 | JH 111G  
<http://lacitycollege.edu/Academic-Departments/Modern-Languages/Department-Home>

**OVERVIEW**

South Korea’s economy ranks Number 4 in Asia and Number 11 in the world. It is the world’s leader in information technology and is an important player in engineering. South Korea’s energy today is reflected in contemporary art, film, literature, music, and drama as well as in its robust economy. The National Security Education Program considers Korean a language critical for U.S. national security and economic competitiveness. Korean is spoken by 78 million speakers as a first language. This makes Korean one of the most widely spoken languages in the world. Korean is spoken by 1 million people as a heritage language in the United States. PyeongChang hosted the XXIII Olympic Winter Games in 2018.

Korean Language and Civilization Studies is a strong tradition at LACC due to the campus’ location in Koreatown. It is the most extensive program of its kind at a 2-year college in California. LACC is the first community college in the state to offer an Associate of Arts degree in Korean. We also offer two non-transferable certificates in Korean Language and Culture (Elementary and Intermediate levels). Our program is dedicated to providing Korean language and civilization education to anyone who is interested.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Korean	AA	C018809C	Any GE**	18	Y
Korean Language and Culture - Elementary	C	C035340D	-	15	N
Korean Language and Culture - Intermediate Level	C	C035341D	-	15	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Korean**

*Associate of Arts Degree*  
*Major Units: 18*  
 (State Code: 18809; TOP Code: 111730; Academic Plan: C018809C)

The Associate of Arts Degree in Korean is designed to prepare students to transfer to a university with a major in Korean, Asian studies, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture which will benefit them in a wide variety of career paths and professional advancement.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Korean may be met by completing 10 units of Required courses and 8 units of Elective courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (10 UNITS)**

KOREAN 004	INTERMEDIATE KOREAN II . . . . .	5
KOREAN 008	CONVERSATIONAL KOREAN . . . . .	2
KOREAN 010	KOREAN CIVILIZATION . . . . .	3

**ELECTIVE COURSES (SELECT 8 UNITS)**

ARTHIST 130	SURVEY OF ASIAN ART HISTORY . . . . .	3
CHINESE 010	CHINESE CIVILIZATION . . . . .	3
JAPAN 009	JAPANESE CIVILIZATION . . . . .	3
KOREAN 001	ELEMENTARY KOREAN I . . . . .	5
KOREAN 002	ELEMENTARY KOREAN II . . . . .	5
KOREAN 003	INTERMEDIATE KOREAN I . . . . .	5
KOREAN 021	FUNDAMENTALS OF KOREAN I . . . . .	3
KOREAN 022	FUNDAMENTALS OF KOREAN II . . . . .	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS . . . . .	3
PHILOS 030	ASIAN PHILOSOPHY. . . . .	3

**Korean Language and Culture - Elementary**

*Certificate of Achievement*  
*Major Units: 15*  
 (State Code: 35340; TOP Code: 111730; Academic Plan: C035340D)

The California state approved Certificate of Achievement in Korean Language and Culture - Elementary Level was established to give the student the opportunity to document his or her skill in the Korean language and the knowledge of Korean 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.

**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.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Korean Language and Culture - Elementary Level may be met by completing 15 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (15 UNITS)**

KOREAN 001	ELEMENTARY KOREAN I	5
KOREAN 002	ELEMENTARY KOREAN II	5
KOREAN 008	CONVERSATIONAL KOREAN	2
KOREAN 010	KOREAN CIVILIZATION	3

**Korean Language and Culture - Intermediate Level**

*Certificate of Achievement*  
Major Units: 15

(State Code: 35341; TOP Code: 111730; Academic Plan: C035341D)

The California state approved Certificate of Achievement in Korean Language and Culture - Intermediate Level was established to give the student the opportunity to document his or her skill in the Korean language and the knowledge of Korean 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.

**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. Define fundamental aspects of Korean culture at the ACTFL Intermediate Range.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Korean Language and Culture - Intermediate Level may be met by completing 15 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (15 UNITS)**

KOREAN 003	INTERMEDIATE KOREAN I	5
KOREAN 004	INTERMEDIATE KOREAN II	5
KOREAN 008	CONVERSATIONAL KOREAN	2
KOREAN 010	KOREAN CIVILIZATION	3

**LAW**

Department Chair and Paralegal Prog. Dir.: Wilhelm I. Vargas, J.D.  
(323) 953-4000 ext. 2754 | HH 200H  
<https://www.lacitycollege.edu/Academic-Departments/Law-Administration-of-Justice/Department-Home>

**OVERVIEW**

The ABA-Approved Paralegal Program is offered for students who are interested in a career as an employee in a law office or courthouse to assist in the performance of legal services in civil and criminal matters.

The Paralegal Studies program at Los Angeles City College is approved by the American Bar Association. Paralegals may not provide legal services directly to the public except as permitted by law.

The goal of the Paralegal Program at Los Angeles City College is to teach paralegal students substantive and procedural law with the objective of preparing them to complete any paralegal assignment in a competent, professional, and ethical manner.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Paralegal Studies	AA	C002750C	Any GE**	43	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
\*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Paralegal Studies**

*Associate of Arts Degree*  
Major Units: 43

(State Code: 02750; TOP Code: 140200; Academic Plan: C002750C)

The Paralegal Program at Los Angeles City College is approved by the American Bar Association. It is designed for students who are interested in working in the legal field. Paralegals assist attorneys in providing legal services in civil and criminal matters. Paralegal training is also valuable to persons seeking employment in fields such as real estate, insurance, banking, or brokerage. According to 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."

**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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Paralegal Studies may be met by completing 37 units of Required courses and 6 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (37 UNITS)**

CAOT 084	MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING .....	3
COMM 101	PUBLIC SPEAKING .....	3
LAW 001	BUSINESS LAW I .....	3
LAW 002	BUSINESS LAW II .....	3
LAW 004	DIRECTED FIELD WORK IN LEGAL ASSISTING .....	3
LAW 010	INTRODUCTION TO LEGAL ASSISTANT I .....	3
LAW 011	INTRODUCTION TO LEGAL ASSISTANT II .....	3
LAW 012	TORT LAW AND CLAIMS INVESTIGATION .....	3
LAW 014	LAW OFFICE MANAGEMENT .....	3
LAW 017	LEGAL WRITING .....	3
LAW 019	PROPERTY AND CREDITOR RIGHTS .....	3
LAW 051	LEGAL RESEARCH FOR PARALEGALS .....	3
LIB SCI 101	COLLEGE RESEARCH SKILLS .....	1

**ELECTIVE COURSES (6 UNITS)**

LAW 003	CIVIL RIGHTS AND THE LAW .....	3
LAW 007	STREET LAW .....	3
LAW 013	WILLS, TRUSTS, AND PROBATE ADMINISTRATION .....	3
LAW 018	MARRIAGE AND FAMILY LAW .....	3
LAW 033	LAW AND THE MEDIA .....	3
LAW 035	IMMIGRATION LAW FOR PARALEGALS .....	3
LAW 037	BANKRUPTCY AND CREDITOR'S RIGHTS .....	3
LAW 038	CRIMINAL LAW & PROCEDURE .....	3

LIBERAL ARTS

Please see the Counseling Department or Articulation Office for Information regarding the Interdisciplinary Programs

**OVERVIEW**

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

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Liberal Arts: Arts and Humanities	AA	C019843C	Any GE**	18	Y
Liberal Arts: Natural Sciences and Mathematics	AA	C019844C	Any GE**	18	Y
Liberal Arts: Social & Behavior Science	AA	C019845C	Any GE**	18	Y
Performing and Visual Arts	AA	C030211C	Any GE**	18	Y
CSU General Education Breadth	C	C018569D	-	39	N
IGETC	C	C019842D	-	34	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
\*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Liberal Arts: Arts and Humanities**

*Associate of Arts Degree  
Major Units: 18*

(State Code: 19843; TOP Code: 490310; Academic Plan: C019843C)

These courses bring together art, music, history, literature, and cultural studies. Students will interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Liberal Arts: Arts and Humanities may be met by completing 18 units of

Required courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (SELECT 18 UNITS)**

AFRO AM 020	AFRICAN-AMERICAN LITERATURE I	3
AFRO AM 060	AFRICAN-AMERICAN MUSIC	3
ART 201	DRAWING I	3
ART 209	PERSPECTIVE DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ARTHIST 103	ART APPRECIATION I	3
ARTHIST 110	SURVEY OF WESTERN ART HISTORY I	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II	3
ARTHIST 130	SURVEY OF ASIAN ART HISTORY	3
ARTHIST 139	INTRODUCTION TO ISLAMIC ART	3
ARTHIST 140	SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	3
ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART	3
ARTHIST 171	INTRODUCTION TO GLOBAL CONTEMPORARY ART	3
CHICANO 044	MEXICAN CIVILIZATION	3
CINEMA 003	HISTORY OF MOTION PICTURES	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM	3
CINEMA 018	INTRODUCTION TO FILM GENRES	3
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
COMM 130	INTRODUCTION TO ORAL INTERPRETATION OF LITERATURE	3
DANCEST 805	HISTORY AND APPRECIATION OF DANCE	3
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 205	ENGLISH LITERATURE I	3
ENGLISH 206	ENGLISH LITERATURE II	3
ENGLISH 207	AMERICAN LITERATURE I	3
ENGLISH 208	AMERICAN LITERATURE II	3
ENGLISH 211	FICTION	3
ENGLISH 212	POETRY	3
ENGLISH 214	CONTEMPORARY LITERATURE	3
ENGLISH 215	SHAKESPEARE I	3
ENGLISH 216	SHAKESPEARE II	3
ENGLISH 218	CHILDREN’S LITERATURE	3
ENGLISH 219	THE LITERATURE OF AMERICAN ETHNIC GROUPS	3
ENGLISH 239	WOMEN IN LITERATURE	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE	3
ENGLISH 255	LATIN AMERICAN LITERATURE	3
ENGLISH 270	SCIENCE FICTION - FANTASY	3
HISTORY 003	HISTORY OF ENGLAND AND GREAT BRITAIN I	3
HISTORY 004	HISTORY OF ENGLAND AND GREAT BRITAIN II	3
HISTORY 007	THE WORLD’S GREAT RELIGIONS	3
HISTORY 086	INTRODUCTION TO WORLD CIVILIZATION I	3
HISTORY 087	INTRODUCTION TO WORLD CIVILIZATION II	3
HUMAN 006	GREAT PEOPLE, GREAT AGES	3
HUMAN 008	GREAT WOMEN IN THE HUMANITIES	3
HUMAN 030	THE BEGINNINGS OF WESTERN CIVILIZATION	3
HUMAN 031	PEOPLE IN CONTEMPORARY SOCIETY	3
HUMAN 061	PEOPLE AND THEIR WORLD: THE CREATIVE PROCESS	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
MUSIC 101	FUNDAMENTALS OF MUSIC	3
MUSIC 111	MUSIC APPRECIATION I	3
MUSIC 116	SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC	3
MUSIC 121	MUSIC HISTORY AND LITERATURE I	3
MUSIC 122	MUSIC HISTORY AND LITERATURE II	3
MUSIC 135	AFRICAN AMERICAN MUSIC	3
MUSIC 136	MUSIC IN AMERICAN CULTURE	3
MUSIC 141	JAZZ APPRECIATION	3
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
PHILOS 001	INTRODUCTION TO PHILOSOPHY	3
PHILOS 014	HISTORY OF MODERN EUROPEAN PHILOSOPHY	3

PHILOS 020	ETHICS	3
PHILOS 030	ASIAN PHILOSOPHY	3
PHILOS 032	PHILOSOPHY OF RELIGION	3
PHILOS 040	INTRODUCTION TO THE PHILOSOPHY OF ART	3
PHOTO 010	BEGINNING PHOTOGRAPHY	3
PHOTO 034	HISTORY OF PHOTOGRAPHY	3
PHOTO 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA	3
POL SCI 005	THE HISTORY OF WESTERN POLITICAL THOUGHT	3
THEATER 100	INTRODUCTION TO THE THEATER	3
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV	3
THEATER 400	COSTUME PERIODS AND STYLES	3

OR ANY 4-5 UNIT FOREIGN LANGUAGE COURSE (LEVEL 1 OR HIGHER) IN THE FOLLOWING AREAS: ASL, ARABIC, ARMENIAN, CHINESE, FRENCH, ITALIAN, JAPANESE, KOREAN, RUSSIAN AND SPANISH

**Liberal Arts: Natural Sciences and Mathematics**

*Associate of Arts Degree  
Major Units: 18*

(State Code: 19844; TOP Code: 490200; Academic Plan: C019844C)

These courses emphasize the natural sciences which examine the physical universe, its life forms, and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning beyond the level of intermediate algebra.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Communicate effectively, by means of listening, speaking, reading, and writing.
2. Utilize contemporary information technology to retrieve, process, and communicate information.
3. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Liberal Arts: Natural Sciences and Mathematics may be met by completing 18 units of Required courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (SELECT 18 UNITS)**

ANATOMY 001	INTRODUCTION TO HUMAN ANATOMY	4
ANTHRO 101	HUMAN BIOLOGICAL EVOLUTION	3
ASTRON 001	ELEMENTARY ASTRONOMY	3
ASTRON 005	FUNDAMENTALS OF ASTRONOMY LABORATORY	1
ASTRON 011	STARS, GALAXIES, AND THE UNIVERSE	3
BIOLOGY 003	INTRODUCTION TO BIOLOGY	4
BIOLOGY 006	GENERAL BIOLOGY I	5
BIOLOGY 007	GENERAL BIOLOGY II	5
BIOLOGY 025	HUMAN BIOLOGY	3
BIOLOGY 046	GENETIC ANALYSIS	3
CHEM 060	INTRODUCTION TO GENERAL CHEMISTRY	5
CHEM 065	INTRODUCTORY GENERAL CHEMISTRY	4
CHEM 101	GENERAL CHEMISTRY I	5
CHEM 102	GENERAL CHEMISTRY II	5
CHEM 211	ORGANIC CHEMISTRY FOR SCIENCE MAJORS I	5

CHEM 212	ORGANIC CHEMISTRY FOR SCIENCE MAJORS II	5
CHEM 221	BIOCHEMISTRY FOR SCIENCE MAJORS	5
EARTH 001	EARTH SCIENCE	3
ENV SCI 001	INTRODUCTION TO ENVIRONMENTAL SCIENCE	3
GEOG 001	PHYSICAL GEOGRAPHY	3
GEOG 015	PHYSICAL GEOGRAPHY LABORATORY	2
GEOLOGY 001	PHYSICAL GEOLOGY	3
GEOLOGY 006	PHYSICAL GEOLOGY LABORATORY	2
MATH 215	PRINCIPLES OF MATHEMATICS I	3
MATH 216	PRINCIPLES OF MATHEMATICS II	3
MATH 227	STATISTICS	4
MATH 230	MATHEMATICS FOR LIBERAL ARTS STUDENTS	3
MATH 236	CALCULUS FOR BUSINESS AND SOCIAL SCIENCE	5
MATH 240	TRIGONOMETRY	3
MATH 245	COLLEGE ALGEBRA	3
MATH 260	PRECALCULUS	5
MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5
MATH 270	LINEAR ALGEBRA	3
MATH 272	METHODS OF DISCRETE MATHEMATICS	5
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3
MICRO 001	INTRODUCTORY MICROBIOLOGY	5
MICRO 020	GENERAL MICROBIOLOGY	4
OCEANO 001	INTRODUCTION TO OCEANOGRAPHY	3
PHYS SC 010	PHYSICS AND THE MOVIES	3
PHYSICS 006	GENERAL PHYSICS I	4
PHYSICS 007	GENERAL PHYSICS II	4
PHYSICS 011	INTRODUCTORY PHYSICS	4
PHYSICS 012	PHYSICS FUNDAMENTALS	3
PHYSICS 014	PHYSICS FUNDAMENTALS LABORATORY	1
PHYSICS 021	GENERAL PHYSICS I WITH CALCULUS	4
PHYSICS 022	GENERAL PHYSICS II WITH CALCULUS	4
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II	5
PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III	5
PHYSIOL 001	INTRODUCTION TO HUMAN PHYSIOLOGY	4
PSYCH 002	BIOLOGICAL PSYCHOLOGY	3

**Liberal Arts: Social & Behavior Science**

*Associate of Arts Degree  
Major Units: 18*

(State Code: 19845; TOP Code: 490100; Academic Plan: C019845C)

These courses emphasize the perspective, concepts, theories and methodologies found in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. This pattern emphasizes the contributions and perspectives of men, women and members of various ethnic and cultural groups and a comparative perspective on both Western and non-Western societies.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Liberal Arts: Social & Behavior Science may be met by completing 18 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (SELECT 18 UNITS)**

AFRO AM 004	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I	3
AFRO AM 005	THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II	3
AFRO AM 007	BLACK AMERICANS AND THE POLITICAL SYSTEM	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY	3
ANTHRO 103	ARCHAEOLOGY: RECONSTRUCTING THE HUMAN PAST	3
ANTHRO 121	ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT	3
ANTHRO 151	VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM AND MIXED MEDIA	3
BUS 001	INTRODUCTION TO BUSINESS	3
CHICANO 007	THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I	3
CHICANO 008	THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II	3
CH DEV 001	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 011	CHILD, FAMILY AND COMMUNITY	3
CH DEV 042	TEACHING IN A DIVERSE SOCIETY	3
COMM 121	INTERPERSONAL COMMUNICATION	3
COMM 122	INTERCULTURAL COMMUNICATION	3
CO SCI 103	INTRODUCTION TO COMPUTER SYSTEMS FOR MIS	4
ECON 001	PRINCIPLES OF ECONOMICS I	3
ECON 002	PRINCIPLES OF ECONOMICS II	3
GEOG 002	CULTURAL ELEMENTS OF GEOGRAPHY	3
HISTORY 001	INTRODUCTION TO WESTERN CIVILIZATION I	3
HISTORY 002	INTRODUCTION TO WESTERN CIVILIZATION II	3
HISTORY 003	HISTORY OF ENGLAND AND GREAT BRITAIN I	3
HISTORY 004	HISTORY OF ENGLAND AND GREAT BRITAIN II	3
HISTORY 007	THE WORLD'S GREAT RELIGIONS	3
HISTORY 011	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I	3
HISTORY 012	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II	3
HISTORY 013	THE UNITED STATES IN THE TWENTIETH CENTURY	3
HISTORY 059	COMPARATIVE HISTORY OF GENOCIDE & WAR CRIMES	3
HISTORY 073	RACE & RACISM IN UNITED STATES HISTORY	3
HISTORY 081	A HISTORY OF WORKING PEOPLE IN THE UNITED STATES I	3
HISTORY 082	A HISTORY OF WORKING PEOPLE IN THE UNITED STATES II	3
HISTORY 086	INTRODUCTION TO WORLD CIVILIZATION I	3
HISTORY 087	INTRODUCTION TO WORLD CIVILIZATION II	3
JOURNAL 105	MASS COMMUNICATIONS	3
LAW 003	CIVIL RIGHTS AND THE LAW	3
LAW 007	STREET LAW	3
LING 002	INTRODUCTION TO SOCIOLINGUISTICS	3
LING 003	INTRODUCTION TO PSYCHOLINGUISTICS	3
POL SCI 001	THE GOVERNMENT OF THE UNITED STATES	3
POL SCI 002	MODERN WORLD GOVERNMENTS	3
POL SCI 007	CONTEMPORARY WORLD AFFAIRS	3
POL SCI 014	GOVERNMENT AND POLITICS IN THE MIDDLE EAST	3
POL SCI 019	WOMEN IN POLITICS	3
PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 013	SOCIAL PSYCHOLOGY	3
PSYCH 074	RESEARCH METHODS IN THE BEHAVIORAL SCIENCES	3
SOC 001	INTRODUCTION TO SOCIOLOGY	3

SOC 002	AMERICAN SOCIAL PROBLEMS .....	3
SOC 011	RACE AND ETHNIC RELATIONS .....	3
SOC 012	MARRIAGE AND FAMILY LIFE .....	3
SOC 031	SOCIOLOGY OF GENDER .....	3
SOC 032	INTRODUCTION TO CRIMINOLOGY .....	3

.....  
**Performing and Visual Arts**

*Associate of Arts Degree*  
*Major Units: 18*

(State Code: 30211; TOP Code: 490100; Academic Plan: C030211C)

These courses bring together the performing disciplines of Art, Cinema/TV, Dance, Photography, Music, and Theater. The students will demonstrate through performance how these disciplines integrate and relate to another. Students will be encouraged to work on the interdisciplinary aspect in the 185 Directed Studies through departmental collaborative projects.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Performing and Visual Arts may be met by completing 18 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (SELECT 18 UNITS FROM AT LEAST 4 DISCIPLINES):**

ART 201	DRAWING I .....	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN .....	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP .....	3
DANCEST 185	DIRECTED STUDY - DANCE .....	1
DANCEST 301	CHOREOGRAPHY I .....	1
DANCEST 302	CHOREOGRAPHY II .....	1
DANCEST 303	CHOREOGRAPHY III .....	1
DANCEST 304	CHOREOGRAPHY IV .....	1
DANCETQ 111	BALLET TECHNIQUES I .....	1
DANCETQ 112	BALLET TECHNIQUES II .....	1
DANCETQ 113	BALLET TECHNIQUES III .....	1
DANCETQ 114	BALLET TECHNIQUES IV .....	1
DANCETQ 121	JAZZ DANCE TECHNIQUES I .....	1
DANCETQ 122	JAZZ DANCE TECHNIQUES II .....	1
DANCETQ 123	JAZZ DANCE TECHNIQUES III .....	1
DANCETQ 124	JAZZ DANCE TECHNIQUES IV .....	1
DANCETQ 141	MODERN DANCE TECHNIQUES I .....	1
DANCETQ 142	MODERN DANCE TECHNIQUES II .....	1
DANCETQ 143	MODERN DANCE TECHNIQUES III .....	1
DANCETQ 144	MODERN DANCE TECHNIQUES IV .....	1
DANCETQ 241	STRESS MANAGEMENT TECHNIQUES THROUGH DANCE AND MOVEMENT .....	1
DANCETQ 242	STRESS MANAGEMENT TECHNIQUES THROUGH DANCE AND MOVEMENT II .....	1
DNCESPC 311	FLAMENCO AND SPANISH DANCE .....	1
DNCESPC 321	SOCIAL DANCE TECHNIQUES I .....	1

DNCESPC 331	TAP DANCE TECHNIQUES I .....	1
MUSIC 185	DIRECTED STUDY - MUSIC .....	1
MUSIC 311	PIANO I .....	1
MUSIC 400	VOICE FUNDAMENTALS .....	1
MUSIC 501	COLLEGE CHOIR .....	1
MUSIC 601	BRASS INSTRUMENT INSTRUCTION I .....	2
MUSIC 621	WOODWIND INSTRUMENT INSTRUCTION I .....	2
PHOTO 001	ELEMENTARY PHOTOGRAPHY .....	6
PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY .....	3
PHOTO 010	BEGINNING PHOTOGRAPHY .....	3
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING .....	3
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY .....	3
THEATER 200	INTRODUCTION TO ACTING .....	3
THEATER 271	INTERMEDIATE ACTING .....	3
THEATER 225	BEGINNING DIRECTION .....	3
THEATER 240	VOICE AND ARTICULATION FOR THE THEATER .....	3
THEATER 300	INTRODUCTION TO STAGE CRAFT .....	3
THEATER 311	THEATRICAL LIGHTING .....	3
THEATER 313	SCENIC PAINTING FOR THE THEATER .....	3
THEATER 314	THEATRICAL SOUND DESIGN FUNDAMENTALS, PROCEDURES/OPERATIONS .....	3
THEATER 315	INTRODUCTION TO THEATRICAL SCENIC DESIGN .....	3
THEATER 325	ADVANCED STAGE CRAFT .....	3
THEATER 336	APPLIED STAGE MANAGEMENT & PRODUCTION LAB .....	1
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV .....	3
THEATER 416	MATERIALS AND METHODS FOR THE COSTUMER .....	3
THEATER 417	COSTUMING FOR FILM .....	3

.....  
**CSU General Education Breadth**

*Certificate of Achievement*  
*Major Units: 39*

(State Code: 18569; TOP Code: 490110; Academic Plan: C018569D)

The Certificate of Achievement in CSU General Education Breadth (CSU GE-Breadth) is designed for students planning to transfer to the California State University (CSU) system. The CSU GE-Breadth Certificate of Achievement requires completion of 39-semester/58.5-quarter unit of lower-division general education coursework with a "C" grade or better in each course. Some GE coursework can also be used to meet major preparation requirements; this is referred to as "double-counting." It's recommended that students work with their academic counselor to review additional transfer requirements for specific majors at CSU campuses.

**PROGRAM STUDENT LEARNING OUTCOME**

1. Communicate effectively, both verbally and in writing.
2. Critically analyze and solve problems using the appropriate technique for the issue at hand, including appropriate use of logic, mathematics, multi-disciplinary, and cultural considerations where applicable.
3. Critically examine the function, media, subject matter, organization, aesthetic, style, and relative excellence of representative examples of the arts, literature, philosophy, and foreign languages including approaches from various historical, cultural, and gender-based origins.
4. Develop an understanding of the information available, the perspectives and approaches of the physical, biological,

social and behavioral sciences, appreciating the power and limits of these methods of inquiry and both individual, ethical, and societal responsibilities.

- Organize and present information in person in a logical and understandable manner.

**PROGRAM REQUIREMENTS**

Requirements for the CSU General Education (CSU-GE-Breadth) of Achievement may be met by completing 39 units of Required courses listed under the California State University General Education (GE) Breadth Requirements Check Sheet with a “C” or better in each course. Please consult with a counselor for more details.

**IGETC**

*Certificate of Achievement*  
 Major Units: 34

(State Code: 18569; TOP Code: 490110; Academic Plan: C018569D)

The Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) is designed for students planning to transfer to either the California State University (CSU) and/or University of California (UC) system. IGETC is a GE pattern that California Community College students can use to fulfill lower-division general education requirements for both CSU and/or UC campuses (some specific majors and colleges may not accept IGETC). The IGETC pattern requires completion of a minimum of 34 semester/51 quarter units of lower-division general education coursework with a “C” grade or better in each course. Some GE coursework can also be used to meet major preparation requirements; this is referred to as “double-counting.” It’s recommended that students work with their academic counselor to review additional transfer requirements for specific majors at both CSU and/or UC campuses.

**PROGRAM STUDENT LEARNING OUTCOME**

- Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.
- Use language to effectively convey an idea or set of facts, including the ability to use source material and evidence according to institutional and discipline standards.
- Understand and interpret various points of view that emerge from a diverse world of peoples and/or cultures.
- Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to make judgments and draw appropriate conclusions.

**PROGRAM REQUIREMENTS**

Requirements for the IGETC Certificate of Achievement may be met by completing 34 units of Required courses listed under the Intersegmental General Education Transfer Curriculum (IGETC) Check Sheet with a “C” or better in each course. Please consult with a counselor for more details.

**MANAGEMENT**

Department Chair: Britt Haste  
 (323) 953-4000 Ext. 2549 | AD304  
<https://www.lacitycollege.edu/Academic-Departments/Business-Admin/Department-Homehtml>

**OVERVIEW**

Our programs in Management are designed for students seeking entry-level positions in general areas of Business Management, General Management, Industrial Management, Management Analysts, Operations Management, Sales Management, and Supervisory Management, or for those currently employed in industry who want to upgrade their skills. In the Management discipline, we offer four programs of study: the Associate of Arts Degree (AA) in Management, the Management certificate, the Small Business Management certificate, and the Retail Management certificate. All paths are designed to give the student an extensive background in the principles and practices of management in the business world. The degree program offers a more comprehensive curriculum than the certificate programs and allows the student to transfer to a four-year university where a Bachelor’s degree can be earned.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Management	AA	C002721C	Any GE**	38	Y
Management	C	C021611D	-	18	Y
Management: Small Business	C	C021612D	-	18	Y
Retail Management (W AFC)	C	C014232D	-	25	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Management**

*Associate of Arts Degree*  
 Major Units: 38

(State Code: 02721; TOP Code: 050600; Academic Plan: C002721C)

The Management Associate of Arts Degree is designed for students who want to work in general management-related fields in both the public and private sector. The program has been structured so it may be completed in 4 semesters, and students will acquire a broad fundamental knowledge of the theory and practice of managerial, as well as those skillset needed for leadership positions. Employment opportunities include general supervisory, manager, and assistant manager positions in various industries.

**PROGRAM STUDENT LEARNING OUTCOMES**

- Analyze and explain human relations and their implications for management and their employees.
- Create a business plan.

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Management may be met by completing 38 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (SELECT 38 UNITS)**

ACCTG 017	PAYROLL ACCOUNTING . . . . .	2
BUS 001	INTRODUCTION TO BUSINESS . . . . .	3
BUS 017	COMPUTER GRAPHICS . . . . .	3
BUS 038	BUSINESS COMPUTATIONS . . . . .	3
<i>OR ACCTG 031 MATHEMATICS OF ACCOUNTING (3)</i>		
FINANCE 008	PERSONAL FINANCE AND INVESTMENTS . . . . .	3
INT BUS 001	INTERNATIONAL TRADE . . . . .	3
SUPV 001	ELEMENTS OF SUPERVISION . . . . .	3
SUPV 012	WRITTEN COMMUNICATIONS FOR SUPERVISORS . . . . .	3
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY . . . . .	3
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP . . . . .	3
MGMT 031	HUMAN RELATIONS FOR EMPLOYEES . . . . .	3
MGMT 033	HUMAN CAPITAL MANAGEMENT . . . . .	3
MARKET 021	PRINCIPLES OF MARKETING . . . . .	3

**Management**

*Certificate of Achievement  
Major Units: 18*

(State Code: 21611; TOP Code: 050600; Academic Plan: C021611D)

The Management certificate is designed for students who want to work in general management-related fields in both the public and private sector. The program has been structured so it may be completed in two semesters, and students will acquire a broad fundamental knowledge of the theory and practice of managerial, as well as those skillset needed for leadership positions. Employment opportunities include general supervisory and assistant manager positions in various industries. This program serves as an excellent pathway to our AA degree in Management.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

4. Design an organizational chart that represents job positions, lines of communication, and management hierarchy.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Management may be met by completing 18 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (SELECT 18 UNITS)**

MGMT 002	ORGANIZATION AND MANAGEMENT THEORY . . . . .	3
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP . . . . .	3
MGMT 031	HUMAN RELATIONS FOR EMPLOYEES . . . . .	3
MGMT 033	HUMAN CAPITAL MANAGEMENT . . . . .	3
SUPV 001	ELEMENTS OF SUPERVISION . . . . .	3
BUS 001	INTRODUCTION TO BUSINESS . . . . .	3
<i>OR SUPV 012 WRITTEN COMMUNICATIONS FOR SUPERVISORS (3)</i>		

**Management: Small Business**

*Certificate of Achievement  
Major Units: 18*

(State Code: 21612; TOP Code: 050640; Academic Plan: C021612D)

The field of entrepreneurship provides knowledge of new venture opportunities, methods for creating and growing enterprises, and the role of entrepreneurship and young or smaller firms in economic development and the world economy. The program will help prepare students to create their own ventures, work in professional sectors in entry level administrative or operational supervisory positions that serve small or young businesses, or contribute significantly to the success of businesses in which they are employed. The program has been structured so it may be completed in two semesters, and serves as an excellent pathway to our AA degree in Management.





**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Management: Small Business may be met by completing 18 units of Required Courses with a grade of “C” or better.

**REQUIRED COURSES (18 UNITS)**

ACCTG 023	RECORDKEEPING FOR SMALL BUSINESS . . . . .	3
BUS 001	INTRODUCTION TO BUSINESS . . . . .	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS . . . . .	3
BUS 038	BUSINESS COMPUTATIONS . . . . .	3
<i>OR ACCTG 031 MATHEMATICS OF ACCOUNTING (3)</i>		
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY . . . . .	3
<i>OR MGMT 031 HUMAN RELATIONS FOR EMPLOYEES (3)</i>		
<i>OR MGMT 033 HUMAN CAPITAL MANAGEMENT (3)</i>		
<i>OR SUPV 001 ELEMENTS OF SUPERVISION (3)</i>		
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP . . . . .	3

.....  
**Retail Management (WAFC)**

*Certificate of Achievement  
 Major Units: 25*

(State Code: 14232; TOP Code: 050650; Academic Plan: C014232D)

The Retail Management Certificate is an accredited business program by the Western Association of Food Chains, that will give provide the skills needed to get started or advance a career in the retail industry. The certificate has been recognized as a part of the White House’s Upskill Initiative, and leading organizations and foundations including the ACT Foundation and the U.S. Department of Labor.

Designed for students who are interested in a career in the retail and service-oriented industry. The Retail Management Certificate is a nationally recognized, accredited college program developed by retail industry experts and community college leaders to prepare retail employees for positions in management. Students who complete this academic program gain the knowledge, skills, abilities and confidence that empower them to become successful leaders in retail and service-oriented companies. This certificate can be completed in less than one year, and serves as a good pathway in to our AA degree in Management. For more information about this program or about the WAFC accrediting body, please see links below:

<http://wafc.com/>

<https://retailmanagementcertificate.com/>

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Retail Management (WAFC) may be met by completing 19 units of Required courses and 6 units of Elective Courses with a grade of “C” or better.

**REQUIRED COURSES (19 UNITS)**

ACCTG 021	BOOKKEEPING AND ACCOUNTING I . . . . .	3
ACCTG 055	ACCOUNTING COMPUTER LABORATORY . . . . .	1
MGMT 002	ORGANIZATION AND MANAGEMENT THEORY . . . . .	3
MGMT 031	HUMAN RELATIONS FOR EMPLOYEES . . . . .	3
MGMT 033	HUMAN CAPITAL MANAGEMENT . . . . .	3
MARKET 021	PRINCIPLES OF MARKETING . . . . .	3
MARKET 031	RETAIL MERCHANDISING . . . . .	3

**ELECTIVE COURSES (SELECT 6 UNITS)**

BUS 017	COMPUTER GRAPHICS FOR BUSINESS . . . . .	3
<i>OR CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (3)</i>		
SUPV 012	WRITTEN COMMUNICATION FOR SUPERVISORS . . . . .	3
<i>OR CAOT 032 BUSINESS COMMUNICATIONS (3)</i>		

|||||  
**MARKETING**

Department Chair: Britt Hastey  
 (323) 953-4000 Ext. 2549 | AD304

<https://www.lacitycollege.edu/Academic-Departments/Business-Admin/Department-Home>

**OVERVIEW**

The Management curriculum has been designed by the Business Administration Department for students who plan to enter entry-level positions in Marketing and related areas such as Advertising, Customer Relations, Market Research, Retail, Sales, Shipping and Receiving, Transportation, and Wholesale. In the Marketing discipline, we offer two programs of study: the Associates of Arts Degree (AA) in Marketing, and the Marketing certificate. All paths are designed to give the student an extensive background in the principles and practices of marketing in the business world. The degree program offers a more comprehensive curriculum than the certificate program and allows the student to transfer to a four-year university where a Bachelor’s degree can be earned.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Marketing	AA	C002724C	Any GE**	36	Y
Marketing	C	C021613D	-	18	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Marketing**

*Associate of Arts Degree*  
 Major Units: 36

(State Code: 02724; TOP Code: 050900; Academic Plan: C002724C)

Marketing involves several business activities that are performed in the process of getting goods and services from producer to the ultimate consumer. The Marketing degree program provides the student with a wide range of knowledge in marketing, selling, advertising and retailing, as well as decision-making skills in product planning, pricing, and selection of channels of distribution. Students are not only provided an understanding of those activities that comprise marketing, but also with the tools and concepts they will need to make sound decisions in the area. Employment opportunities include positions in marketing research, distribution, communications and promotion, innovation and product management, and sales leadership, all at the wholesale and retail levels. This program also serves as a direct pathway for those interested in pursuing a Bachelor's degree in Marketing. Students are advised to begin their studies with Marketing 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Marketing may be met by completing 36 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (36 UNITS)**

BUS 001	INTRODUCTION TO BUSINESS . . . . .	3
BUS 017	COMPUTER GRAPHICS FOR BUSINESS . . . . .	3
BUS 038	BUSINESS COMPUTATIONS . . . . .	3
<i>OR ACCTG 031 MATHEMATICS OF ACCOUNTING (3)</i>		
INTBUS 006	INTERNATIONAL MARKETING I . . . . .	3
MGMT 013	SMALL BUSINESS ENTREPRENEURSHIP . . . . .	3

MGMT 002	ORGANIZATION AND MANAGEMENT THEORY . . .	3
<i>OR MGMT 031 HUMAN RELATIONS FOR EMPLOYEES (3)</i>		
MARKET 001	PRINCIPLES OF SELLING . . . . .	3
MARKET 011	FUNDAMENTALS OF ADVERTISING . . . . .	3
MARKET 021	PRINCIPLES OF MARKETING . . . . .	3
MARKET 031	RETAIL MERCHANDISING . . . . .	3
SUPV 001	ELEMENTS OF SUPERVISION . . . . .	3
SUPV 012	WRITTEN COMMUNICATIONS FOR SUPERVISORS . . . . .	3

**Marketing**

*Certificate of Achievement*  
 Major Units: 18

(State Code: 21613; TOP Code: 050900; Academic Plan: C021613D)

Designed to provide the student with a general knowledge of Marketing concepts including price, product, place and promotion, target marketing, SWOT analysis, and retailing. Employment opportunities include entry-level positions in general marketing administration, sales, marketing research and communication, and fund raising. This program can be completed in two semesters and serves as a direct pathway to our AA degree in Marketing. Students 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) in writing.
2. Evaluate the retail sales interactions of a product, after researching the product on the internet, and conducting a field observation in a retail store where the product is being sold.
3. Develop a strategic advertising plan for a new or existing product or service.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Marketing may be met by completing 18 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (18 UNITS)**

INTBUS 006	INTERNATIONAL MARKETING I . . . . .	3
MARKET 001	PRINCIPLES OF SELLING . . . . .	3
MARKET 011	FUNDAMENTALS OF ADVERTISING . . . . .	3
MARKET 021	PRINCIPLES OF MARKETING . . . . .	3
MARKET 031	RETAIL MERCHANDISING . . . . .	3
<i>OR MGMT 013 SMALL BUSINESS ENTREPRENEURSHIP (3)</i>		
SUPV 012	WRITTEN COMMUNICATION FOR SUPERVISORS . . . . .	3
<i>OR BUS 001 INTRODUCTION TO BUSINESS (3)</i>		

# MATHEMATICS

Department Chair: Kian Kaviani  
 (323) 953-4000 ext 2828 • JH 101H  
<https://www.lacitycollege.edu/Academic-Departments/Math-CSIT-CT-CAOT/Department-Home>

## OVERVIEW

We offer math courses ranging from entry-level to university level, such as basic statistics, college algebra, math for liberal arts and business majors as well as calculus and ordinary differential equations for STEM majors. Classes are offered in various formats six days a week, from 8am to 10pm, during fall, spring, winter, and summer sessions.

Our student Math Team has placed in the top 5 out of 200 colleges in the National American Mathematics Association of Two Year Colleges for the past 16 years. We placed number 1 in the nation for 6 of those years.

We hold an annual Math Contest for over 500 middle and high school students every March and offer scholarships to LACC for the top students.

A tutoring lab and four computer laboratories are available for student support and student employment. Many classes use the software MyMathLab, Aleks, and advanced Mathematica for STEM classes.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Mathematics	AS-T	C033153H	IGETC/CSUGE	21	Y
Mathematics	AS	C002754C	Any GE**	21	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## Mathematics

*Associate of Science (AS-T)*  
 Major Units: 21

(State Code: 33153; TOP Code: 170100; Academic Plan: C033153H)

Pursuant SB 1440, The Associate in Science in Mathematics for Transfer (AS-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. Mathematics courses include basic skills and general education courses for future teachers, and courses for students majoring in science, technology, engineering and mathematics.

The mission of the Associate in Science in Mathematics for Transfer (AS-T) degree is to build an analytical academic foundation for students to be able to transfer to the California State University system.

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. 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. Express results using appropriate units.
2. Organize, present, and interpret mathematical models using symbolic, numerical, and graphical methods.
3. Solve a variety of problems using mathematical techniques and/or reasoning.
4. Use mathematical problem solving techniques in real-world applications.

## PROGRAM REQUIREMENTS

Requirements for the Associate of Science Degree for Transfer in Mathematics may be met by completing 15 units of Core courses plus 6 units from "List A" courses with a grade of "C" or better along with the General Education Transfer Requirements.

### CORE COURSES (15 UNITS)

MATH 261 <sup>1</sup>	CALCULUS I	5
MATH 262 <sup>1</sup>	CALCULUS II	5
MATH 263 <sup>1</sup>	CALCULUS III	5

### LIST A: (6 UNITS)

MATH 270 <sup>1</sup>	LINEAR ALGEBRA	3
MATH 275 <sup>1</sup>	ORDINARY DIFFERENTIAL EQUATIONS	3

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

## Mathematics

*Associate of Science Degree*  
 Major Units: 21

(State Code: 02754; TOP Code: 170100; Academic Plan: C002754C)

An Associate Degree in mathematics from LACC can be the first half of an equation that adds up to a Bachelor's Degree in mathematics. At LACC, you will take courses in statistics, calculus, linear algebra and differential equations. These courses are first- and second-year degree requirements for the first two years of a Bachelor's degree in mathematics. Our graduates have gone on to earn bachelor's degrees from UC Berkeley, UCLA, UCSD, UCI, the California State University system, and nationwide. Join our winning Math Club. We have been the National Champions for the AMATYC National Mathematics Competition 5 times in the last 18 years. We have placed in the top 6 for the past 16 years. Math scholarships are available.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Express results using appropriate units.
2. Organize, present, and interpret mathematical models using symbolic, numerical, and graphical methods.
3. Solve a variety of problems using mathematical techniques and/or reasoning.
4. Use mathematical problem solving techniques in real-world applications.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree in Mathematics may be met by completing 21 units of Required courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (21 UNITS)**

MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5
MATH 270	LINEAR ALGEBRA	3
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3

**MUSIC**

Department Chair: Christine Park  
 (323) 953-4000 ext. 2880 | HAMC 146  
<https://www.lacitycollege.edu/Academic-Departments/Music/Music>

**OVERVIEW**

The Herb Alpert Music Center at Los Angeles City College offers a streamlined curriculum to create a transfer-ready, work-ready, and enriched student community through the Associate of Arts for transfer (AA-T) degree that guarantees transfer to four-year institutions, the Associate of Arts (AA) degree in Music, skill-building certificates, and general music education. Our dedicated and experienced faculty teach distinct and creative courses in theory, musicianship, appreciation, history, technology, performance, and techniques for students at all levels. Applied students in the Music Academy receive the opportunity to focus solely on their studies through unique scholarships that provide full-tuition, private lessons, access to instruments, and direct pathways to four-year music programs.

The Certificates provide the student with knowledge, expertise, and marketable skills needed to obtain employment in the following areas:

- Composition
- Instrumental Performer:
  - Brass
  - Guitar
  - Percussion
  - Piano
  - Strings
  - Woodwinds
- Music Technology
- 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.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Music	AA-T	C032496G	IGETC/CSUGE	22	Y
Music	AA	C002736C	Any GE**	36	Y
Composition	C	C036658D	-	32	Y
Instrumental Performer	C	C010777D	-	23-27	Y
Music Technology	C	C038233D	-	30-32	N
Vocal Performer	C	C010778D	-	26-30	Y
Composition: Level 1	CS	C100528J	-	9	N
Composition: Level 2	CS	C100529J	-	7	N
Composition: Level 3	CS	C100530J	-	9	N
Composition: Level 4	CS	C100531J	-	11	N
Instrumental Performer, Brass: Level 1	CS	C100500J	-	8	N
Instrumental Performer, Brass: Level 2	CS	C100501J	-	6	N
Instrumental Performer, Brass: Level 3	CS	C100502J	-	6	N
Instrumental Performer, Brass: Level 4	CS	C100503J	-	7	N
Instrumental Performer, Guitar: Level 1	CS	C100504J	-	8	N
Instrumental Performer, Guitar: Level 2	CS	C100505J	-	6	N
Instrumental Performer, Guitar: Level 3	CS	C100506J	-	6	N
Instrumental Performer, Guitar: Level 4	CS	C100507J	-	7	N
Instrumental Performer, Percussion: Level 1	CS	C100508J	-	8	N
Instrumental Performer, Percussion: Level 2	CS	C100509J	-	6	N
Instrumental Performer, Percussion: Level 3	CS	C100510J	-	6	N
Instrumental Performer, Percussion: Level 4	CS	C100511J	-	7	N
Instrumental Performer, Piano: Level 1	CS	C100512J	-	8	N
Instrumental Performer, Piano: Level 2	CS	C100513J	-	6	N
Instrumental Performer, Piano: Level 3	CS	C100514J	-	6	N

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Instrumental Performer, Piano: Level 4	CS	C100515J	-	7	N
Instrumental Performer, Strings: Level 1	CS	C100516J	-	8	N
Instrumental Performer, Strings: Level 2	CS	C100517J	-	6	N
Instrumental Performer, Strings: Level 3	CS	C100518J	-	6	N
Instrumental Performer, Strings: Level 4	CS	C100519J	-	7	N
Instrumental Performer, Woodwinds: Level 1	CS	C100520J	-	8	N
Instrumental Performer, Woodwinds: Level 2	CS	C100521J	-	6	N
Instrumental Performer, Woodwinds: Level 3	CS	C100522J	-	6	N
Instrumental Performer, Woodwinds: Level 4	CS	C100523J	-	7	N
Music Technology: Level 1	CS	C100524J	-	9	N
Music Technology: Level 2	CS	C100525J	-	9	N
Music Technology: Level 3	CS	C100526J	-	9	N
Music Technology: Level 4	CS	C100527J	-	9	N
Vocal Performer: Level 1	CS	C100532J	-	8	N
Vocal Performer: Level 2	CS	C100533J	-	6	N
Vocal Performer: Level 3	CS	C100534J	-	6	N
Vocal Performer: Level 4	CS	C100535J	-	7	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Music**

*Associate of Arts (AA-T)  
 Major Units: 22*

(State Code: 32496; TOP Code: 100400; Academic Plan: C032496G)

The Associate of Arts in Music for Transfer (AA-T) degree prepares the student to transfer seamlessly to CSU schools through courses that provide practical skills in theory, musicianship, piano, and performance.

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. 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree for Transfer in Music may be met by completing 18 units of Core courses and 4 units of Large Ensemble Courses with a grade of “C” or better along with the General Education Transfer Requirements.

**CORE COURSES (18 UNITS)**

MUSIC 200 <sup>2</sup>	INTRODUCTION TO MUSIC THEORY . . . . .	4
MUSIC 201	HARMONY I . . . . .	3
MUSIC 202	HARMONY II . . . . .	3
MUSIC 203	HARMONY III . . . . .	3
MUSIC 211	MUSICIANSHIP II . . . . .	1
MUSIC 212	MUSICIANSHIP - III . . . . .	1
MUSIC 213	MUSICIANSHIP - IV . . . . .	1
MUSIC 181	APPLIED MUSIC I . . . . .	0.5
MUSIC 182	APPLIED MUSIC II . . . . .	0.5
MUSIC 183	APPLIED MUSIC III . . . . .	0.5
MUSIC 184	APPLIED MUSIC IV . . . . .	0.5

**LARGE ENSEMBLE (SELECT 4 UNITS)**

MUSIC 351	PIANO ENSEMBLE . . . . .	1
MUSIC 501	COLLEGE CHOIR . . . . .	1
MUSIC 531	PHILHARMONIC CHOIR . . . . .	1
MUSIC 561	CHAMBER CHORALE . . . . .	1
MUSIC 705	CHAMBER MUSIC . . . . .	1
MUSIC 711	REHEARSAL ORCHESTRA . . . . .	1
MUSIC 725	COMMUNITY ORCHESTRA . . . . .	1
MUSIC 751	WIND ENSEMBLE . . . . .	1
MUSIC 765	PERCUSSION ENSEMBLE . . . . .	1
MUSIC 771	GUITAR ENSEMBLE . . . . .	1
MUSIC 781	STUDIO JAZZ BAND . . . . .	1

<sup>2</sup> Course may be double-counted towards CSU G.E. Breadth

**Music**

*Associate of Arts Degree  
 Major Units: 36*

(State Code: 02736; TOP Code: 100400; Academic Plan: C002736C)

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 periods.
5. Perform on their chosen instrument in public as a soloist or in an ensemble.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Music may be met by completing 26 units of Required courses and 10 units of Elective courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (26 UNITS)**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 152-2	CURRENT MUSICAL EVENT II	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 201	HARMONY I	3
MUSIC 202	HARMONY II	3
MUSIC 203	HARMONY III	3
MUSIC 211	MUSICIANSHIP I	1
MUSIC 212	MUSICIANSHIP II	1
MUSIC 213	MUSICIANSHIP III	1
MUSIC 311	PIANO I	1
MUSIC 312	PIANO II	1
MUSIC 313	PIANO III	1
MUSIC 314	PIANO IV (OR MORE ADVANCED LEVEL)	1
MUSIC 161	INTRODUCTION TO MUSIC TECHNOLOGY	1

MUSIC 111	MUSIC APPRECIATION I	3
<i>OR MUSIC 116 SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC (3)</i>		
<i>OR MUSIC 121 MUSIC HISTORY AND LITERATURE I (3)</i>		
<i>OR MUSIC 122 MUSIC HISTORY AND LITERATURE II (3)</i>		
<i>OR MUSIC 135 AFRICAN AMERICAN MUSIC (3)</i>		
<i>OR MUSIC 136 MUSIC IN AMERICAN CULTURE (3)</i>		

**ELECTIVE COURSES (10 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Composition**

*Certificate of Achievement*  
 Major Units: 32

(State Code: 36658; TOP Code: 100500; Academic Plan: C036658D)

The Composition Certificate of Achievement provides the student a pathway to a career in teaching music and writing and transcribing musical scores. The student will gain knowledge and practical and technical skills in composition, theory, musicianship, piano, and the music business.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Harmonize melodies, analyze progressions, and realize a figured bass with advanced chromatic chords.
2. Perform and take dictation of chromatic melodies, harmonic progressions, and rhythms.

3. Play assigned piano (level 4) repertoire with appropriate dynamics, tempo, and interpretation.
4. Complete writing assignments on music history and the music industry at an intermediate level of English.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Composition may be met by completing 32 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (32 UNITS)**

MUSIC 111	MUSIC APPRECIATION I	3
	<i>OR MUSIC 116 SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC (3)</i>	
	<i>OR MUSIC 121 MUSIC HISTORY AND LITERATURE I (3)</i>	
	<i>OR MUSIC 122 MUSIC HISTORY AND LITERATURE II (3)</i>	
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 201	HARMONY I	3
MUSIC 211	MUSICIANSHIP I	1
MUSIC 311	PIANO I	1
MUSIC 312	PIANO II	1
MUSIC 202	HARMONY II	3
	<i>OR MUSIC 205 COMMERCIAL HARMONY I (3)</i>	
MUSIC 212	MUSICIANSHIP II	1
MUSIC 313	PIANO III	1
MUSIC 203	HARMONY III	3
MUSIC 213	MUSICIANSHIP III	1
MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 314	PIANO IV	1
MUSIC 271	SONGWRITERS' WORKSHOP I	3
MUSIC 221	COUNTERPOINT I	3
	<i>OR MUSIC 223 TWENTIETH CENTURY COMPOSITIONAL TECHNIQUES (3)</i>	
	<i>OR MUSIC 231 ORCHESTRATION AND ARRANGING I (3)</i>	

**Instrumental Performer**

*Certificate of Achievement  
Major Units: 23-27*

(State Code: 10777; TOP Code: 100500; Academic Plan: C010777D)

The Instrumental Performer Certificate of Achievement provides the student a pathway to a career in teaching courses in music, directing and conducting instrumental groups, and playing the chosen instrument in solo or ensemble performance. The student will gain knowledge and practical and technical skills in their chosen instrument (piano, guitar, strings, woodwinds, brass, percussion), theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform assigned technical exercises and repertoire on the chosen instrument with appropriate technique and musicality, and perform with ensembles in a public setting.
2. Recognize and notate basic music notation, symbols, and key signatures.
3. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Instrumental Performer may be met by completing 23-27 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4

**SELECT 6 UNITS**

MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I	1
MUSIC 251-2	JAZZ IMPROVISATION WORKSHOP II	1
MUSIC 251-3	JAZZ IMPROVISATION WORKSHOP III	1
MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**ELECTIVE COURSES (8-12 UNITS)**

ANY MUSIC COURSE . . . . . 4

Plus select 4-8 units from one subgroup below:

**PIANO SUBGROUP**

MUSIC 311	PIANO I	1
	<i>OR MUSIC 341-1 INTERMEDIATE PIANO I (2)</i>	
	<i>OR MUSIC 181 APPLIED MUSIC I (0.5)</i>	
	<i>AND MUSIC 180-1 APPLIED MUSIC LABORATORY I (1.5)</i>	
MUSIC 312	PIANO II	1
	<i>OR MUSIC 341-2 INTERMEDIATE PIANO II (2)</i>	
	<i>OR MUSIC 361-2 COMMERCIAL PIANO TECHNIQUES WORKSHOP II (2)</i>	
	<i>OR MUSIC 182 APPLIED MUSIC II (0.5)</i>	
	<i>AND MUSIC 180-2 APPLIED MUSIC LABORATORY II (1.5)</i>	
MUSIC 313	PIANO III	1
	<i>OR MUSIC 341-3 INTERMEDIATE PIANO III (2)</i>	
	<i>OR MUSIC 361-3 COMMERCIAL PIANO TECHNIQUES WORKSHOP III (2)</i>	
	<i>OR MUSIC 183 APPLIED MUSIC III (0.5)</i>	
	<i>AND MUSIC 180-3 APPLIED MUSIC LABORATORY III (1.5)</i>	
MUSIC 314	PIANO IV	1
	<i>OR MUSIC 341-4 INTERMEDIATE PIANO IV (2)</i>	
	<i>OR MUSIC 361-4 COMMERCIAL PIANO TECHNIQUES WORKSHOP IV (2)</i>	
	<i>OR MUSIC 184 APPLIED MUSIC IV (0.5)</i>	
	<i>AND MUSIC 180-4 APPLIED MUSIC LABORATORY IV (1.5)</i>	

**BRASS SUBGROUP**

MUSIC 601	BRASS INSTRUMENT INSTRUCTION I	2
	<i>OR MUSIC 181 APPLIED MUSIC I (0.5)</i>	
	<i>AND MUSIC 180-1 APPLIED MUSIC LABORATORY I (1.5)</i>	
MUSIC 602	BRASS INSTRUMENT INSTRUCTION II	2
	<i>OR MUSIC 182 APPLIED MUSIC II (0.5)</i>	
	<i>AND MUSIC 180-2 APPLIED MUSIC LABORATORY II (1.5)</i>	
MUSIC 603	BRASS INSTRUMENT INSTRUCTION III	2
	<i>OR MUSIC 183 APPLIED MUSIC III (0.5)</i>	
	<i>AND MUSIC 180-3 APPLIED MUSIC LABORATORY III (1.5)</i>	
MUSIC 604	BRASS INSTRUMENT INSTRUCTION IV	2
	<i>OR MUSIC 184 APPLIED MUSIC IV (0.5)</i>	
	<i>AND MUSIC 180-4 APPLIED MUSIC LABORATORY IV (1.5)</i>	

**STRINGS SUBGROUP**

MUSIC 611	STRING INSTRUMENT INSTRUCTION I . . . . .	2
OR MUSIC 181	APPLIED MUSIC I (0.5)	
AND MUSIC 180-1	APPLIED MUSIC LABORATORY I (1.5)	
MUSIC 612	STRING INSTRUMENT INSTRUCTION II . . . . .	2
OR MUSIC 182	APPLIED MUSIC II (0.5)	
AND MUSIC 180-2	APPLIED MUSIC LABORATORY II (1.5)	
MUSIC 613	STRING INSTRUMENT INSTRUCTION III . . . . .	2
OR MUSIC 183	APPLIED MUSIC III (0.5)	
AND MUSIC 180-3	APPLIED MUSIC LABORATORY III (1.5)	
MUSIC 614	STRING INSTRUMENT INSTRUCTION IV . . . . .	2
OR MUSIC 184	APPLIED MUSIC IV (0.5)	
AND MUSIC 180-4	APPLIED MUSIC LABORATORY IV (1.5)	

**WOODWIND SUBGROUP**

MUSIC 621	WOODWIND INSTRUMENT INSTRUCTION I . . . . .	2
OR MUSIC 181	APPLIED MUSIC I (0.5)	
AND MUSIC 180-1	APPLIED MUSIC LABORATORY I (1.5)	
MUSIC 622	WOODWIND INSTRUMENT INSTRUCTION II . . . . .	2
OR MUSIC 182	APPLIED MUSIC II (0.5)	
AND MUSIC 180-2	APPLIED MUSIC LABORATORY II (1.5)	
MUSIC 623	WOODWIND INSTRUMENT INSTRUCTION III . . . . .	2
OR MUSIC 183	APPLIED MUSIC III (0.5)	
AND MUSIC 180-3	APPLIED MUSIC LABORATORY III (1.5)	
MUSIC 624	WOODWIND INSTRUMENT INSTRUCTION IV . . . . .	2
OR MUSIC 184	APPLIED MUSIC IV (0.5)	
AND MUSIC 180-4	APPLIED MUSIC LABORATORY IV (1.5)	

**PERCUSSION SUBGROUP**

MUSIC 631	PERCUSSION INSTRUMENT INSTRUCTION I . . . . .	2
OR MUSIC 181	APPLIED MUSIC I (0.5)	
AND MUSIC 180-1	APPLIED MUSIC LABORATORY I (1.5)	
MUSIC 632	PERCUSSION INSTRUMENT INSTRUCTION II . . . . .	2
OR MUSIC 182	APPLIED MUSIC II (0.5)	
AND MUSIC 180-2	APPLIED MUSIC LABORATORY II (1.5)	
MUSIC 633	PERCUSSION INSTRUMENT INSTRUCTION III . . . . .	2
OR MUSIC 183	APPLIED MUSIC III (0.5)	
AND MUSIC 180-3	APPLIED MUSIC LABORATORY III (1.5)	
MUSIC 634	PERCUSSION INSTRUMENT INSTRUCTION IV . . . . .	2
OR MUSIC 184	APPLIED MUSIC IV (0.5)	
AND MUSIC 180-4	APPLIED MUSIC LABORATORY IV (1.5)	

**GUITAR SUBGROUP**

MUSIC 650	BEGINNING GUITAR . . . . .	2
OR MUSIC 181	APPLIED MUSIC I (0.5)	
AND MUSIC 180-1	APPLIED MUSIC LABORATORY I (1.5)	
MUSIC 651	CLASSICAL GUITAR I . . . . .	2
OR MUSIC 661	COMMERCIAL GUITAR I (2)	
OR MUSIC 182	APPLIED MUSIC II (0.5)	
AND MUSIC 180-2	APPLIED MUSIC LABORATORY II (1.5)	
MUSIC 652	CLASSICAL GUITAR II . . . . .	2
OR MUSIC 183	APPLIED MUSIC III (0.5)	
AND MUSIC 180-3	APPLIED MUSIC LABORATORY III (1.5)	
MUSIC 653	CLASSICAL GUITAR III . . . . .	2
OR MUSIC 184	APPLIED MUSIC IV (0.5)	
AND MUSIC 180-4	APPLIED MUSIC LABORATORY IV (1.5)	

**Music Technology**

*Certificate of Achievement  
Major Units: 30-32*

(State Code: 38233; TOP Code: 100500; Academic Plan: C038233D)

The Music Technology Certificate of Achievement provides the student a pathway to a career using audio and video equipment, and operating equipment to record, synchronize, mix, or reproduce music. The student will gain knowledge and practical and technical skills in music technology, music business, and theory.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Record, arrange, and mix projects in an assigned style using a digital audio workstation (DAW).
2. Recognize and notate basic music notation, symbols, and key signatures.
3. Play assigned piano (level 2) repertoire with appropriate dynamics, tempo, and interpretation.
4. Complete writing assignments on the music industry, music history, and business at an intermediate level of English.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Music Technology may be met by completing 25-27 units of Required courses and 5 units of Elective Courses with a grade of "C" or better.

**REQUIRED COURSES (25-27 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS . . . . .	3
MUSIC 161	INTRODUCTION TO MUSIC TECHNOLOGY . . . . .	3
MUSIC 200	INTRODUCTION TO MUSIC THEORY . . . . .	4
MUSIC 291	MUSIC PRODUCTION FOR MULTIMEDIA 1 . . . . .	2
MUSIC 292	MIDI INSTRUMENTS INSTRUCTION II . . . . .	2
MUSIC 261-1	MUSIC TECHNOLOGY WORKSHOP I . . . . .	3
MUSIC 261-2	MUSIC TECHNOLOGY WORKSHOP II . . . . .	3
MUSIC 261-3	MUSIC TECHNOLOGY WORKSHOP III . . . . .	3
MUSIC 311	PIANO I . . . . .	1
OR MUSIC 321	ELEMENTARY PIANO I (2)	
MUSIC 312	PIANO II . . . . .	1
OR MUSIC 322	ELEMENTARY PIANO II (2)	

**ELECTIVE COURSES (SELECT 5 UNITS)**

MUSIC 201	HARMONY I . . . . .	3
MUSIC 205	COMMERCIAL HARMONY I . . . . .	3
MUSIC 251-1	JAZZ IMPROVISATION WORKSHOP I . . . . .	1
MUSIC 251-2	JAZZ IMPROVISATION WORKSHOP II . . . . .	1
MUSIC 251-3	JAZZ IMPROVISATION WORKSHOP III . . . . .	1
MUSIC 271	SONGWRITING WORKSHOP I . . . . .	3
MUSIC 361-2	COMMERCIAL PIANO TECHNIQUES WORKSHOP II . . . . .	2
MUSIC 361-3	COMMERCIAL PIANO TECHNIQUES WORKSHOP III . . . . .	2
MUSIC 361-4	COMMERCIAL PIANO TECHNIQUES WORKSHOP IV . . . . .	2
MUSIC 431	COMMERCIAL VOICE I . . . . .	1
MUSIC 432	COMMERCIAL VOICE II . . . . .	1
MUSIC 433	COMMERCIAL VOICE III . . . . .	1
MUSIC 434	COMMERCIAL VOICE IV . . . . .	1
MUSIC 501	COLLEGE CHOIR . . . . .	1
MUSIC 531	PHILHARMONIC CHOIR . . . . .	1
MUSIC 561	CHAMBER CHORALE . . . . .	1
MUSIC 705	CHAMBER MUSIC . . . . .	1
MUSIC 711	REHEARSAL ORCHESTRA . . . . .	1
MUSIC 725	COMMUNITY ORCHESTRA . . . . .	1
MUSIC 751	WIND ENSEMBLE . . . . .	1
MUSIC 765	PERCUSSION ENSEMBLE . . . . .	1
MUSIC 771	GUITAR ENSEMBLE . . . . .	1
MUSIC 781	STUDIO JAZZ BAND . . . . .	1



**Vocal Performer**

*Certificate of Achievement*  
*Major Units: 26-30*

(State Code: 10778; TOP Code: 100500; Academic Plan: C010778D)

The Vocal Performer Certificate of Achievement provides the student a pathway to a career in teaching courses in music, directing and conducting instrumental groups, and singing in solo or ensemble performance. The student will gain knowledge and practical and technical skills in voice, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Sing assigned technical exercises with appropriate technique and musicality, and perform with ensembles in a public setting.
2. Recognize and notate basic music notation, symbols, and key signatures.
3. Complete writing assignments on the music industry and about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Vocal Performer may be met by completing 19-23 units of Required courses and 4 units of Elective Courses with a grade of “C” or better.

**REQUIRED COURSES (19-23 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 201	HARMONY I	3
<i>OR MUSIC 205 COMMERCIAL HARMONY I (3)</i>		
MUSIC 400	VOICE FUNDAMENTALS	1
<i>OR MUSIC 180-1 APPLIED MUSIC LABORATORY I (1.5)</i>		
<i>AND MUSIC 181 APPLIED MUSIC I (0.5)</i>		
MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 431	COMMERCIAL VOICE I	1
<i>OR MUSIC 401 CLASSICAL VOICE I (1)</i>		
<i>OR MUSIC 180-2 APPLIED MUSIC LABORATORY II (1.5)</i>		
<i>AND MUSIC 182 APPLIED MUSIC II (0.5)</i>		
MUSIC 432	COMMERCIAL VOICE II	1
<i>OR MUSIC 402 CLASSICAL VOICE II (1)</i>		
<i>OR MUSIC 180-3 APPLIED MUSIC LABORATORY III (1.5)</i>		
<i>AND MUSIC 183 APPLIED MUSIC III (0.5)</i>		
MUSIC 433	COMMERCIAL VOICE III	1
<i>OR MUSIC 434 COMMERCIAL VOICE IV (1)</i>		
<i>OR MUSIC 403 CLASSICAL VOICE III (1)</i>		
<i>OR MUSIC 404 CLASSICAL VOICE IV (1)</i>		
<i>OR MUSIC 180-4 APPLIED MUSIC LABORATORY IV (1.5)</i>		
<i>AND MUSIC 184 APPLIED MUSIC IV (.05)</i>		

**ELECTIVE COURSES (4 UNITS)**

ANY MUSIC COURSE	4
------------------	---

**Composition: Level 1**

*Skills Certificate*  
*Major Units: 9*

(TOP Code: 100500; Academic Plan: C100528J)

The Composition Skills Certificate level 1 provides the student a pathway to a career in music composition. The student will gain knowledge and practical skills in theory, musicianship, piano, and music history.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize and notate basic music notation, symbols, and key signatures.
2. Play assigned piano (level 1) repertoire with appropriate dynamics, tempo, and interpretation.
3. Complete writing assignments about music history at an intermediate level of English

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (8 UNITS)**

MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 311	PIANO I	1
MUSIC 111	MUSIC APPRECIATION I	3
<i>OR MUSIC 116 SURVEY &amp; HISTORY OF ROCK, POP &amp; SOUL MUSIC (3)</i>		

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Composition: Level 2**

*Skills Certificate*  
*Major Units: 7*

(TOP Code: 100500; Academic Plan: C100529J)

The Composition Skills Certificate level 2 provides the student a pathway to a career in music composition. The student will gain knowledge and practical skills in theory, musicianship, piano, and music history.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Harmonize melodies, analyze progressions, and realize a figured bass with diatonic chords.
2. Perform and take dictation of diatonic melodies, harmonic progressions, and rhythms.
3. Play assigned piano (level 2) repertoire with appropriate dynamics, tempo, and interpretation.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (5 UNITS)**

MUSIC 201	HARMONY I	3
MUSIC 211	MUSICIANSHIP I	1
MUSIC 312	PIANO II	1

**ELECTIVE COURSES (2 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Composition: Level 3**

*Skills Certificate  
Major Units: 9*

(TOP Code: 100500; Academic Plan: C100530J)

The Composition Skills Certificate level 3 provides the student a pathway to a career in music composition. The student will gain knowledge and practical skills in theory, musicianship, piano, and music history.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Harmonize melodies, analyze progressions, and realize a figured bass with diatonic and chromatic chords.
2. Perform and take dictation of diatonic and chromatic melodies, harmonic progressions, and rhythms.
3. Play assigned piano (level 3) repertoire with appropriate dynamics, tempo, and interpretation.
4. Analyze and write music for common orchestral instruments; analyze and compose a contrapuntal piece; or analyze, write, and recognize techniques in 20th century compositions.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (8 UNITS)**

MUSIC 202	HARMONY II	3
MUSIC 212	MUSICIANSHIP II	1
MUSIC 221	COUNTERPOINT I	3
<i>OR MUSIC 223 TWENTIETH CENTURY COMPOSITIONAL TECHNIQUES (3)</i>		
<i>OR MUSIC 231 ORCHESTRATION AND ARRANGING I (3)</i>		
MUSIC 313	PIANO III	1

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Composition: Level 4**

*Skills Certificate  
Major Units: 11*

(TOP Code: 100500; Academic Plan: C100531J)

The Composition Skills Certificate level 4 provides the student a pathway to a career in music composition. The student will gain knowledge and practical skills in theory, musicianship, piano, and music history.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (11 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 203	HARMONY III	3
MUSIC 213	MUSICIANSHIP III	1
MUSIC 221	COUNTERPOINT I	3
<i>OR MUSIC 223 TWENTIETH CENTURY COMPOSITIONAL TECHNIQUES (3)</i>		
<i>OR MUSIC 231 ORCHESTRATION AND ARRANGING I (3)</i>		
MUSIC 314	PIANO IV	1

**Instrumental Performer, Brass: Level 1**

*Skills Certificate  
Major Units: 8*

(TOP Code: 100500 Academic Plan: C100500J)

The Instrumental Performer/Brass Level 1 provides the student a pathway to a career in brass performance. The student will gain knowledge and practical skills in brass, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize and notate basic music notation, symbols, and key signatures.
2. Perform level 1 brass technical exercises and repertoire with appropriate technique and musicality.
3. Perform with one ensemble in a public setting.
4. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (7 UNITS)**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 601	BRASS INSTRUMENT INSTRUCTION I	2
<i>OR MUSIC 181 APPLIED MUSIC I (2)</i>		

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Brass: Level 2**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100501J)

The Instrumental Performer/Brass Level 2 provides the student a pathway to a career in brass performance. The student will gain knowledge and practical skills in brass, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 2 brass technical exercises and repertoire with appropriate technique and musicality.
2. Perform with one ensemble in a public setting.
3. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (3 UNITS)**

MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 602	BRASS INSTRUMENT INSTRUCTION II	2
<i>OR MUSIC 182 APPLIED MUSIC II (2)</i>		

**ELECTIVE COURSES (3 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Brass: Level 3**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100502J)

The Instrumental Performer/Brass Level 3 provides the student a pathway to a career in brass performance. The student will gain knowledge and practical skills in brass, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 3 brass technical exercises and repertoire with appropriate technique and musicality.
2. Perform with two ensembles in public settings.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (2 UNITS)**

MUSIC 603	BRASS INSTRUMENT INSTRUCTION III	2
<i>OR MUSIC 183 APPLIED MUSIC III (2)</i>		

**ELECTIVE COURSES (4 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1

MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Brass: Level 4**

*Skills Certificate*  
*Major Units: 7*

(TOP Code: 100500 Academic Plan: C100503J)

The Instrumental Performer/Brass Level 4 provides the student a pathway to a career in brass performance. The student will gain knowledge and practical skills in brass, theory, musicianship, and ensemble performance.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (5 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 604	BRASS INSTRUMENT INSTRUCTION IV	2
<i>OR MUSIC 184 APPLIED MUSIC IV (2)</i>		

**ELECTIVE COURSES (2 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Guitar: Level 1**

*Skills Certificate*  
*Major Units: 8*

(TOP Code: 100500 Academic Plan: C100504J)

The Instrumental Performer/Guitar Level 1 provides the student a pathway to a career in guitar performance. The student will gain knowledge and practical skills in guitar, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize and notate basic music notation, symbols, and key signatures.
2. Perform level 1 guitar technical exercises and repertoire with appropriate technique and musicality
3. Perform with one ensemble in a public setting
4. Complete writing assignments about professional concerts at an intermediate level of English

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (7 UNITS)**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 650	BEGINNING GUITAR	2
<i>OR MUSIC 181 APPLIED MUSIC I (2)</i>		

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Guitar: Level 2**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100505J)

The Instrumental Performer/Guitar Level 2 provides the student a pathway to a career in guitar performance. The student will gain knowledge and practical skills in guitar, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 2 guitar technical exercises and repertoire with appropriate technique and musicality.
2. Perform with one ensemble in a public setting.
3. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (3 UNITS)**

MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 651	CLASSICAL GUITAR I	2
<i>OR MUSIC 182 APPLIED MUSIC II (2)</i>		

**ELECTIVE COURSES (3 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Guitar: Level 3**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100506J)

The Instrumental Performer/Guitar Level 3 provides the student a pathway to a career in guitar performance. The student will gain knowledge and practical skills in guitar, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 3 guitar technical exercises and repertoire with appropriate technique and musicality.

2. Perform with two ensembles in public settings.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (2 UNITS)**

MUSIC 652	CLASSICAL GUITAR II	2
<i>OR MUSIC 183 APPLIED MUSIC III (2)</i>		

**ELECTIVE COURSES (4 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Guitar: Level 4**

*Skills Certificate*  
*Major Units: 7*

(TOP Code: 100500 Academic Plan: C100507J)

The Instrumental Performer/Guitar Level 4 provides the student a pathway to a career in guitar performance. The student will gain knowledge and practical skills in guitar, theory, musicianship, and ensemble performance.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (5 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 653	CLASSICAL GUITAR III	2
<i>OR MUSIC 184 APPLIED MUSIC IV (2)</i>		

**ELECTIVE COURSES (2 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Percussion: Level 1**

*Skills Certificate*  
*Major Units: 8*

(TOP Code: 100500 Academic Plan: C100508J)

The Instrumental Performer/Percussion Level 1 provides the student a pathway to a career in percussion performance. The student will gain knowledge and practical skills in percussion, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize and notate basic music notation, symbols, and key signatures.

2. Perform level 1 percussion technical exercises and repertoire with appropriate technique and musicality.
3. Perform with one ensemble in a public setting.
4. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (7 UNITS)**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 631	PERCUSSION INSTRUMENT INSTRUCTION I	2
<i>OR MUSIC 181 APPLIED MUSIC I (2)</i>		

**ELECTIVE COURSES (1 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Percussion: Level 2**

*Skills Certificate  
Major Units: 6*

(TOP Code: 100500 Academic Plan: C100509J)

The Instrumental Performer/Percussion Level 2 provides the student a pathway to a career in percussion performance. The student will gain knowledge and practical skills in percussion, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 2 percussion technical exercises and repertoire with appropriate technique and musicality.
2. Perform with one ensemble in a public setting.
3. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (3 UNITS)**

MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 632	PERCUSSION INSTRUMENT INSTRUCTION II	2
<i>OR MUSIC 182 APPLIED MUSIC II (2)</i>		

**ELECTIVE COURSES (3 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Percussion: Level 3**

*Skills Certificate  
Major Units: 6*

(TOP Code: 100500 Academic Plan: C100510J)

The Instrumental Performer/Percussion Level 3 provides the student a pathway to a career in percussion performance. The student will gain knowledge and practical skills in percussion, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 3 percussion technical exercises and repertoire with appropriate technique and musicality.
2. Perform with two ensembles in public settings.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (2 UNITS)**

MUSIC 633	PERCUSSION INSTRUMENT INSTRUCTION III	2
<i>OR MUSIC 183 APPLIED MUSIC III (2)</i>		

**ELECTIVE COURSES (4 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Percussion: Level 4**

*Skills Certificate  
Major Units: 7*

(TOP Code: 100500 Academic Plan: C100511J)

The Instrumental Performer/Percussion Level 4 provides the student a pathway to a career in percussion performance. The student will gain knowledge and practical skills in percussion, theory, musicianship, and ensemble performance.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (5 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 634	PERCUSSION INSTRUMENT INSTRUCTION IV	2
<i>OR MUSIC 184 APPLIED MUSIC IV (2)</i>		

**ELECTIVE COURSES (2 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

## Instrumental Performer, Piano: Level 1

*Skills Certificate*  
*Major Units: 8*

(TOP Code: 100500 Academic Plan: C100512J)

The Instrumental Performer/Piano Level 1 provides the student a pathway to a career in piano performance. The student will gain knowledge and practical skills in piano, theory, musicianship, and ensemble performance.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Recognize and notate basic music notation, symbols, and key signatures.
2. Perform level 1 piano technical exercises and repertoire with appropriate technique and musicality.
3. Perform with one ensemble in a public setting.
4. Complete writing assignments about professional concerts at an intermediate level of English.

### PROGRAM REQUIREMENTS

#### REQUIRED COURSES (6-7 UNITS)

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 311	PIANO I	1
<i>OR MUSIC 181 APPLIED MUSIC I (2)</i>		

#### ELECTIVE COURSES (1-2 UNITS)

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

## Instrumental Performer, Piano: Level 2

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100513J)

The Instrumental Performer/Piano Level 2 provides the student a pathway to a career in piano performance. The student will gain knowledge and practical skills in piano, theory, musicianship, and ensemble performance.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Perform level 2 piano technical exercises and repertoire with appropriate technique and musicality.
2. Perform with one ensemble in a public setting.
3. Complete writing assignments about professional concerts at an intermediate level of English.

### PROGRAM REQUIREMENTS

#### REQUIRED COURSES (2-3 UNITS)

MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 312	PIANO II	1
<i>OR MUSIC 182 APPLIED MUSIC II (2)</i>		

#### ELECTIVE COURSES (3-4 UNITS)

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

## Instrumental Performer, Piano: Level 3

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100514J)

The Instrumental Performer/Piano Level 3 provides the student a pathway to a career in piano performance. The student will gain knowledge and practical skills in piano, theory, musicianship, and ensemble performance.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Perform level 3 piano technical exercises and repertoire with appropriate technique and musicality.
2. Perform with two ensembles in public settings.

### PROGRAM REQUIREMENTS

#### REQUIRED COURSES (6 UNITS)

MUSIC 202	HARMONY II	3
MUSIC 212	MUSICIANSHIP II	1
MUSIC 361-1	COMMERCIAL PIANO TECHNIQUES WORKSHOP I	2
<i>OR MUSIC 183 APPLIED MUSIC III (2)</i>		

## Instrumental Performer, Piano: Level 4

*Skills Certificate*  
*Major Units: 7*

(TOP Code: 100500 Academic Plan: C100515J)

The Instrumental Performer/Piano Level 4 provides the student a pathway to a career in piano performance. The student will gain knowledge and practical skills in piano, theory, musicianship, and ensemble performance.

### PROGRAM REQUIREMENTS

#### REQUIRED COURSES (5 UNITS)

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 361-2	COMMERCIAL PIANO TECHNIQUES WORKSHOP II	2
<i>OR MUSIC 184 APPLIED MUSIC IV (2)</i>		

#### ELECTIVE COURSES (2 UNITS)

MUSIC 501	COLLEGE CHOIR	1
-----------	---------------	---

MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

.....  
**Instrumental Performer, Strings: Level 1**

*Skills Certificate*  
*Major Units: 8*

(TOP Code: 100500 Academic Plan: C100516J)

The Instrumental Performer/Strings Level 1 provides the student a pathway to a career in strings performance. The student will gain knowledge and practical skills in strings, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize and notate basic music notation, symbols, and key signatures.
2. Perform level 1 string technical exercises and repertoire with appropriate technique and musicality.
3. Perform with one ensemble in a public setting.
4. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (7 UNITS)**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 611	STRING INSTRUMENT INSTRUCTION I	2
<i>OR MUSIC 181 APPLIED MUSIC I (2)</i>		

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

.....  
**Instrumental Performer, Strings: Level 2**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100517J)

The Instrumental Performer/Strings Level 2 provides the student a pathway to a career in strings performance. The student will gain knowledge and practical skills in strings, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 2 string technical exercises and repertoire with appropriate technique and musicality.
2. Perform with one ensemble in a public setting.
3. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (3 UNITS)**

MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 612	STRING INSTRUMENT INSTRUCTION II	2
<i>OR MUSIC 182 APPLIED MUSIC II (2)</i>		

**ELECTIVE COURSES (3 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

.....  
**Instrumental Performer, Strings: Level 3**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100518J)

The Instrumental Performer/Strings Level 3 provides the student a pathway to a career in strings performance. The student will gain knowledge and practical skills in strings, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 3 string technical exercises and repertoire with appropriate technique and musicality.
2. Perform with two ensembles in public settings.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (2 UNITS)**

MUSIC 613	STRING INSTRUMENT INSTRUCTION III	2
<i>OR MUSIC 183 APPLIED MUSIC III (2)</i>		

**ELECTIVE COURSES (4 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Strings: Level 4**

*Skills Certificate*  
*Major Units: 7*

(TOP Code: 100500 Academic Plan: C100519J)

The Instrumental Performer/Strings Level 4 provides the student a pathway to a career in strings performance. The student will gain knowledge and practical skills in strings, theory, musicianship, and ensemble performance.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (5 UNITS)**

MUSIC 137	OR LAW 33	3
MUSIC 614	STRING INSTRUMENT INSTRUCTION IV	2
<i>OR MUSIC 184 APPLIED MUSIC IV (2)</i>		

**ELECTIVE COURSES (2 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Woodwinds: Level 1**

*Skills Certificate*  
*Major Units: 8*

(TOP Code: 100500 Academic Plan: C100520J)

The Instrumental Performer/Woodwinds Level 1 provides the student a pathway to a career in woodwinds performance. The student will gain knowledge and practical skills in woodwinds, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize and notate basic music notation, symbols, and key signatures.
2. Perform level 1 woodwind technical exercises and repertoire with appropriate technique and musicality.
3. Perform with one ensemble in a public setting.
4. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (7 UNITS)**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 611	WOODWIND INSTRUMENT INSTRUCTION I	2
<i>OR MUSIC 181 APPLIED MUSIC I (2)</i>		

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1

MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Woodwinds: Level 2**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100521J)

The Instrumental Performer/Woodwinds Level 2 provides the student a pathway to a career in woodwinds performance. The student will gain knowledge and practical skills in woodwinds, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 2 woodwind technical exercises and repertoire with appropriate technique and musicality.
2. Perform with one ensemble in a public setting.
3. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (3 UNITS)**

MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 612	WOODWIND INSTRUMENT INSTRUCTION II	2
<i>OR MUSIC 182 APPLIED MUSIC II (2)</i>		

**ELECTIVE COURSES (3 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Instrumental Performer, Woodwinds: Level 3**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100522J)

The Instrumental Performer/Woodwinds Level 3 provides the student a pathway to a career in woodwinds performance. The student will gain knowledge and practical skills in woodwinds, theory, musicianship, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 3 woodwind technical exercises and repertoire with appropriate technique and musicality.
2. Perform with two ensembles in public settings.



**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (2 UNITS)**

MUSIC 613	WOODWIND INSTRUMENT INSTRUCTION III . . . . 2
<i>OR MUSIC 183 APPLIED MUSIC III (2)</i>	

**ELECTIVE COURSES (4 UNITS)**

MUSIC 501	COLLEGE CHOIR. . . . . 1
MUSIC 531	PHILHARMONIC CHOIR . . . . . 1
MUSIC 561	CHAMBER CHORALE . . . . . 1
MUSIC 705	CHAMBER MUSIC . . . . . 1
MUSIC 711	REHEARSAL ORCHESTRA . . . . . 1
MUSIC 725	COMMUNITY ORCHESTRA . . . . . 1
MUSIC 751	WIND ENSEMBLE . . . . . 1
MUSIC 765	PERCUSSION ENSEMBLE . . . . . 1
MUSIC 771	GUITAR ENSEMBLE . . . . . 1
MUSIC 781	STUDIO JAZZ BAND . . . . . 1

.....  
**Instrumental Performer, Woodwinds: Level 4**

*Skills Certificate*  
*Major Units: 7*

(TOP Code: 100500 Academic Plan: C100523J)

The Instrumental Performer/Woodwinds Level 4 provides the student a pathway to a career in woodwinds performance. The student will gain knowledge and practical skills in woodwinds, theory, musicianship, and ensemble performance.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (5 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS . . . . . 3
MUSIC 614	WOODWIND INSTRUMENT INSTRUCTION IV . . . . 2
<i>OR MUSIC 184 APPLIED MUSIC IV (2)</i>	

**ELECTIVE COURSES (1 UNITS)**

MUSIC 501	COLLEGE CHOIR. . . . . 1
MUSIC 531	PHILHARMONIC CHOIR . . . . . 1
MUSIC 561	CHAMBER CHORALE . . . . . 1
MUSIC 705	CHAMBER MUSIC . . . . . 1
MUSIC 711	REHEARSAL ORCHESTRA . . . . . 1
MUSIC 725	COMMUNITY ORCHESTRA . . . . . 1
MUSIC 751	WIND ENSEMBLE . . . . . 1
MUSIC 765	PERCUSSION ENSEMBLE . . . . . 1
MUSIC 771	GUITAR ENSEMBLE . . . . . 1
MUSIC 781	STUDIO JAZZ BAND . . . . . 1

.....  
**Music Technology: Level 1**

*Skills Certificate*  
*Major Units: 9*

(TOP Code: 100500 Academic Plan: C100524J)

The Music Technology Skills Certificate level 1 prepares students for an entry-level career in music composition and production, music and sound for multimedia, and a variety of music technology career pathways including composer, music engineer, and music technician.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize and notate basic music notation, symbols, and key signatures.
2. Produce a multitrack recording and record and edit audio and MIDI using a digital audio workstation (DAW).

3. Play assigned piano (level 1) repertoire with appropriate dynamics, tempo, and interpretation.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (8 UNITS)**

MUSIC 161	INTRODUCTION TO MUSIC TECHNOLOGY. . . . . 3
MUSIC 200	INTRODUCTION TO MUSIC THEORY. . . . . 4
MUSIC 311	PIANO I. . . . . 1

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR. . . . . 1
MUSIC 531	PHILHARMONIC CHOIR . . . . . 1
MUSIC 561	CHAMBER CHORALE . . . . . 1
MUSIC 705	CHAMBER MUSIC . . . . . 1
MUSIC 711	REHEARSAL ORCHESTRA . . . . . 1
MUSIC 725	COMMUNITY ORCHESTRA . . . . . 1
MUSIC 751	WIND ENSEMBLE . . . . . 1
MUSIC 765	PERCUSSION ENSEMBLE . . . . . 1
MUSIC 771	GUITAR ENSEMBLE . . . . . 1
MUSIC 781	STUDIO JAZZ BAND . . . . . 1

.....  
**Music Technology: Level 2**

*Skills Certificate*  
*Major Units: 9*

(TOP Code: 100500 Academic Plan: C100525J)

The Music Technology Skills Certificate level 2 prepares students for an entry-level career in music composition and production, music and sound for multimedia, and a variety of music technology career pathways including composer, music engineer, and music technician.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Record a live performance; mix and edit audio.
2. Play assigned piano (level 2) repertoire with appropriate dynamics, tempo, and interpretation.
3. Complete writing assignments about music history at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (7 UNITS)**

MUSIC 111	MUSIC APPRECIATION I. . . . . 3
<i>OR MUSIC 116 SURVEY &amp; HISTORY OF ROCK, POP &amp; SOUL MUSIC (3)</i>	
MUSIC 261-1	MUSIC TECHNOLOGY WORKSHOP I . . . . . 3
MUSIC 312	PIANO II . . . . . 1

**ELECTIVE COURSES (2 UNITS)**

MUSIC 501	COLLEGE CHOIR. . . . . 1
MUSIC 531	PHILHARMONIC CHOIR . . . . . 1
MUSIC 561	CHAMBER CHORALE . . . . . 1
MUSIC 705	CHAMBER MUSIC . . . . . 1
MUSIC 711	REHEARSAL ORCHESTRA . . . . . 1
MUSIC 725	COMMUNITY ORCHESTRA . . . . . 1
MUSIC 751	WIND ENSEMBLE . . . . . 1
MUSIC 765	PERCUSSION ENSEMBLE . . . . . 1
MUSIC 771	GUITAR ENSEMBLE . . . . . 1
MUSIC 781	STUDIO JAZZ BAND . . . . . 1

**Music Technology: Level 3**

*Skills Certificate*  
*Major Units: 9*

(TOP Code: 100500 Academic Plan: C100526J)

The Music Technology Skills Certificate level 3 prepares students for an entry-level career in music composition and production, music and sound for multimedia, and a variety of music technology career pathways including composer, music engineer, and music technician.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Complete writing assignments on business and the music industry at an intermediate level of English.
2. Record a live performance; mix and edit audio using advanced techniques.
3. Record music using advanced MIDI techniques.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (8 UNITS)**

FINANCE 008	PERSONAL FINANCE AND INVESTMENTS	3
<i>OR MGMT 013</i>	<i>SMALL BUSINESS MANAGEMENT I (3)</i>	
MUSIC 261-2	MUSIC TECHNOLOGY WORKSHOP II	3
MUSIC 291	MUSIC PRODUCTION FOR MULTIMEDIA I	2

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Music Technology: Level 4**

*Skills Certificate*  
*Major Units: 9*

(TOP Code: 100500 Academic Plan: C100527J)

The Music Technology Skills Certificate level 4 prepares students for an entry-level career in music composition and production, music and sound for multimedia, and a variety of music technology career pathways including composer, music engineer, and music technician.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (8 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 261-3	ELECTRONIC MUSIC WORKSHOP III	3
MUSIC 292	MUSIC PRODUCTION FOR MULTIMEDIA II	2

**ELECTIVE COURSES (1 UNIT)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1

MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Vocal Performer: Level 1**

*Skills Certificate*  
*Major Units: 8*

(TOP Code: 100500 Academic Plan: C100532J)

The Vocal Performer Skills Certificate level 1 provides the student a pathway to a career in vocal performance. The student will gain knowledge and practical skills in voice, theory, musicianship, piano, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize and notate basic music notation, symbols, and key signatures.
2. Perform beginning vocal technical exercises and repertoire with appropriate technique and musicality.
3. Perform with one ensemble in a public setting.
4. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (6-7 UNITS)**

MUSIC 152-1	CURRENT MUSICAL EVENTS I	1
MUSIC 200	INTRODUCTION TO MUSIC THEORY	4
MUSIC 400	VOICE FUNDAMENTALS	1
<i>OR MUSIC 181</i>	<i>APPLIED MUSIC I (2)</i>	

**ELECTIVE COURSES (1-2 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Vocal Performer: Level 2**

*Skills Certificate*  
*Major Units: 6*

(TOP Code: 100500 Academic Plan: C100533J)

The Vocal Performer Skills Certificate level 2 provides the student a pathway to a career in vocal performance. The student will gain knowledge and practical skills in voice, theory, musicianship, piano, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 1 commercial voice technical exercises and repertoire with appropriate technique and musicality.
2. Perform with one ensemble in a public setting.
3. Complete writing assignments about professional concerts at an intermediate level of English.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (2-3 UNITS)**

MUSIC 152-2	CURRENT MUSICAL EVENTS II	1
MUSIC 431	COMMERCIAL VOICE I	1
<i>OR MUSIC 182 APPLIED MUSIC II (2)</i>		

**ELECTIVE COURSES (3-4 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Vocal Performer: Level 3**

*Skills Certificate  
Major Units: 6*

(TOP Code: 100500 Academic Plan: C100534J)

The Vocal Performer Skills Certificate level 3 provides the student a pathway to a career in vocal performance. The student will gain knowledge and practical skills in voice, theory, musicianship, piano, and ensemble performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Perform level 2 commercial voice technical exercises and repertoire with appropriate technique and musicality.
2. Perform with two ensembles in public settings.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (1-2 UNITS)**

MUSIC 432	COMMERCIAL VOICE II	1
<i>OR MUSIC 183 APPLIED MUSIC III (2)</i>		

**ELECTIVE COURSES (4-5 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**Vocal Performer: Level 4**

*Skills Certificate  
Major Units: 7*

(TOP Code: 100500 Academic Plan: C100535J)

The Vocal Performer Skills Certificate level 4 provides the student a pathway to a career in vocal performance. The student will gain knowledge and practical skills in voice, theory, musicianship, piano, and ensemble performance.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (4-5 UNITS)**

MUSIC 137	MUSIC AS A BUSINESS	3
MUSIC 433	COMMERCIAL VOICE III	1
<i>OR MUSIC 184 APPLIED MUSIC IV (2)</i>		

**ELECTIVE COURSES (2-3 UNITS)**

MUSIC 501	COLLEGE CHOIR	1
MUSIC 531	PHILHARMONIC CHOIR	1
MUSIC 561	CHAMBER CHORALE	1
MUSIC 705	CHAMBER MUSIC	1
MUSIC 711	REHEARSAL ORCHESTRA	1
MUSIC 725	COMMUNITY ORCHESTRA	1
MUSIC 751	WIND ENSEMBLE	1
MUSIC 765	PERCUSSION ENSEMBLE	1
MUSIC 771	GUITAR ENSEMBLE	1
MUSIC 781	STUDIO JAZZ BAND	1

**NURSING**

Director: Christiana Baskaran  
(323) 953-4000 ext. 2065 | SCI TECH 218  
<http://www.lacitycollege.edu/academic/departments/nursing/index.html>

**OVERVIEW**

Los Angeles City College accepts 30-40 Nursing 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.

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.

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 a crime, acts of dishonesty, fraud or deceit, or other reasons. Persons impaired by alcohol, drug abuse, and emotional illness are expected to voluntarily seek diagnosis and treatment for any suspected illness.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Registered Nursing	AS	C014274C	Any GE**	39	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
\*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Registered Nursing**

*Associate of Science Degree*  
*Major Units: 39*

(State Code: 14274; TOP Code: 123010; Academic Plan: C014274C)

Los Angeles City College accepts 30-40 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 65 (or Completion of 1 year of High School Chemistry with a lab)
- English 101 (College Reading and Composition)
- Math 125 (Intermediate 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 Kinesiology

**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.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Utilize the nursing process as a basis for decisions in the planning and implementation of 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree in Registered Nursing may be met by completing 39 units of Required courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (39 UNITS)**

REGNRSG 103	NURSING PHARMACOLOGY	1
REGNRSG 104	NURSING FOUNDATIONS	4
REGNRSG 105	BEGINNING MEDICAL- SURGICAL	5
REGNRSG 106	NURSING CARE OF THE CHILDBEARING FAMILY	4
REGNRSG 107	NURSING CARE OF THE PEDIATRIC CLIENT	4
REGNRSG 108	NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS	4
REGNRSG 109	INTERMEDIATE MEDICAL-SURGICAL NURSING	5
REGNRSG 110	ADVANCE MEDICAL-SURGICAL NURSING	5
REGNRSG 111	NURSING LEADERSHIP AND MANAGEMENT	4
REGNRSG 115	NURSING SKILLS COMPETENCY I	1
REGNRSG 116	NURSING SKILLS COMPETENCY II	1
REGNRSG 117	NURSING SKILLS COMPETENCY III	1

# PHOTOGRAPHY

Vice Chair: Daniel Marlos  
 (323) 953-4000 ext. 2835 | Chemistry Basement  
<https://www.lacitycollege.edu/Academic-Departments/Visual-Media-Arts/Department-Home>

## OVERVIEW

Here you can choose from a variety of digital and film-based courses to pursue a commercial, photojournalism, or fine art career as a photographer. We are a vocational program and offer Digital and Photojournalism certificates as well as an Applied Photography Associate of Arts Degree. We also offer several classes that transfer to UC and Cal State Universities.

We have an excellent faculty and staff that is ready to help you develop your vision as a photographer. From Beginning to Advanced Analog and Digital Photography to Experimental Photographic Techniques, you can learn it here at LACC. Please examine our catalog for course offerings, visit the website to see student work, and feel free to visit us in the Chemistry building or contact our department vice-chair, Daniel Marlos by email at [marlosdj@lacitycollege.edu](mailto:marlosdj@lacitycollege.edu) or phone (323) 953-4000 ext. 2835 for more information.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Applied Photography	AA	C008235C	Any GE**	36	Y
Photography: Digital	C	C010780D	-	18	Y
Photojournalism Photography	C	C010781D	-	18	Y
Digital Photography	CS	C101210J	-	9	N
Photography Darkroom	CS	C101100J	-	9	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## HEALTH ADVISORY 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.

## Applied Photography

Associate of Arts Degree  
 Major Units: 36  
 (State Code: 08235; TOP Code: 101200; Academic Plan: C008235C)

Students interested in pursuing a career in photography as a photographer, photographic post-production technician, photographic assistant or entrepreneurial business owner in photography will learn the skills necessary to enter the job market. The core program consists of rigorous training in black and white analog photography, including film exposure, film processing, printing, introduction to the Zone System, medium and large format photography, and studio photography. Classroom training in elective requirements includes instruction with professional digital cameras, computers and computer software programs used in the industry, professional scanners, professional digital printers, professional lighting equipment and photographic accessories. An emphasis is placed on image optimization including color correction and contrast control. Students produce a professional portfolio targeting their chosen area, including publication media (print or web), commercial photography, advertising photography, portraiture, product photography, location photography, editorial photography, photojournalism and fine art photography.

## PROGRAM STUDENT LEARNING OUTCOMES

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

## PROGRAM REQUIREMENTS

Requirements for the Associate of Arts Degree in Applied Photography may be met by completing 9 units of Required courses and 27 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

### REQUIRED COURSES (9 UNITS)

PHOTO 010	BEGINNING PHOTOGRAPHY . . . . .	3
PHOTO 001	ELEMENTARY PHOTOGRAPHY . . . . .	6

### ELECTIVE COURSES (27 UNITS)

#### GROUP 1 (SELECT AT LEAST 18 UNITS)

PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY. . . . .	3
PHOTO 015	FUNDAMENTALS OF PORTRAITURE . . . . .	3

PHOTO 020	BEGINNING PHOTOJOURNALISM . . . . .	4
PHOTO 022	CREATIVE PHOTO-VISION . . . . .	3
PHOTO 034	HISTORY OF PHOTOGRAPHY . . . . .	3
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING . . . . .	3
PHOTO 049	ADVANCED PHOTOGRAPHIC DIGITAL IMAGING . . . . .	6
PHOTO 050	SPECIALTY FIELDS . . . . .	3
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY . . . . .	3
PHOTO 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA . . . . .	3
<i>OR CINEMA 501 MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA (3)</i>		

**GROUP 2 (SELECT UP TO 9 UNITS)**

ART 201	DRAWING I . . . . .	3
ART 204	LIFE DRAWING I . . . . .	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN . . . . .	3
CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION . . . . .	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
CINEMA 038-1	MOTION PICTURE STAGE GRIP . . . . .	3
COOP ED 195	WORK EXPERIENCE - GENERAL I . . . . .	1
COOP ED 295	WORK EXPERIENCE - GENERAL I . . . . .	2
JOURNAL 101	COLLECTING AND WRITING NEWS . . . . .	3
LAW 001	BUSINESS LAW I . . . . .	3
PHOTO 911	COOPERATIVE EDUCATION - PHOTOGRAPHY . . . . .	1

Note: To enroll in PHOTO 001, you must complete PHOTO 010 or get approval of 10 or more samples of your black and white work, by the instructor.

**Photography: Digital**

*Certificate of Achievement*  
Major Units: 18

(State Code: 10780; TOP Code: 101200; Academic Plan: C010780D)

Students interested in pursuing a career in photography as a photographer, photographic post-production technician, photographic assistant, or as an entrepreneurial business owner in photography will learn the skills necessary to enter the job market. Classroom training includes instruction with professional digital cameras, computers and computer software programs used in the industry, professional scanners, professional digital printers, professional lighting equipment and photographic accessories. An emphasis is placed on image optimization including color correction and contrast control.

**PROGRAM STUDENT LEARNING OUTCOMES**

- Operate a digital SLR camera using advanced functions.
- Identify and correct color balance and contrast in digital files.
- Use the tools in Adobe Raw Processor to correctly process a RAW file.
- Organize Retouching, Repairing and Enhancement of images.
- Demonstrate proper technique when operating electronic flash in the studio and on location.
- Demonstrate classic lighting techniques both with natural light and studio light.



**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Photography: Digital may be met by completing 18 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (18 UNITS)**

PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY . . . . .	3
PHOTO 015	FUNDAMENTALS OF PORTRAITURE . . . . .	3
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING . . . . .	3
PHOTO 049	ADVANCED PHOTOGRAPHIC DIGITAL IMAGING . . . . .	6
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY . . . . .	3

**Photojournalism Photography**

*Certificate of Achievement*  
Major Units: 18

(State Code: 10781; TOP Code: 101200; Academic Plan: C010781D)

Students interested in pursuing a career in photojournalism and documentary photography begin by learning basic skills in photography using digital cameras and post-production software necessary to accurately create images that effectively tell stories and communicate ideas. Elective requirements allow the students to select courses that most align with their

career goals and to work as part of a publication staff on the campus newspaper and magazine using both print and online platforms.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Photojournalism Photography may be met by completing 13 units of Required courses and 5 units of Elective courses with a grade of "C" or better.

**REQUIRED CORE (13 UNITS)**

PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY . . . . .	3
PHOTO 020	BEGINNING PHOTOJOURNALISM . . . . .	4
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING . . . . .	3
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY . . . . .	3

**ELECTIVE COURSES (SELECT 5 UNITS)**

JOURNAL 101	COLLECTING AND WRITING NEWS . . . . .	3
JOURNAL 217-1	PUBLICATION LABORATORY I . . . . .	2
JOURNAL 217-2	PUBLICATION LABORATORY II . . . . .	2
JOURNAL 218-1	PRACTICAL EDITING I . . . . .	3
JOURNAL 218-2	PRACTICAL EDITING II . . . . .	3
JOURNAL 219-1	TECHNIQUES FOR STAFF EDITORS I . . . . .	1
JOURNAL 219-2	TECHNIQUES FOR STAFF EDITORS II . . . . .	1
JOURNAL 219-3	TECHNIQUES FOR STAFF EDITORS III . . . . .	1
JOURNAL 185	DIRECTED STUDY - JOURNALISM . . . . .	1
JOURNAL 220	MAGAZINE PRODUCTION I . . . . .	3
JOURNAL 285	DIRECTED STUDY - JOURNALISM . . . . .	2
PHOTO 010	BEGINNING PHOTOGRAPHY . . . . .	3

**Digital Photography**

*Skills Certificate  
Major Units: 9*

(TOP Code: 101200; Academic Plan: C101210J)

Upon earning a Digital Photography Skills Certificate, the student will acquire the necessary basic digital skills to take more advanced photography classes that can lead to a Certificate of Achievement in Digital Photography, Freelance Photography or an AA in Applied Photography.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Calculate the appropriate shutter speed and aperture to produce correct digital file exposure and to produce desired visual characteristics.
2. Calculate camera settings correctly to account for variations in lighting quality and color temperature.
3. Demonstrate an understanding of Adobe Photoshop tool box.

4. Manipulate adjustment layers in Adobe Photoshop to optimize image quality and produce desired results using features including the histogram.
5. Use retouching techniques to correct flaws and imperfections in images and subject matter.
6. Prepare a file to be printed at a lab or on an inkjet printer, including an understanding of color space and color profiling for different output.
7. Operate studio hot lights correctly by controlling shadow and highlight detail while producing digital images in the studio.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (9 UNITS)**

PHOTO 007	EXPLORING DIGITAL PHOTOGRAPHY . . . . .	3
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING . . . . .	3
PHOTO 107	INTERMEDIATE DIGITAL PHOTOGRAPHY . . . . .	3

**Photography Darkroom**

*Skills Certificate  
Major Units: 9*

(TOP Code: 101200; Academic Plan: C101100J)

Upon earning a Photography Darkroom Skills Certificate, the student will acquire a basic understanding of film development and printing as well as to acquire the necessary skills to take more advanced photography classes that can lead to 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.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (9 UNITS)**

PHOTO 010	BEGINNING PHOTOGRAPHY . . . . .	3
PHOTO 001	ELEMENTARY PHOTOGRAPHY . . . . .	6

# PHYSICS

Department Chair: Dr. Jayesh Bhakta  
 (323) 953-4000 ext. 2923 | SCI 222D  
<https://www.lacitycollege.edu/Academic-Departments/Physics-Engineering/Department-Home>

## OVERVIEW

Studying physics will help you develop an understanding and appreciation of the physical world and prepare you for further work in science, engineering, medical and technical fields. The LACC Physics department offers classes for science and engineering majors, as well as classes and labs for non-science majors which meet transfer requirements. In addition to modern equipment, the department offers research experiences at Cal State LA and JPL (Jet Propulsion Laboratory), access to an on-campus observatory and computer controlled telescopes, and "Star Parties"--special astronomy field trips.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Physics	AS-T	C033154H	IGETC/CSUGE	30	Y
Physics	AS	C002755C	Any GE**	42	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## Physics

*Associate of Science (AS-T)*  
 Major Units: 30

(State Code: 33154; TOP Code: 190200; Academic Plan: C033154H)

Pursuant SB 1440, the Associate in Science in Physics for Transfer degree offers classes for science and engineering majors, as well as classes and labs for non-science majors which meet transfer requirements to complete the requirements for a baccalaureate degree in Physics. Studying physics will help you develop an understanding and appreciation of the physical world and prepare you for further work in science, engineering, medical and technical fields. This program allows students to comprehend the core concepts and principles of classical and modern physics.

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

## PROGRAM STUDENT LEARNING OUTCOMES

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

## PROGRAM REQUIREMENTS

Requirements for the Associate of Science Degree for Transfer in Physics may be met by completing 15 units of Core courses and 15 units from "List A" courses with a grade of "C" or better along with the General Education Transfer Requirements.

### CORE COURSES (15 UNITS)

PHYSICS 101 <sup>1</sup>	PHYSICS FOR ENGINEERS AND SCIENTISTS I. . . 5
PHYSICS 102 <sup>1</sup>	PHYSICS FOR ENGINEERS AND SCIENTISTS II. . . 5
PHYSICS 103 <sup>1</sup>	PHYSICS FOR ENGINEERS AND SCIENTISTS III. . . 5

### LIST A (15 UNITS):

MATH 261 <sup>1</sup>	CALCULUS I . . . . . 5
MATH 262 <sup>1</sup>	CALCULUS II . . . . . 5
MATH 263 <sup>1</sup>	CALCULUS III. . . . . 5

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

## Physics

*Associate of Science Degree*  
 Major Units: 42

(State Code: 02755; TOP Code: 190200; Academic Plan: C002755C)

The Associate of Science in Physics program is comprised of a sequence of courses typically required as lower division preparation for transfer in a Physics major at a four-year school as a junior. Students wishing to enter the program of study should have completed pre-calculus level math.

## PROGRAM STUDENT LEARNING OUTCOMES

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



**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Physics may be met by completing 42 units of Required courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (42 UNITS)**

CHEM 101	GENERAL CHEMISTRY I . . . . .	5
ENG GEN 120	INTRO TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS . . . . .	4
MATH 261	CALCULUS I . . . . .	5
MATH 262	CALCULUS II . . . . .	5
MATH 263	CALCULUS III. . . . .	5
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS. . . . .	3
PHYSICS 101	PHYSICS FOR ENGINEERS AND SCIENTISTS I. . . . .	5
PHYSICS 102	PHYSICS FOR ENGINEERS AND SCIENTISTS II. . . . .	5
PHYSICS 103	PHYSICS FOR ENGINEERS AND SCIENTISTS III. . . . .	5

**POLITICAL SCIENCE**

Department Chair: Anthony Clark  
 (323) 953-4000 ext. 2949 | FH 219F  
<https://www.lacitycollege.edu/Academic-Departments/Social-Sciences/Department-Home>

**OVERVIEW**

When you study Political Science, you’ll learn about how political power is distributed, how different governments operate and interact, how rules are made and enforced. You will explore both the “who” of politics (such as politicians, international organizations, and the public) and the “how” (such as elections, political institutions, and public administration). Politics affects virtually every aspect of our lives, including the availability of education, jobs, housing and healthcare. Whether countries are at war or at peace depends both on what governments do and who supports them. Studying political science can open up a wide range of job opportunities in both the public, private, and not-for-profit private sectors. Students interested in careers in business, education, law, journalism, communications, government, or politics more generally will obtain vital knowledge and skills. Students can also get practical skills by doing co-ops with government or organizations as part of their education experience.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Political Science	AA-T	C032923G	IGETC/CSUGE	18	Y
Modern Political Studies	AA	C002765C	Any GE**	18	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Political Science**

*Associate of Art (AA-T)*  
*Major Units: 18*  
 (State Code: 32923; TOP Code: 220700; Academic Plan: C032923G)

The Associate of Arts in Political Science for Transfer degree prepares students for seamless transfer to CSU institutions by offering the four standard core introductory courses in Political Science, as well as two electives that prepare the student for timely completion of a BA in Political Science. Research, writing and and critical thinking skills the foundation for Political Science.

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. 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree for Transfer in Political Science may be met by completing 3 units of Core courses plus 9 units from “List A,” and 6 units from “List B” courses with a grade of “C” or better along with the General Education Transfer Requirements.

**CORE COURSES (3 UNITS):**

POL SCI 001<sup>1</sup> THE GOVERNMENT OF THE UNITED STATES . . . . 3

**LIST A: SELECT 3 COURSES (9 UNITS)**

POL SCI 002<sup>2</sup> MODERN WORLD GOVERNMENTS . . . . . 3  
 POL SCI 005<sup>1</sup> THE HISTORY OF WESTERN POLITICAL THOUGHT . . . . . 3  
 POL SCI 007<sup>2</sup> CONTEMPORARY WORLD AFFAIRS . . . . . 3

**LIST B: SELECT 2 COURSES (6 UNITS)**

POL SCI 014<sup>1</sup> GOVERNMENT AND POLITICS IN THE MIDDLE EAST . . . . . 3  
 POL SCI 019<sup>1</sup> WOMEN IN POLITICS . . . . . 3

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.  
<sup>2</sup> Courses may be double-counted towards CSU G.E. Breadth.

.....  
**Modern Political Studies**

*Associate of Arts Degree  
 Major Units: 18*

(State Code: 02765; TOP Code: 220700; Academic Plan: C002765C)

This multi-disciplinary AA focuses on the systematic study of political institutions and behavior in contemporary and historical society through courses in Political Science, History, Economics and Sociology. It prepares students for transfer to UCs and CSUs in Political Science and also provides foundational courses relevant to upper division studies in Ethnic and/or Cultural Studies, History, Economics, Social Justice, Public Planning, Public Administration, and Pre-Law.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Critically evaluate the decentralized nature of power in the American political system.
2. Assess the major concepts in comparing and analyzing political systems and political cultures around the globe , e.g., globalization, democratization, political and economic development in selected countries, 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Modern Political Studies may be met by completing 18 units of Required courses with a grade of “C” or better along with the General Education Requirements.

**REQUIRED COURSES (18 UNITS)**

ECON 001	PRINCIPLES OF ECONOMICS I . . . . . 3
<i>OR ECON 002</i>	<i>PRINCIPLES OF ECONOMICS II (3)</i>
HISTORY 011	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES. I . . . . . 3
POL SCI 001	THE GOVERNMENT OF THE UNITED STATES . . . . 3
POL SCI 002	MODERN WORLD GOVERNMENTS . . . . . 3
POL SCI 007	CONTEMPORARY WORLD AFFAIRS . . . . . 3
SOC 001	INTRODUCTION TO SOCIOLOGY. . . . . 3
<i>OR SOC 011</i>	<i>RACE AND ETHNIC RELATIONS (3)</i>

|||||  
**PSYCHOLOGY**

Department Chair: Rochelle Sechooler  
 (323) 953-4000 ext. 2930 | HH100G  
<https://www.lacitycollege.edu/Academic-Departments/Psychology/Department-Home>

**OVERVIEW**

Our Human Services programs can be completed in less than 2 years or at a slower pace to accommodate your work or other life obligations. LACC’s Human Services program has been recognized as outstanding by the Los Angeles Community College District and by the California Community College Association for Occupational Education. The Los Angeles City College Human Services certificate and degree programs prepare students for careers in counseling a variety of clients, including children, seniors, victims of violence, parolees, the mentally ill, and substance abusers.

A career in Human Services is a career of making a difference for others while discovering more about yourself. Human Services professionals help people turn their lives around and find new directions. Occupations include: Activity Director, Gang Counseling, Special Education Assistant, Domestic Violence Counselor, Senior & Teen Service Providers, Probation Office Assistant, Activity Director, Disabled Services, CalWORKS/ GAIN Program Assistant, Childcare Worker, Social Worker Assistant, Mental Health Worker, and Alcohol/Drug Abuse Counselor.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Psychology	AA-T	C032502G	IGETC/ CSUGE	19	Y
Human Services: Addiction Studies	AA	C008246C	Any GE**	42	Y
Human Services: Generalist	AA	C002760C	Any GE**	36	Y
Human Services: Addiction Studies	C	C021629D	-	42	Y
Human Services: Generalist	C	C021628D	-	39	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study,  
 and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Psychology**

*Associate of Arts (AA-T)  
 Major Units: 19*

(State Code: 32502; TOP Code: 200100; Academic Plan: C032502G)

The Associate of Arts in Psychology for Transfer degree (AA-T in Psychology) is designed to assist students in the seamless transfer to a California State University system for attainment of a Bachelor of Arts degree in Psychology. The proposed Associate in Arts in Psychology (AA-T in Psychology) is consistent with and supports the colleges' mission of life-long learning opportunities and provides programs, coursework, support, and guidance to develop and sustain a community of learners--both near and far--with the knowledge, skills, and attitudes necessary for optimal growth and achievement in their personal and professional lives. The AA-T in Psychology degree is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in Psychology or similar major. Upon completion of the AA-T in Psychology, students will demonstrate effective communication and counseling skills such as active listening, reflection, and asking Socratic open-ended questions; and summarize core principles in the foundational courses of psychology such as General Psychology, Social Psychology and Personality. Psychology majors will also acquire the ability to survey theories critically, research the major areas of psychology, use descriptive and inferential statistics, design and conduct research, and write reports using analysis, argumentation, and proper psychological style.

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. 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree for Transfer in Psychology may be met by completing 10 units of Core courses plus 3 units from "List A," 3 units from "List B," and 3 units from "List C" courses with a grade of "C" or better along with the General Education Transfer Requirements.

**CORE COURSES (10 UNITS)**

MATH 227 <sup>1</sup>	STATISTICS . . . . .	4
PSYCH 001 <sup>1</sup>	GENERAL PSYCHOLOGY I. . . . .	3
PSYCH 074 <sup>1</sup>	RESEARCH METHODS IN THE BEHAVIORAL SCIENCES. . . . .	3

**LIST A: (3 UNITS)**

PSYCH 002 <sup>1</sup>	BIOLOGICAL PSYCHOLOGY . . . . .	3
------------------------	---------------------------------	---

**LIST B: (SELECT 3 UNITS)**

PSYCH 041	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE. . . . .	3
SOC 001 <sup>1</sup>	INTRODUCTION TO SOCIOLOGY. . . . .	3

**LIST C: (SELECT 3 UNITS)**

PSYCH 043 <sup>2</sup>	PRINCIPLES OF GROUP DYNAMICS I. . . . .	3
PSYCH 013 <sup>1</sup>	SOCIAL PSYCHOLOGY. . . . .	3

*OR ANY COURSE NOT USED IN "LIST B" ABOVE*

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.  
<sup>2</sup> Courses may be double-counted towards CSU G.E. Breadth.

**Human Services: Addiction Studies (Former Title: Human Services: Drug/Alcohol Studies)**

*Associate of Arts Degree  
 Major Units: 42*

(State Code: 08246; TOP Code: 210440; Academic Plan: C008246C)

Students in the Human Services Addiction Studies Option are academically prepared in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another part of the core classes concentrates on important communication skills and self-awareness through participating in Group-Dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three semester rotation through Field Work courses, coordinated and taught by a

faculty member, in cooperation with facilities in the community. These fieldwork courses are related to the student’s special interests and the population with whom they expect to work in the future.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Human Services: Addiction Studies may be met by completing 42 units of Required courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (42 UNITS)**

PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 002	BIOLOGICAL PSYCHOLOGY	3
PSYCH 003	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCH 014	ABNORMAL PSYCHOLOGY	3
PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 045	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCH 063	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCH 064	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3
PSYCH 065	CHEMICAL DEPENDENCY:INTERVENTION, TREATMENT AND RECOVERY	3
PSYCH 067	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED	3
PSYCH 068	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR & HEALTH	3
PSYCH 084	FIELDWORK I, ADDICTION STUDIES	3
PSYCH 085	FIELDWORK II, DRUG/ALCOHOL	3
PSYCH 086	FIELDWORK III, DRUG/ALCOHOL	3

**Human Services: Generalist**

*Associate of Arts Degree  
Major Units: 36*

(State Code: 02760; TOP Code: 210400; Academic Plan: C002760C)

Students in the Human Services: Generalist Option study three core areas. Academic preparation is offered in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another portion of the core classes concentrates on important communication skills and self-awareness through participating in Group Dynamics courses, which are conducted as laboratory workshops for the purpose

of engaging in and learning about the group process. The third aspect of the core courses is a three-semester rotation through 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Human Services: Generalist may be met by completing 36 units of Required courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (36 UNITS)**

PSYCH 001	GENERAL PSYCHOLOGY I	3
PSYCH 002	BIOLOGICAL PSYCHOLOGY	3
PSYCH 003	PERSONALITY AND SOCIAL DEVELOPMENT	3
PSYCH 013	SOCIAL PSYCHOLOGY	3
PSYCH 014	ABNORMAL PSYCHOLOGY	3
PSYCH 041	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 044	PRINCIPLES OF GROUP DYNAMICS II	3
PSYCH 045	ISSUES IN HUMAN SERVICE CAREERS	3
PSYCH 081	FIELD WORK I	3
PSYCH 082	FIELD WORK II	3
PSYCH 083	FIELD WORK III	3

**Human Services: Addiction Studies (Former Title: Human Services: Drug/Alcohol Studies)**

*Certificate of Achievement  
Major Units: 42*

(State Code: 21629; TOP Code: 210440; Academic Plan: C021629D)

Students in the Human Services Addiction Studies Option are academically prepared in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another part of the core classes concentrates on important communication skills and self-awareness through participating in Group-Dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Human Services: Addiction Studies may be met by completing 42 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (42 UNITS)**

ENGLISH 101	COLLEGE READING AND COMPOSITION I . . . . .	3
PSYCH 001	GENERAL PSYCHOLOGY I . . . . .	3
PSYCH 003	PERSONALITY AND SOCIAL DEVELOPMENT . . . . .	3
PSYCH 014	ABNORMAL PSYCHOLOGY . . . . .	3
PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I . . . . .	3
PSYCH 045	ISSUES IN HUMAN SERVICE CAREERS . . . . .	3
PSYCH 063	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION . . . . .	3
PSYCH 064	INTRODUCTION TO ALCOHOL AND DRUG ABUSE . . . . .	3
PSYCH 065	CHEMICAL DEPENDENCY:INTERVENTION, TREATMENT AND RECOVERY . . . . .	3
PSYCH 067	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED . . . . .	3
PSYCH 068	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR & HEALTH . . . . .	3
PSYCH 084	FIELDWORK I, ADDICTION STUDIES . . . . .	3
PSYCH 085	FIELDWORK II, DRUG/ALCOHOL . . . . .	3
PSYCH 086	FIELDWORK III, DRUG/ALCOHOL . . . . .	3

**Human Services: Generalist**

*Certificate of Achievement  
Major Units: 39*

(State Code: 21628; TOP Code: 210400; Academic Plan: C021628D)

Students in the Human Services Generalist Option are academically prepared in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. Another part of the core classes concentrates on important communication skills and self-awareness through participating in Group Dynamics courses, which are conducted as laboratory workshops for the purpose of engaging in and learning about the group process. The third aspect of the core courses is a three semester rotation through 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 skills such as active listening, reflection, and asking Socratic open-ended questions.
2. Demonstrate competency in foundational courses, including General Psychology, Developmental Psychology, Social Psychology and Personality.
3. Demonstrate competency in the 12 core functions including, screening intake, assessment, treatment planning, counseling, case management, crisis management, client education, referral, report and record keeping and consultation with other professionals in the field of Human Services.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Human Services: Generalist may be met by completing 39 units of Required courses with a grade of "C" or better.

**REQUIRED COURSES (39 UNITS)**

COMM 101	PUBLIC SPEAKING . . . . .	3
	<i>OR PSYCH 060 STRESS MANAGEMENT (3)</i>	
	<i>OR PSYCH 064 INTRODUCTION TO ALCOHOL AND DRUG ABUSE (3)</i>	
ENGLISH 101	COLLEGE READING AND COMPOSITION I . . . . .	3
PSYCH 001	GENERAL PSYCHOLOGY I . . . . .	3
PSYCH 003	PERSONALITY AND SOCIAL DEVELOPMENT . . . . .	3
PSYCH 013	SOCIAL PSYCHOLOGY . . . . .	3
PSYCH 014	ABNORMAL PSYCHOLOGY . . . . .	3
PSYCH 041	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE . . . . .	3
PSYCH 043	PRINCIPLES OF GROUP DYNAMICS I . . . . .	3
PSYCH 044	PRINCIPLES OF GROUP DYNAMICS II . . . . .	3
PSYCH 045	ISSUES IN HUMAN SERVICE CAREERS . . . . .	3
PSYCH 081	FIELD WORK I . . . . .	3
PSYCH 082	FIELD WORK II . . . . .	3
PSYCH 083	FIELD WORK III . . . . .	3

**RADIOLOGIC TECHNOLOGY**

Department Chair: Israel Fonseca  
(323) 953-4000 ext. 2942 | RT  
<https://www.lacitycollege.edu/Academic-Departments/Rad-Tech/Department-Home>

**OVERVIEW**

Radiologic Technology is a health care profession whose practitioners work in hospitals, clinics, free-standing imaging centers, and private offices. The Radiologic Technologist (Radiographer) is a member of the health care team who works directly with the patient and the physician, performing a wide variety of diagnostic X-ray procedures.

A career in Radiologic Technology offers vast opportunities for advancement. The Radiographer must be proficient in the knowledge of radiographic exposure, anatomy, patient positioning, the operation of specialized equipment,

and the care and management of the patient. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis. Students who complete the curriculum, including the clinical education requirements, will be eligible to take the certification examinations prepared by the American Registry of Radiologic Technologists and the State of California Department of Public Health (CDPH).

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Radiologic Technology	AS	C002749C	Any GE**	89	Y
Patient Care	CS	C122502J	-	8	N
Radiologic Technology - Clinical Education	CS	C122500J	-	12	N
Radiologic Technology - Fluoroscopy	CS	C122501J	-	3	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

.....  
**Radiologic Technology**  
*Associate of Science Degree*  
*Major Units: 89*  
 (State Code: 02749; TOP Code: 122500; Academic Plan: C002749C)

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 State of California, Department of Public Health. The clinical educational centers are accredited by the Joint Commission for the Accreditation of Health Care Organizations (JCAHO). Los Angeles City College is accredited by the Western Association of Schools and Colleges. Students who complete the curriculum, including the clinical education requirements, will be eligible to take the certification examinations prepared by the American Registry of Radiologic Technologists and the State of California, Department of Health Services, Radiologic Health Branch. An advisory committee, composed of Radiologists, Radiologic Technologists, Radiology Administrators, Clinical Instructors

and Student Technologists, cooperates with the College faculty and administrators in continuous curriculum development, evaluation, and revision.

*Admissions to the Program:*

- Prerequisite courses for entrance into the Radiologic Technology Program are: Anatomy 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.rrt.org/Certification/Academic-Degree-Requirement>
- Five Year Recency Requirement for Science Courses: All completed prerequisites science courses must be completed within a five (5) year time frame. This means the Anatomy (4 units) and Physiology (4 units) must be completed within this time frame. (Students that have taken Anatomy or Physiology in a LACCD campus may audit the courses and provide documentation that they have successfully re-taken the courses.)
- An application form, to be submitted online through the LACC Radiologic Technology Department website at: <http://www.lacitycollege.edu/academic/departments/radtech/index.html>

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Science Degree in Radiologic Technology may be met by completing 89 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (89 UNITS)**

RAD TEC 103	RADIOGRAPHIC ANATOMY AND POSITIONING SKELETAL SYSTEM . . . . .	4
RAD TEC 104	RADIOGRAPHIC ANATOMY/POSITIONING CRANIUM & VISCERAL ORGANS . . . . .	4
RAD TEC 200	INTRODUCTION TO RADIOLOGIC TECHNOLOGY	3
RAD TEC 201	MEDICAL TERMINOLOGY FOR RADIOLOGIC	3
RAD TEC 202	INTRODUCTION TO ELECTROMAGNETIC RADIATION IMAGE RECORDING AND PROCESSING . . . . .	4
RAD TEC 205	FUNDAMENTALS OF X-RAY PHYSICS . . . . .	4
RAD TEC 206	RADIOGRAPHIC EXPOSURE . . . . .	4
RAD TEC 207	PATIENT CARE AND MANAGEMENT	4
RAD TEC 208	CROSS SECTIONAL ANATOMY AND PATHOLOGY	3
RAD TEC 209	PHARMACOLOGY AND VENIPUNCTURE WITH BASIC LIFE SUPPORT (BLS) . . . . .	3
RAD TEC 210	QUALITY MANAGEMENT . . . . .	3
RAD TEC 211	COMPUTER TOMOGRAPHY . . . . .	4
RAD TEC 240	RADIATION PROTECTION AND BIOLOGY . . . . .	4
RAD TEC 243	PRINCIPLES AND PRACTICES OF FLUOROSCOPY . . . . .	4
RAD TEC 260	INTRODUCTION TO CLINICAL EDUCATION . . . . .	4
RAD TEC 280	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY I . . . . .	6
RAD TEC 281	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY II . . . . .	12
RAD TEC 282	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY III . . . . .	4
RAD TEC 283	CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY IV . . . . .	12

**Patient Care**

*Skills Certificate  
Major Units: 8*

(TOP Code: 122500; Academic Plan: C122502J)

The patient care skills certificate is for students who are interested in the LACC Radiologic Technology program. Students are learning the techniques to deliver quality patient care.

**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.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (8 UNITS)**

RAD TECH 201	MEDICAL TERMINOLOGY FOR RADIOLOGIC	3
RAD TECH 207	PATIENT CARE AND MANAGEMENT	4
COOP ED 195	WORK EXPERIENCE - GENERAL I	1

**Radiologic Technology – Clinical Education**

*Skills Certificate  
Major Units: 12*

(TOP Code: 122500; Academic Plan: C122500J)

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

**PROGRAM STUDENT LEARNING OUTCOMES**

1. 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.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSE (12 UNITS)**

RAD TECH 283	CLINICAL EDUCATIONAL IN RADIOLOGIC TECHNOLOGY IV . . . . .	12
--------------	--	----

**Radiologic Technology – Fluoroscopy**

*Skills Certificate  
Major Units: 3*

(TOP Code: 122500; Academic Plan: C122501J)

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

**PROGRAM STUDENT LEARNING OUTCOMES**

1. 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.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSE (3 UNITS)**

RAD TECH 243	PRINCIPLES AND PRACTICES OF FLUOROSCOPY . . . . .	3
--------------	---	---

REAL ESTATE

Department Chair: Britt Hasty  
 (323) 953-4000 Ext. 2549 | AD304  
<https://www.lacitycollege.edu/Academic-Departments/Business-Admin/Department-Home>

OVERVIEW

The Real Estate curriculum has been designed by the Business Administration Department for students who plan to enter the field in such areas as Appraising, Brokerage, Escrows, Property Management, and Sales. We offer three programs of study: the Associates of Arts Degree (AA) in Real Estate, the Real Estate Broker License Specialization certificate, and the Real Estate Sales License certificate. The programs prepare students for employment and qualifies them for the California Real Estate Sales and Broker examinations. The degree program offers a more comprehensive curriculum than the certificate programs and allows the student to transfer to a four-year university where a Bachelor's degree in Real Estate can be earned. Note: Real Estate courses may not be offered on a regular basis due to fluctuating demands on the Real Estate market.

For license and exam requirement information, visit the California Bureau of Real Estate website <http://dre.ca.gov>.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Real Estate	AA	C002726C	Any GE**	36	Y
Real Estate Broker License	C	C010771D	-	24	Y
Real Estate Sales License	CS	C051100J	-	9	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

Real Estate

Associate of Arts Degree  
 Major Units: 36

(State Code: 02726; TOP Code: 051100; Academic Plan: C002726C)

The growing field of real estate offers career options in sales and with mortgage companies and law firms. Earning a real estate degree prepares students to the real estate field in such areas as sales, brokerage, appraisal, property management, and escrows. Graduates of real estate degree programs can expect above average job growth. Salaries of real estate professionals vary by workplace, experience, education, and geographic location. For additional information, please consult with the California Department of Real Estate at: <http://dre.ca.gov/>

PROGRAM STUDENT LEARNING OUTCOMES

1. Prepare a Purchase Agreement for a given scenario: Selling Agent Representing a Buyer in Single Family Residence.

2. Create a plan to schedule daily, weekly, and monthly real estate activities in order to obtain purchasing and/or listing clients.
3. Prepare Agency Disclosures for agent/buyer, agent/seller, and dual agency.
4. Prepare a worksheet for appropriate loan programs to purchase a single family home.
5. Create an investment plan for the purchase of an apartment or commercial building.

PROGRAM REQUIREMENTS

Requirements for the Associate of Arts Degree in Real Estate may be met by completing 36 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

REQUIRED COURSES (36 UNITS)

BUS 001	INTRODUCTION TO BUSINESS	3
REAL ES 001	REAL ESTATE PRINCIPLES	3
REAL ES 003	REAL ESTATE PRACTICES	3
REAL ES 005	LEGAL ASPECTS OF REAL ESTATE I	3
REAL ES 006	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 007	REAL ESTATE FINANCE I	3
REAL ES 009	REAL ESTATE APPRAISAL I	3
REAL ES 011	ESCROW PRINCIPLES	3
REAL ES 014	PROPERTY MANAGEMENT	3
REAL ES 018	REAL ESTATE INVESTMENTS I	3
REAL ES 021	REAL ESTATE ECONOMICS	3
REAL ES 060	REAL ESTATE MATHEMATICS	3
OR BUS 038	BUSINESS COMPUTATIONS (3)	

Real Estate Broker License (Former Title: Broker License)

Certificate of Achievement  
 Major Units: 24

(State Code: 10771; TOP Code: 051100; Academic Plan: C010771D)

This certificate satisfies the statutory college course requirement necessary for the California Real Estate Broker license. Per California State requirements, students must take the five core required courses, in addition to three of the five required elective courses listed below. Additional experience is also required. Please consult with the California Department of Real Estate for additional licensing information and requirements at:

<http://dre.ca.gov/Examinees/ApplyBroker.html> or

<http://dre.ca.gov>

PROGRAM STUDENT LEARNING OUTCOMES

1. Take and pass the California Real Estate Broker License Exam.
2. Complete real estate forms, including listing agreement, purchase contracts, and cost sheets.
3. Work with loan officers and underwriters.
4. Practice professional responsibility in accordance with the laws, regulations, and standards of conduct codified in the California Real Estate Law and the Regulations of the Real Estate Commissioner.



**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Broker License may be met by completing 15 units of Required courses and 9 units of Elective Courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

REAL ES 003	REAL ESTATE PRACTICES	3
REAL ES 005	LEGAL ASPECTS OF REAL ESTATE I	3
REAL ES 007	REAL ESTATE FINANCE I	3
REAL ES 009	REAL ESTATE APPRAISAL I	3
REAL ES 021	REAL ESTATE ECONOMICS	3

**ELECTIVE COURSES (SELECT 9 UNITS)**

REAL ES 001	REAL ESTATE PRINCIPLES	3
REAL ES 006	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 011	ESCROW PRINCIPLES	3
REAL ES 014	PROPERTY MANAGEMENT	3
REAL ES 018	REAL ESTATES INVESTMENTS I	3

**Real Estate Sales License**

*Skills Certificate*  
Major Units: 9

(TOP Code: 051100; Academic Plan: C051100J)

This certificate satisfies the statutory college course requirement necessary for the California Real Estate Sales license. Per California State requirements, students must take the two core required courses (Real Estate 01 and Real Estate 03), in addition to one of the eight required elective courses listed below. Please consult with the California Department of Real Estate for additional licensing information and requirements at:

<http://dre.ca.gov/Examinees/ApplySalesperson.html> or

<http://dre.ca.gov>

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Take and pass the California Real Estate Sales License Exam.
2. Assist buyers and sellers with the purchase or sale process, including identifying and articulating issues, ensuring compliance with relevant laws, coordinating inspections and appraisals, negotiating sales prices, and helping clients select financing options.
3. List, market, show, rent, lease and/or sell properties.
4. Practice professional responsibility in accordance with the laws, regulations and standards of conduct codified in the California Real Estate Law and the Regulations of the Real Estate Commissioner.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (6 UNITS)**

REAL ES 001	REAL ESTATE PRINCIPLES	3
REAL ES 003	REAL ESTATE PRACTICES	3

**ELECTIVE COURSES (SELECT 3 UNITS)**

REAL ES 005	LEGAL ASPECTS OF REAL ESTATE I	3
REAL ES 006	LEGAL ASPECTS OF REAL ESTATE II	3
REAL ES 007	REAL ESTATE FINANCE I	3
REAL ES 009	REAL ESTATE APPRAISAL I	3
REAL ES 011	ESCROW PRINCIPLES	3

REAL ES 014	PROPERTY MANAGEMENT	3
REAL ES 018	REAL ESTATE INVESTMENTS I	3
REAL ES 021	REAL ESTATE ECONOMICS	3

**RUSSIAN**

Department Chair: Mickey Hong  
(323) 953-4000 ext. 2736 | JH 111G  
<http://lacitycollege.edu/Academic-Departments/Modern-Languages/Department-Home>

**OVERVIEW**

Russian is the eighth most spoken language on the planet, boasting 170 million native speakers worldwide. Proficiency in Russian, opens doors to jobs in such government bodies as the State Department, the Commerce Department, the Justice Department, the Department of Defense, and various intelligence agencies. Unlimited commercial opportunities are emerging from an expanding Russian economy. Western firms which now do business in Russia as well as newly established Russian firms which do business with the West (and indeed with everyone) have created myriad job opportunities for those with multiple language skills. Meanwhile, Russia remains the lingua franca of a massive portion of Eurasia, so studying it opens you up to numerous NGOs, companies and government bodies both in that region and at home.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Russian Language and Culture: Elementary Level	C	C036347D	-	15	N
Russian Language and Culture: Intermediate Level	C	C036348D	-	15	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Russian Language and Culture: Elementary Level**

*Certificate of Achievement*  
Major Units: 15

(State Code: 36347; TOP Code: 110600; Academic Plan: C036347D)

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.

**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 aspect of culture at the ACTFL Novice Range.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Russian Language and Culture: Elementary Level may be met by completing 15 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

RUSSIAN 001	ELEMENTARY RUSSIAN I	5
RUSSIAN 002	ELEMENTARY RUSSIAN II	5
RUSSIAN 008	CONVERSATIONAL RUSSIAN	2
RUSSIAN 010	RUSSIAN CIVILIZATION	3

.....  
**Russian Language and Culture: Intermediate Level**

*Certificate of Achievement*  
 Major Units: 15

(State Code: 36348; TOP Code: 110600; Academic Plan: C036348D)

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.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Intermediate High Level.
5. Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Russian Language and Culture: Intermediate Level may be met by completing 15 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

RUSSIAN 003	INTERMEDIATE RUSSIAN I	5
RUSSIAN 004	INTERMEDIATE RUSSIAN II	5
RUSSIAN 008	CONVERSATIONAL RUSSIAN	2
RUSSIAN 010	RUSSIAN CIVILIZATION	3

|||||  
**SOCIOLOGY**

Department Chair: Anthony Clark  
 (323) 953-4000 ext. 2949 | FH 219F  
<https://www.lacitycollege.edu/Academic-Departments/Social-Sciences/Department-Home>

**OVERVIEW**

The most basic sociological premise is that humans are social beings, shaped in many ways by the groups to which we belong. Whether they be families, athletic teams, clubs (such as sororities and fraternities), religious groups, socioeconomic classes, complex bureaucratic organizations, or nations, much of human life is guided by group norms. Much of human life is also consumed with conflicts between groups, each of which tries to defend its own self interests. As a discipline, Sociology involves the description and explanation of social structures and processes. These range from two-person interactions to relations between large social institutions, such as politics and the economy, to relations between nations. Sociology also ranges across time and serves as a useful complement to history. Sociology increases our understanding of ourselves and our society by providing us with concepts that describe and explain our social creations and how they influence us. We learn who we are and why, and how we are similar to and different from people with different social arrangements.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Social Justice	AA-T	C038010G	IGETC/CSUGE	19	Y

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

.....  
**Social Justice**

*Associate of Arts Degree*  
 Major Units: 19

(State Code: 38010; TOP Code: 220100; Academic Plan: C038010G)

The Associate of Arts in Social Justice Studies for Transfer Degree (AA-T in SJS) is intended for students who are interested in the structure and functioning of American society as it relates social justice issues. Students that earn Associates in Arts in Social Justice Studies can plan to transfer and complete a bachelor’s degree at a CSU campus. Students completing the AA-T degree in Social Justice Studies are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. However other major choices can include but are not limited to Africana Studies, Chicano Studies, Conflict Resolution, Ethnic Studies, Gender Studies, Labor and Employment Studies, LGBTQ Studies, Mexican- American Studies, Peacebuilding, and Women Studies. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Social Justice Studies may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn the 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. 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree for Transfer in Social Justice may be met by completing 9 units of Core courses plus 10 units from “List A” courses with a grade of “C” or better along with the General Education Transfer Requirements.

**CORE COURSES (SELECT 9 UNITS)**

SOC 011	RACE AND ETHNIC RELATIONS . . . . .	3
SOC 022	SOCIOLOGY OF WOMEN . . . . .	3
	<i>OR SOC 031 SOCIOLOGY OF GENDER (3)</i>	
AFRO AM 004	THE AFRICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I . . . . .	3
	<i>OR AFRO AM 005 THE AFRICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (3)</i>	
	<i>OR CHICANO 044 MEXICAN CIVILIZATION (3)</i>	

**LIST “A” (10 UNITS)**

AFRO AM 020	AFRICAN-AMERICAN LITERATURE I . . . . .	3
POL SCI 019	WOMEN IN POLITICS . . . . .	3
MATH 227	STATISTICS . . . . .	4

**SPANISH**

Department Chair: Mickey Hong  
 (323) 953-4000 ext. 2736 | JH 111G  
<http://lacitycollege.edu/Academic-Departments/Modern-Languages/Department-Home>

**OVERVIEW**

Spanish is the official language of 21 countries. It is the native language of over 400 million people. Spanish is the fastest growing language in the US, with over 40 million people who speak Spanish as their first language. Spanish is an official

language of the E.U., UNESCO, U.N., GATT, ONUDI & U.I.T. and is one of the most important languages in international political meetings. There are more than 16,000 publications, 250 TV channels and 5,000 radio stations in Spanish. Spanish is quickly becoming one of the most frequently used and important languages for business. Speaking Spanish opens you up to a variety of world cultures, from Spain to South America, Central America and the Caribbean. When you visit a Spanish-speaking country, your experience will be inevitably enriched by communicating in the language of its people.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Spanish	AA	C002744C	Any GE**	18	Y
Spanish Language and Culture - Elementary Level	C	C035338D	-	15	N
Spanish Language and Culture - Intermediate Level	C	C035337D	-	15	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

**Spanish**

*Associate of Arts Degree*  
*Major Units: 18*

(State Code: 02744; TOP Code: 110500; Academic Plan: C002744C)

The Associate of Arts Degree in Spanish is designed to prepare students to transfer to a university with a major in Spanish, Romance Languages, or linguistics. Students develop competency in listening, comprehension, conversation, reading, writing, and culture which will benefit them in a wide variety of career paths and professional advancement.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Spanish may be met by completing 13 units of Required courses and 5 units of Elective courses with a grade of “C” or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (13 UNITS)**

SPANISH 004	INTERMEDIATE SPANISH II	5
SPANISH 008	CONVERSATIONAL SPANISH	2
SPANISH 009	CIVILIZATION OF SPAIN	3
SPANISH 010	LATIN AMERICAN CIVILIZATION	3

**ELECTIVE COURSES (SELECT 5 UNITS)**

ARTHIST 151	INTRODUCTION TO LATIN AMERICAN ART	3
CHICANO 044	MEXICAN CIVILIZATION	3
DNCESPC 311	FLAMENCO AND SPANISH DANCE	1
ENGLISH 203	WORLD LITERATURE I	3
ENGLISH 204	WORLD LITERATURE II	3
ENGLISH 255	LATIN AMERICAN LITERATURE	3
LING 001	INTRODUCTION TO LANGUAGE AND LINGUISTICS	3
SPANISH 001	ELEMENTARY SPANISH I	5
SPANISH 002	ELEMENTARY SPANISH II	5
SPANISH 003	INTERMEDIATE SPANISH I	5
SPANISH 021	FUNDAMENTALS OF SPANISH I	3
SPANISH 022	FUNDAMENTALS OF SPANISH II	3
SPANISH 035	SPANISH FOR SPANISH SPEAKERS I	5
SPANISH 036	SPANISH FOR SPANISH SPEAKERS II	5

**Spanish Language and Culture - Elementary Level**

*Certificate of Achievement*  
Major Units: 15

(State Code: 35338; TOP Code: 110500; Academic Plan: C035338D)

The California state approved Certificate of Achievement in Spanish Language and Culture: Elementary Level was established to give the student the opportunity to document his or her skill in the Spanish language and the knowledge of Spanish-speaking 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.

**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 culture at the ACTFL Novice Range.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Spanish Language and Culture - Elementary Level may be met by completing 15 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

SPANISH 001	ELEMENTARY SPANISH I	5
SPANISH 002	ELEMENTARY SPANISH II	5
SPANISH 008	CONVERSATIONAL SPANISH	2
SPANISH 009	CIVILIZATION OF SPAIN	3
<i>OR SPANISH 010 LATIN-AMERICAN CIVILIZATION (3)</i>		

**Spanish Language and Culture - Intermediate Level**

*Certificate of Achievement*  
Major Units: 15

(State Code: 35337; TOP Code: 110500; Academic Plan: C035337D)

The California state approved Certificate of Achievement in Spanish Language and Culture: Intermediate Level was established to give the student the opportunity to document his or her skill in the Spanish language and the knowledge of Spanish-speaking 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.

**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. Define fundamental aspects of Spanish culture at the ACTFL Intermediate Range.

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Spanish Language and Culture - Intermediate Level may be met by completing 15 units of Required courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

SPANISH 003	INTERMEDIATE SPANISH I	5
SPANISH 004	INTERMEDIATE SPANISH II	5
SPANISH 008	CONVERSATIONAL SPANISH	2
SPANISH 009	CIVILIZATION OF SPAIN	3
<i>OR SPANISH 010 LATIN-AMERICAN CIVILIZATION (3)</i>		

**TELEVISION**

Department Chair: Jen Vaughn  
(323) 953-4000 ext. 2631 | CC181

<https://www.lacitycollege.edu/Academic-Departments/Cinema-TV/Department-Home>

**OVERVIEW**

The Los Angeles City College Cinema and Television Department offers a low-cost, comprehensive, hands-on training program that provides both basic and advanced courses in film, video and television studio production. Located in modern facilities designed by the renowned architect William L. Pereira, the department has audio and camera equipment packages for student use as well as a sound stage, television three-camera studios, digital editing rooms, screening rooms, non-linear multi-station computer labs, and other audio and video post-production systems. The Television program’s first semester consists of a basic studio production class, a lighting and audio course, and history of television. In the following

semesters, students can take intermediate and advanced studio production, television news-gathering, digital production, and television writing.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Television Production	AA	C008220C	Any GE**	36	Y
Television Production	C	C021619D	-	33	Y
Beginning Cinema & Television Production	CS	C060422J	-	12	N
Television Studio Production (Level 1)	CS	C060421J	-	12	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

.....  
**Television Production**

*Associate of Arts Degree*  
 Major Units: 36

(State Code: 08220; TOP Code: 060420; Academic Plan: C008220C)

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. Students demonstrate knowledge of the historical, cultural, and economic influences on television.
2. Students demonstrate a breadth of knowledge and command of the processes of writing, production, direction and distribution of both live-switched television productions including news programs, interview format shows, awards shows, and location TV production.
3. Students demonstrate knowledge of the job market pathways into television.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Television Production may be met by completing 12 units of Required courses and 24 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (12 UNITS)**

T V 001	INTRODUCTION TO TELEVISION . . . . .	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND . . . . .	3
T V 009	TV EQUIPMENT . . . . .	3
T V 046	TELEVISION PRODUCTION. . . . .	3

**ELECTIVE COURSES (SELECT 24 UNITS)**

T V 006	STUDIO AND REMOTE PRODUCTION . . . . .	3
T V 007	TELEVISION ANNOUNCING I . . . . .	3
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I . . . . .	3
T V 025-2	TELEVISION AND FILM DRAMATIC WRITING II . . . . .	3
T V 048	TELEVISION PROGRAMMING & VIDEOTAPE PRODUCTION WORKSHOP . . . . .	3
T V 049	TV PRODUCTION WORKSHOP. . . . .	3
T V 055	DIGITAL VIDEO PRODUCTION WORKSHOP I . . . . .	3
T V 185	DIRECTED STUDY - TELEVISION . . . . .	1
CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION. . . . .	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
CINEMA 003	HISTORY OF MOTION PICTURES. . . . .	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM . . . . .	3
CINEMA 005	INTRODUCTION TO SCREENWRITING . . . . .	3
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY. . . . .	3
CINEMA 007	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES . . . . .	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION. . . . .	3
CINEMA 009-2	INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN . . . . .	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING . . . . .	3
CINEMA 018	INTRODUCTION TO FILM GENRES . . . . .	3
CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION. . . . .	3
CINEMA 025	PRODUCING MOTION PICTURE FEATURES . . . . .	3
CINEMA 032-1	EDITING FUNDAMENTALS I . . . . .	3
CINEMA 033-1	DIGITAL VIDEO PRODUCTION WORKSHOP I . . . . .	3
CINEMA 033-2	DIGITAL VIDEO PRODUCTION WORKSHOP II . . . . .	3
CINEMA 038-1	MOTION PICTURE STAGE GRIP . . . . .	3
CINEMA 038-2	MOTION PICTURE STAGE ELECTRIC. . . . .	3
CINEMA 185	DIRECTED STUDY - CINEMA . . . . .	1
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA . . . . .	3
CINEMA 911	COOPERATIVE EDUCATION - CINEMA . . . . .	1

\*Prerequisites may apply and must be followed.

\*\*Courses may be substituted under special circumstances and approval from the department.

.....  
**Television Production**

*Certificate of Achievement*  
 Major Units: 33

(State Code: 21619; TOP Code: 060420; Academic Plan: C021619D)

The Television Production Certificate is designed to provide students with hands-on skills in multiple-camera studio pre-production, production, and post-production. Many of our students make a successful transition from LACC into the entertainment industry with this certificate, both in scripted television sitcom and drama series and reality programming. (The department also offers an Associate's Degree for Transfer—ADT—for those who wish to go on to pursue a four-year Bachelor's degree in the field.) Among the careers for which LACC helps its students prepare: Producers, Writers, Directors, Camera Operators, Lighting Directors, Grips and Electricians, Picture and Sound Editors, Colorist, Sound Engineers, and Production Assistants. Students can also become competitive candidates for acceptance not only into television and film undergraduate programs at the country's top universities, but those who enter LACC already holding a Bachelor's can also advance into MFA programs as well.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Television Production may be met by completing 27 units of Required courses and 6 units of Elective Courses with a grade of "C" or better.

**REQUIRED COURSES (SELECT 27 UNITS)**

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION . . . . .	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
T V 001	INTRODUCTION TO TELEVISION . . . . .	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND . . . . .	3
T V 006	STUDIO AND REMOTE PRODUCTION . . . . .	3
<i>OR T V 007</i>	<i>TELEVISION ANNOUNCING I (3)</i>	
T V 009	TV EQUIPMENT . . . . .	3
T V 046	TELEVISION PRODUCTION . . . . .	3
T V 048	TELEVISION PROGRAMMING & VIDEOTAPE PRODUCTION WORKSHOP . . . . .	3
<i>OR TV 049</i>	<i>TV PRODUCTION WORKSHOP (3)</i>	
T V 055	DIGITAL VIDEO PRODUCTION WORKSHOP I . . . . .	3

**ELECTIVE COURSES (SELECT 6 UNITS)**

CINEMA 003	HISTORY OF MOTION PICTURES . . . . .	3
CINEMA 004	HISTORY OF THE DOCUMENTARY FILM . . . . .	3
CINEMA 005	INTRODUCTION TO SCREENWRITING . . . . .	3
CINEMA 006	INTRODUCTION TO CINEMATOGRAPHY . . . . .	3
CINEMA 007	ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES . . . . .	3
CINEMA 009-1	BEGINNING MOTION PICTURE SOUND PRODUCTION . . . . .	3
CINEMA 009-2	INTERMEDIATE MOTION PICTURE SOUND AND POST-PRODUCTION SOUND DESIGN . . . . .	3
CINEMA 010	INTRODUCTION TO FILM DIRECTING . . . . .	3
CINEMA 018	INTRODUCTION TO FILM GENRES . . . . .	3
CINEMA 020	BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION . . . . .	3
CINEMA 025	PRODUCING MOTION PICTURE FEATURES . . . . .	3
CINEMA 032-1	EDITING FUNDAMENTALS I . . . . .	3
CINEMA 033-1	DIGITAL VIDEO PRODUCTION WORKSHOP I . . . . .	3
CINEMA 033-2	DIGITAL VIDEO PRODUCTION WORKSHOP II . . . . .	3
CINEMA 038-1	MOTION PICTURE STAGE GRIP . . . . .	3
CINEMA 038-2	MOTION PICTURE STAGE ELECTRIC . . . . .	3
CINEMA 185	DIRECTED STUDY – CINEMA . . . . .	1
CINEMA 501	MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA . . . . .	3
CINEMA 911	COOPERATIVE EDUCATION - CINEMA . . . . .	1
T V 025-1	TELEVISION AND FILM DRAMATIC WRITING I . . . . .	3
T V 025-2	TELEVISION AND FILM DRAMATIC WRITING II . . . . .	3
T V 185	DIRECTED STUDY - TELEVISION . . . . .	1

**Beginning Cinema & Television Production**

*Skills Certificate*  
*Major Units: 12*

(TOP Code: 060420; Academic Plan: C060422J)

The Beginning Cinema/Television Production Certificate is designed to provide the student with basic skills in single- and multi-camera production.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Explain and demonstrate knowledge of cinema and television pre-production techniques by preparing scripts and storyboards for cinema and television projects.
2. Operate cinema and television lighting, cameras and sound equipment according to industry standards.
3. Utilize post-production cinema techniques to produce digital cinema projects with picture, sound and editing.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (12 UNITS)**

CINEMA 001	INTRODUCTION TO MOTION PICTURE PRODUCTION . . . . .	3
CINEMA 002	BEGINNING MOTION PICTURE WORKSHOP . . . . .	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND . . . . .	3
T V 009	TV EQUIPMENT . . . . .	3

**Television Studio Production (Level 1)**

*Skills Certificate*  
*Major Units: 12*

(TOP Code: 060420; Academic Plan: C060421J)

The Television Production Certificate is designed to provide the student with beginning skills in multi-camera studio production.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (12 UNITS)**

T V 001	INTRODUCTION TO TELEVISION . . . . .	3
T V 004	TELEVISION CAMERA LIGHTING AND SOUND . . . . .	3
T V 009	TV EQUIPMENT . . . . .	3
T V 046	TELEVISION PRODUCTION . . . . .	3

# THEATRE - ACTING

Department Chair: Tony Maggio  
 (323) 953-4000 ext. 2983 | TA 208  
<https://www.lacitycollege.edu/Academic-Departments/Theater-Arts-Theatre-Academy/Department-Home>

## OVERVIEW

The Theatre Academy Actor Training Program in Hollywood provides intensive training in all skills and techniques an actor needs. The program requires an extraordinary dedication and respect for the art and craft of acting. This intense curriculum demands self-discipline, organization, and a determination to challenge one's own limits. Only students who are willing and capable to take on this challenge are encouraged to apply.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Theatre Arts	AA-T	C033157G	IGETC/CSUGE	19	Y
Theatre Academy Acting	AA	C008234C	Any GE**	62	Y
Theater: General	AA	C008233C	Any GE**	19	Y
Professional Actor Training-Level 1	CS	C100700J	-	17	N
Theatre Academy - Advanced Acting	CS	C100701J	-	23	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid. No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.  
 \*\*Any General Education Pattern: LACCD GE, CSUGE or IGETC

## Theatre Arts

*Associate of Arts (AA-T)*  
 Major Units: 19

(State Code: 33157; TOP Code: 100700; Academic Plan: C033157G)

The Associate in Arts in Theatre Arts for Transfer Degree is designed to prepare the student for transfer to four-year institutions of higher education and is specifically intended to satisfy lower division requirements for a baccalaureate degree in Theatre Arts at a California State University. The AA Degree coursework in Theatre Arts provides students with a comprehensive learning environment of both theoretical class work and hands-on experiences including production laboratory classes and all phases of play production. Students completing the Theatre Arts AA Program have the foundations to continue their studies at a four-year institution for an advanced degree in Theatre Arts. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of Theatre Arts including those topics and issues that develop their visual knowledge and theory, their creativity and self-expression, and their ability to generate visual artworks that evidence their uniqueness in relation to both personal and cultural identity.

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

## PROGRAM STUDENT LEARNING OUTCOMES

1. Identify and comprehend 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.

## PROGRAM REQUIREMENTS

Requirements for the Associate of Science Degree for Transfer in Theatre Arts may be met by completing 10 units of Core courses and 9 units from "List A" with a grade of "C" or better along with the General Education Transfer Requirements.

## CORE COURSES (10 UNITS)

THEATER 100 <sup>1</sup>	INTRODUCTION TO THE THEATER	3
	<i>OR THEATER 110<sup>1</sup> HISTORY OF THE WORLD THEATER (3)</i>	
THEATER 200	INTRODUCTION TO ACTING	3
	<i>OR THEATER 270 BEGINNING ACTING (3)</i>	
THEATER 294	REHEARSALS AND PERFORMANCES IV	4
	<i>OR THEATER 335 APPLIED STAGE MANAGEMENT AND PRODUCTION IV (4)</i>	
	<i>OR THEATER 345 TECHNICAL STAGE PRODUCTION IV (4)</i>	
	<i>OR THEATER 425 APPLIED COSTUMING FOR THE THEATER (4)</i>	

## LIST A: (SELECT 9 UNITS)

THEATER 114	SCRIPT STUDY ANALYSIS	3
THEATER 272	INTERMEDIATE APPLIED ACTING	3
THEATER 300	INTRODUCTION TO STAGE CRAFT	3
THEATER 311	THEATRICAL LIGHTING	3
THEATER 338 <sup>1</sup>	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE	3
THEATER 450	BEGINNING STAGE MAKE-UP	3

<sup>1</sup> Courses may be double-counted towards either CSU G.E. Breadth or IGETC.

**Theater Academy Acting**

*Associate of Arts Degree  
Major Units: 62*

(State Code: 08234; TOP Code: 100700; Academic Plan: C008234C)

The training introduces the student to acting fundamentals through specific movement and vocal techniques, observation exercises and scene study.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Theater Academy Acting may be met by completing 62 units of Required courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (62 UNITS)**

THEATER 100	INTRODUCTION TO THE THEATER . . . . .	3
THEATER 105-1	THEATER SURVEY I- LITERATURE . . . . .	1
THEATER 105-2	THEATER SURVEY II- PERFORMANCE . . . . .	1
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY . . . . .	1
THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE . . . . .	1
THEATER 110	HISTORY OF THE WORLD THEATER . . . . .	3
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE (COMPLETE 2 TIMES). . . . .	5
THEATER 242-1	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL I . . . . .	3
THEATER 242-2	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II . . . . .	3
THEATER 242-3	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL III . . . . .	3
THEATER 242-4	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL IV . . . . .	3
THEATER 246-1	VOCAL PERFORMANCE WORKSHOP- LEVEL I . . . . .	2
THEATER 246-2	VOCAL PERFORMANCE WORKSHOP-LEVEL II . . . . .	2
THEATER 270	BEGINNING ACTING . . . . .	3
THEATER 272	INTERMEDIATE APPLIED ACTING . . . . .	3
THEATER 274-1	ADVANCED APPLIED ACTING-LEVEL I . . . . .	3
THEATER 274-2	ADVANCED APPLIED ACTING-LEVEL II . . . . .	3
THEATER 277	CHARACTER ANALYSIS . . . . .	3
THEATER 300	INTRODUCTION TO STAGE CRAFT . . . . .	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV. . . . .	4
THEATER 345	TECHNICAL STAGE PRODUCTION IV . . . . .	4

*Note(s): To meet the 62 unit requirement, students must complete THEATER 235 two times.*

*\*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.*

**Theater: General**

*Associate of Arts Degree  
Major Units: 19*

(State Code: 08233; TOP Code: 100700; Academic Plan: C008233C)

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. 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. Demonstrate competency of intermediate acting skills including semi-advanced levels of physical and vocal 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.

**PROGRAM REQUIREMENTS**

Requirements for the Associate of Arts Degree in Theater: General may be met by completing 13 units of Required courses and 6 units of Elective courses with a grade of "C" or better along with General Education Requirements. At least 60 degree-applicable units are required to earn an Associate Degree.

**REQUIRED COURSES (13 UNITS)**

THEATER 100	INTRODUCTION TO THE THEATER . . . . .	3
THEATER 105-1	THEATER SURVEY I- LITERATURE . . . . .	1
THEATER 110	HISTORY OF THE WORLD THEATER . . . . .	3
THEATER 200	INTRODUCTION TO ACTING . . . . .	3
	<i>OR THEATER 270 BEGINNING ACTING (3)</i>	
THEATER 300	INTRODUCTION TO STAGE CRAFT . . . . .	3

**ELECTIVE COURSES (PICK ONE OPTION AND SELECT 6 UNITS)**

**OPTION 1:**

THEATER 240	VOICE AND ARTICULATION FOR THE THEATER . . . . .	3
THEATER 242-1	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL I . . . . .	3
THEATER 271	INTERMEDIATE ACTING . . . . .	3
THEATER 272	INTERMEDIATE APPLIED ACTING . . . . .	3

**OPTION 2:**

THEATER 311	THEATRICAL LIGHTING. . . . .	3
THEATER 313	SCENIC PAINTING FOR THE THEATER . . . . .	3
THEATER 314	THEATRICAL SOUND DESIGN FUNDAMENTALS, PROCEDURES/OPERATIONS. . . . .	3
THEATER 315	INTRODUCTION TO THEATRICAL SCENIC DESIGN . . . . .	3

**OPTION 3:**

THEATER 400	COSTUME PERIODS AND STYLES . . . . .	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



**Professional Actor Training-Level 1**

*Skills Certificate*  
*Major Units: 17*

(TOP Code: 100700; Academic Plan: C100700J)

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.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (17 UNITS)**

THEATER 100	INTRODUCTION TO THE THEATER	3
THEATER 105-1	THEATER SURVEY I- LITERATURE	1
	<i>OR THEATER 105-2 THEATER SURVEY II- PERFORMANCE (1)</i>	
	<i>OR THEATER 105-3 THEATER SURVEY III- DESIGN TECHNOLOGY (1)</i>	
	<i>OR THEATER 105-4 THEATER SURVEY IV- AUDIENCE EXPERIENCE (1)</i>	
THEATER 242-1	VOCAL AND PHYSICAL DEVELOPMENT-LEVEL 1	3
THEATER 270	BEGINNING ACTING	3
THEATER 300	INTRODUCTION TO STAGE CRAFT	3
THEATER 345	TECHNICAL STAGE PRODUCTION IV	4

**Theatre Academy - Advanced Acting**

*Skills Certificate*  
*Major Units: 23*

(TOP Code: 100700; Academic Plan: C100701J)

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.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (23 UNIS)**

THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 225	BEGINNING DIRECTION	3
THEATER 276-1	ACTORS' WORKSHOP-LEVEL I	3
THEATER 276-2	ACTORS' WORKSHOP-LEVEL II	3
THEATER 275	SCENE STUDY	2
THEATER 235	PLAY PRODUCTION AND COMPANY PERFORMANCE (COMPLETE 2 TIMES)	5

*Note: \*THEATER 235 is repeatable and should be taken twice.*

**THEATRE - COSTUME DESIGN**

Department Chair: Tony Maggio  
 (323) 953-4000 ext. 2983 | TA 208

<https://www.lacitycollege.edu/Academic-Departments/Theatre-Arts-Theatre-Academy/Department-Home>

**OVERVIEW**

The Theatre Academy Costume Program trains costume professionals through hands-on training for theater and film.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Costume Design Level 2	C	C031738D	-	59	Y
Costume Design Level 1	CS	C100601J	-	14	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

**Costume Design Level 2**

*Certificate of Achievement*  
*Major Units: 59*

(State Code: 31738; TOP Code: 100600; Academic Plan: C031738D)

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.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Certificate of Achievement in Costume Design Level 2 may be met by completing 35 units of Required courses and 24 units of Elective Courses with a grade of "C" or better.

**REQUIRED COURSES (35 UNITS)**

THEATER 100	INTRODUCTION TO THE THEATER . . . . .	3
THEATER 105-1	THEATER SURVEY I- LITERATURE . . . . .	1
THEATER 105-2	THEATER SURVEY II- PERFORMANCE . . . . .	1
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY . . . . .	1
THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE . . . . .	3
THEATER 110	HISTORY OF THE WORLD THEATER . . . . .	3
THEATER 200	INTRODUCTION TO ACTING . . . . .	3
THEATER 300	INTRODUCTION TO STAGE CRAFT . . . . .	3
	<i>OR THEATER 338 INTRODUCTION TO DESIGN: THEATER, FILM, AND TV (3)</i>	
THEATER 400	COSTUME PERIODS AND STYLES . . . . .	3
THEATER 425*	APPLIED COSTUMING FOR THE THEATER (COMPLETE 4 TIMES) . . . . .	4

**ELECTIVE COURSES (24 UNITS)**

THEATER 411	COSTUMING FOR THE THEATER . . . . .	3
THEATER 413	COSTUME DYEING AND PAINTING . . . . .	3
THEATER 414	COSTUME DRAPING AND ACCESSORIES . . . . .	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE . . . . .	3
THEATER 416	MATERIALS AND METHODS FOR THE COSTUMER . . . . .	3
THEATER 417	COSTUMING FOR FILM . . . . .	3
THEATER 419	ADVANCED COSTUME ILLUSTRATION . . . . .	3
THEATER 420	COSTUMING ON SET . . . . .	3

*Note: \*THEATER 425 is repeatable and should be completed four times.*

.....  
**Costume Design Level 1**

*Skills Certificate*  
*Major Units: 14*  
 (TOP Code: 100600; Academic Plan: C100601J)

Level I of the Professional Costuming program emphasizes historical costume, costume design, drawing, costume shop discipline and organization, costume storage organization, sewing and stagecraft. All training is geared towards preparing students for Level II and careers in costuming, costume design and related industries.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (8 UNITS)**

THEATER 105-1	THEATER SURVEY I- LITERATURE . . . . .	1
	<i>OR THEATER 105-2 THEATER SURVEY II- PERFORMANCE (1)</i>	
	<i>OR THEATER 105-3 THEATER SURVEY III- DESIGN TECHNOLOGY (1)</i>	
	<i>OR THEATER 105-4 THEATER SURVEY IV- AUDIENCE EXPERIENCE (1)</i>	
THEATER 400	COSTUME PERIODS AND STYLES . . . . .	3
THEATER 425	APPLIED COSTUMING FOR THE THEATER . . . . .	4

**ELECTIVE COURSES (6 UNITS)**

THEATER 411	COSTUMING FOR THE THEATER . . . . .	3
THEATER 413	COSTUME DYEING AND PAINTING . . . . .	3
THEATER 414	COSTUME DRAPING AND ACCESSORIES . . . . .	3
THEATER 415	COSTUME DESIGN FOR THE THEATRE . . . . .	3
THEATER 416	MATERIALS AND METHODS FOR THE COSTUMER . . . . .	3
THEATER 417	COSTUMING FOR FILM . . . . .	3
THEATER 418	COMMUNICATING THEATRICAL DESIGN . . . . .	3
THEATER 419	ADVANCED COSTUME ILLUSTRATION . . . . .	3
THEATER 420	COSTUMING ON SET . . . . .	3

# THEATRE ACADEMY - TECHNICAL

Department Chair: Tony Maggio  
 (323) 953-4000 ext. 2983 | TA 208  
<https://www.lacitycollege.edu/Academic-Departments/Theater-Arts-Theatre-Academy/Department-Home>

## OVERVIEW

The Professional Entertainment Technology Program prepares students for work in all aspects of technical production, including modern entertainment technology. Advanced students in the design areas may be invited back for a third year to work as an Assistant Designer and then to design their own show, work as a Lead Scenic Artist, or receive advanced training as a Stage Manager.

## PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Technical Theatre - Entertainment Technology	C	C031547D	-	56	Y
Design and Digital Media for the Entertainment Industry	CS	C100603J	-	16	N
Technical Theater- Entertainment Technology Level 1	CS	C100600J	-	14	N

\*FA = Financial Aid Eligible. Yes=eligible for all aid.  
 No=ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.

## Technical Theatre - Entertainment Technology

*Certificate of Achievement*  
 Major Units: 56

(State Code: 31547; TOP Code: 100600; Academic Plan: C031547D)

The Technical Theatre Training program graduates highly trained and specialized theater technicians who have developed a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession. The Technical Theater Training program at LACC is a unique hands-on program with faculty working alongside students who are specifically interested in the disciplines and craft related to the stage technician. Cutting edge technologies are taught on state-of-the-art equipment. The curriculum combines classroom study with intense hands-on experience within the department's rigorous play production schedule. The program covers basic through advanced level training in equipment, procedures, principles, and techniques used in play production, including construction, painting, lighting, properties, stage scenery movement, special effects, and organization of stage activity. All training is geared towards preparing students for careers in technical theater and related industries. Students completing the certificate would be trained to enter the following entertainment industry related fields: Carpenter, Audio Technician, Lighting Technician/Electrician, Fine Artist/Painter/Sculptor, Set and Exhibit Designers and Ushers, Lobby Attendants and Ticket Takers.

## 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.

## PROGRAM REQUIREMENTS

Requirements for the Certificate of Achievement in Technical Theatre - Entertainment Technology may be met by completing 44 units of Required courses and 12 units of Elective courses with a grade of "C" or better.

### REQUIRED COURSES (44 UNITS)

THEATER 100	INTRODUCTION TO THE THEATER	3
THEATER 105-1	THEATER SURVEY I- LITERATURE	1
THEATER 105-2	THEATER SURVEY II- PERFORMANCE	1
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY	1
THEATER 105-4	THEATER SURVEY IV- AUDIENCE EXPERIENCE	1
THEATER 110	HISTORY OF THE WORLD THEATER	3
THEATER 200	INTRODUCTION TO ACTING	3
THEATER 300	INTRODUCTION TO STAGE CRAFT	3
THEATER 302	INTRODUCTION TO STAGE MANAGEMENT	3
THEATER 321	COMPUTER AIDED DRAFTING AND DESIGN-III	3
THEATER 325	ADVANCED STAGE CRAFT	3
THEATER 335	APPLIED STAGE MANAGEMENT AND PRODUCTION IV (COMPLETE 4 TIMES)	4
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV	3

### ELECTIVE COURSES (12 UNITS)

THEATER 311	THEATRICAL LIGHTING	3
THEATER 313	SCENIC PAINTING FOR THE THEATER	3
THEATER 314	THEATRICAL SOUND DESIGN FUNDAMENTALS, PROCEDURES/OPERATIONS	3
THEATER 315	INTRODUCTION TO THEATRICAL SCENIC DESIGN	3

Note(s): To meet the 56 unit requirement, students must complete THEATER 335 four times.

## Design and Digital Media for the Entertainment Industry

*Skills Certificate*  
 Major Units: 16

(TOP Code: 100600; Academic Plan: C100603J)

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 theatre

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

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (SELECT 10 UNITS)**

THEATER 300	INTRODUCTION TO STAGE CRAFT . . . . .	3
	<i>OR THEATER 315 INTRODUCTION TO THEATRICAL SCENIC DESIGN (3)</i>	
THEATER 338	INTRODUCTION TO DESIGN: THEATER, FILM, AND TV . . . . .	3
	<i>OR CINEMA 003 HISTORY OF MOTION PICTURES (3)</i>	
THEATER 105-3	THEATER SURVEY III- DESIGN TECHNOLOGY . . .	1
PHOTO 046	PHOTOGRAPHIC DIGITAL IMAGING . . . . .	3

**ELECTIVE COURSES (SELECT 6 UNITS)**

ARTHIST 110	SURVEY OF WESTERN ART HISTORY I . . . . .	3
ARTHIST 120	SURVEY OF WESTERN ART HISTORY II . . . . .	3
T V 001	INTRODUCTION TO TELEVISION . . . . .	3
THEATER 313	SCENIC PAINTING FOR THE THEATER . . . . .	3

2. Serve as technical crew, designer's assistant, designers and or crew heads in the realization of a fully produced theater event.
3. Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES (SELECT 14 UNITS)**

THEATER 105-1	THEATER SURVEY I- LITERATURE . . . . .	1
	<i>OR THEATER 105-2 THEATER SURVEY II- PERFORMANCE (1)</i>	
	<i>OR THEATER 105-3 THEATER SURVEY III- DESIGN TECHNOLOGY (1)</i>	
	<i>OR THEATER 105-4 THEATER SURVEY IV- AUDIENCE EXPERIENCE (1)</i>	
THEATER 100	INTRODUCTION TO THE THEATER . . . . .	3
THEATER 300	INTRODUCTION TO STAGE CRAFT . . . . .	3
THEATER 335	APPLIED STAGE MANAGEMENT & PRODUCTION IV . . . . .	4
THEATER 311	THEATRICAL LIGHTING . . . . .	3
	<i>OR THEATER 313 SCENIC PAINTING FOR THE THEATER (3)</i>	
	<i>OR THEATER 314 THEATRICAL SOUND DESIGN FUNDAMENTALS, PROCEDURES/ OPERATIONS (3)</i>	
	<i>OR THEATER 315 INTRODUCTION TO THEATRICAL SCENIC DESIGN (3)</i>	

**Technical Theater- Entertainment Technology Level 1**

*Skills Certificate  
Major Units: 14*

(TOP Code: 100600; Academic Plan: C100600J)

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.

**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.

# NONCREDIT/ADULT EDUCATION PROGRAMS

Dean: Angelica Ramirez

Assistant Dean: Dr. Imelda Perez

(323) 953-4000 ext. 2230 EWD 100

<https://www.lacitycollege.edu/Academic-Departments/NonCredit-Adult-Education/Department-Home-Overview>

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

The noncredit/adult education and training programs encompass valuable noncredit certificates and over 50 courses in Academic Preparation, High School Equivalency Test Preparation, English as a Second Language (ESL), Vocational ESL, Citizenship, ESL CIVICS, Career Discovery Skills, Child Development Readiness, Customer Service Skills, Entrepreneurship Skills, Health Career Readiness, Hospitality, In-Home Supportive Services Skills, Job Readiness, Retailing Smarts, and Workforce Literacy Skills.

Career Development and College Preparation (CDCP) Programs are sequenced courses resulting in noncredit certificates of completion or competency and leading to improved employability, job placement, and academic skills. CDCP Programs are offered in the areas of short term vocational or workforce preparation, basic skills, and English as a Second Language. Certificate programs are favorably recognized by business and industry and are frequently used as a requirement for professional advancement. Classes are noncredit and do not generate degree applicable college units.

A full range of personal, career and academic counseling services is available to students enrolled in the noncredit courses. All of the courses and services are free.

Classes are located at Los Angeles City College and many educational sites throughout the community, to allow accessibility to match varying student needs. Open entry/open exit classes allow students to register anytime during the school year. Day, evening, and Saturday classes are offered to meet the needs of all students, specifically the working adult.

## **Academic Preparation/High School Equivalency Test Preparation**

Assists students in strengthening their skills in reading writing, spelling, mathematics, English usage and grammar. Academic Preparation provides students with a strong educational foundation that can be used as a basis of employment preparation, college-level readiness, High School Equivalency Test Preparation, and vocational programs.

## **English as a Second Language (ESL)**

Assist second language learners improve their English listening, speaking, and pronunciation skills in order to reach their career, academic, and personal goals. Classes also incorporate civics education to community members and prospective United States citizens. Specialized strands such as Vocational ESL are available to the advanced-level ESL students.

## **Citizenship**

Introduces students to U.S. citizenship and naturalization process, U.S. history, and government. Prepares students for the U.S. Citizenship and Immigration Services USCIS interview and exam.

## **Career Educational Training Programs**

The Career Educational Programs offer students a variety of short-term certificate programs and single course options designed to prepare for a high-demand career and advance current work skills. The Career Educational Training programs combine academic knowledge with technical and occupational skills to provide students with pathways to long-term careers and success.

**PROGRAMS OFFERED**

AWARD	AWARD TYPE	ACADEMIC PLAN
Academic Preparation	NC	C036581E
Beginning English as a Second Language	NC	C036668E
Career Discovery Skills	NC	C024387E
Child Development Readiness	NC	C036277F
Customer Service Skills	NC	C024294E
English as a Second Language-Civics	NC	C024344E
Entrepreneurship Skills	NC	C024069F
Health Careers Readiness	NC	C035936E
High School Equivalency Test Preparation	NC	C036276E
Hospitality	NC	C024118F
In-Home Supportive Services Skills	NC	C024446F
Job Readiness	NC	C024071E
Retailing Smarts	NC	C024403F
Vocational English as a Second Language II	NC	C036275E
Workforce Literacy Skills	NC	C024016E

**Academic Preparation**

*Certificate of Competency*  
Total Lecture Hrs: 126

(State Code: 36581; TOP Code: 493013; Academic Plan: C036581E)

The Certificate of Competency in Academic Preparation is designed to provide students with basic English and Math skills used in General Education Development (GED) Preparation, HiSET Preparation, TASC, college English and Math readiness courses and assist students with the fundamentals of computer hardware and software applications necessary to be successful in completing college-level coursework and workplace tasks.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Make use of foundational level English necessary to pass the high school equivalency exam, prepare for a college English assessment exam, and to perform general workplace tasks.
2. 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.
3. Use a computer to complete college-level coursework and workplace tasks.

**PROGRAM REQUIREMENTS**

REQUIRED COURSES	HRS
BSICSKL 006CE REVIEW OF BASIC ENGLISH . . . . .	36
BSICSKL 007CE REVIEW OF BASIC MATH . . . . .	36
VOC ED 003CE WORKPLACE COMPUTING FOR LIMITED ENGLISH POPULATONS. . . . .	54

**Beginning English as a Second Language**

*Certificate of Competency*  
Total Lecture Hrs: 108

(State Code: 36668; TOP Code: 493087; Academic Plan: C036668E)

The Certificate of Competency in Beginning English as a Second Language is designed to give fundamental reading, writing, listening, and speaking to limited-English speaking students, preparing them for enhanced job opportunities, academic studies, and increased community participation.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Demonstrate fundamental reading, writing, listening, and speaking skills in English.

**PROGRAM REQUIREMENTS**

REQUIRED COURSES	HRS
ESL NC 001CE ENGLISH AS A SECOND LANGUAGE - BEGINNING I. . . . .	54
ESL NC 002CE ENGLISH AS A SECOND LANGUAGE - BEGINNING II . . . . .	54

**Career Discovery Skills**

*Certificate of Completion*  
Total Lecture Hrs: 54

(State Code: 24387; TOP Code: 493012; Academic Plan: C024387E)

The Certificate of Completion in Career Discovery Skills is designed to help the student make a meaningful decision regarding a career goal including career assessments, various self-appraisal techniques, and information regarding career characteristics and trends using career information technology, insights into their interests, and personality which gives them the ability to make realistic and informed career choices.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Use tools and resources to assist in career decision-making process.
2. Develop an effective resume that matches a job description.
3. Prepare for an employment interview, including developing responses, describing experience, and dressing for success.

**PROGRAM REQUIREMENTS**

REQUIRED COURSES	HRS
VOC ED 236CE JOB CLUB . . . . .	18
VOC ED 238CE JOB READINESS . . . . .	36

**Child Development Readiness**

*Certificate of Completion*  
Total Lecture Hrs: 24

(State Code: 36277; TOP Code: 130500; Academic Plan: C024387E)

The Certificate of Completion in Child Development Readiness is designed to help the students who need additional assistance in mastering the specialized vocabulary and developmental theories in introductory child development coursework.

Students will increase their level in study skills, reading strategies, test taking tools, customer service, workplace culture, and job readiness tools.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Master the specialized vocabulary and development theories in introductory child development coursework.
2. Discuss study skills, reading strategies, and test taking tools.
3. Develop a level of customer service techniques.
4. Plan and implement a job search.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES** **HRS**

VOC ED 054CE	VESL FOR CD1 - SPECIALIZED VOCABULARY IN DEVELOPMENT THEORIES	18
VOC ED 230CE	30 WAYS TO SHINE	6

.....  
**Customer Service Skills**

*Certificate of Completion*  
*Total Lecture Hrs: 72*

(State Code: 24294; TOP Code: 130110; Academic Plan: C024294E)

The Certificate of Completion in Customer Service Skills is designed to introduce and train new, current, and dislocated workers to the service workplace. Provide instruction in job acquisition, retention, advancement, basic customer service skills, workplace success strategies and skills, and how to become an exceptional employee.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Discuss and address customer satisfaction.
2. Develop professional resume, cover letter, and interviewing skills.
3. Discuss workplace success strategies and skills.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES** **HRS**

VOC ED 236CE	JOB CLUB	18
VOC ED 238CE	JOB READINESS	36
VOC ED 239CE	CUSTOMER SERVICE SKILLS	18

.....  
**English as a Second Language-Civics**

*Certificate of Competency*  
*Total Lecture Hrs: 324*

(State Code: 24344; TOP Code: 493087; Academic Plan: C024344E)

The Certificate of Competency in English as a Second Language - Civics enhances the English language skills of limited English-speaking students while preparing them for the United States Citizenship Exam. Students practice fundamental reading, writing, listening, and speaking skills to prepare them for enhanced job opportunities and increased civic participation.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Demonstrate knowledge of citizenship and civic-related issues.
2. Demonstrate basic communication skills of listening and speaking necessary to perform everyday activities.
3. Demonstrate basic communication skills of reading and writing necessary to perform everyday activities.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES** **HRS**

ESLCVCS 030CE	ENGLISH LITERACY AND CIVICS	108
ESLCVCS 031CE	ENGLISH LITERACY AND CIVICS	108
ESLCVCS 032CE	ENGLISH LITERACY AND CIVICS	108

.....  
**Entrepreneurship Skills**

*Certificate of Completion*  
*Total Lecture Hrs: 54*

(State Code: 24069; TOP Code: 050640; Academic Plan: C024069F)

The Certificate of Completion in Entrepreneurship is designed to give students the necessary knowledge and skills to plan, develop, and operate a business. The business entrepreneur utilizes the understanding of business concepts, strategies, and technology to shape ideas into opportunities supported by research, data, and business models.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Apply entrepreneurship and customer service concepts to analyze and improve various business ideas.
2. Develop a business plan, marketing strategies, and measure business success.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES** **HRS**

VOC ED 084CE	ENTREPRENEUR TRAINING PROGRAM	36
VOC ED 239CE	CUSTOMER SERVICE SKILLS	18

.....  
**Health Careers Readiness**

*Certificate of Completion*  
*Total Lecture Hrs: 42*

(State Code: 35936; TOP Code: 120100; Academic Plan: C035936E)

The Certificate of Completion in Health Careers Readiness is designed to help students learn English, medical terminology and acquire a general introduction to careers in the healthcare field along with common medical practices. Students will increase their level of customer service, confidence, and future colleague relations.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Use vocabulary, medical terminology, pronunciation, and grammar and comprehension skills necessary for successful transition to health career classes.
2. Understand the importance of customer service and colleague relations.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES** **HRS**

VOC ED 056CE	VOCATIONAL ESL FOR HEALTH CAREERS . . . . .	36
VOC ED 230CE	30 WAYS TO SHINE . . . . .	6

.....  
**High School Equivalency Test Preparation**

*Certificate of Competency*  
 Total Lecture Hrs: 216

(State Code: 36276; TOP Code: 493062; Academic Plan: C036276E)

The Certificate of Competency in High School Equivalency Test Preparation prepares students to pass subject tests in reading, writing, mathematics, science, and social studies in preparation for a High School equivalency test (GED, HiSET or the TASC).

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Enhance ability to read, understand, and use information in the context of social studies.
2. Develop an understanding of science, the study of living things structure, revision of sentences/passages reading and conventions related to an official Science test.
3. Practicing and demonstrating arithmetic, the metric system, algebra, geometry, statics, and probability problems will be mastered.
4. Examine critical thinking, reading comprehension, interpreting graphs, analyzing literature and the arts, tone and style/prose fiction, interpreting poetry, drama, plays, non-fiction and commentaries.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES** **HRS**

BSICSKL 083CE	GED PREPARATION:LITERATURE AND THE ARTS . . . . .	54
BSICSKL 084CE	GED PREPARATION:MATHEMATICS. . . . .	54
BSICSKL 085CE	GED PREPARATION:SCIENCE . . . . .	54
BSICSKL 086CE	GED PREPARATION:SOCIAL STUDIES. . . . .	54

.....  
**Hospitality**

*Certificate of Completion*  
 Total Lecture Hrs: 162

(State Code: 24118; TOP Code: 130700; Academic Plan: C024118F)

The Certificate of Completion in Hospitality will prepare students to be eligible to participate for 8 American Hotel & Lodging Association (AHLA) nationally recognized certifications that include options for entry-level hotel employee. Students will be equipped with the competitive skills, knowledge, and abilities to obtain and retain employment in the hospitality sector.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Perform entry-level level job functions in hotel/restaurant careers.

3. Prepare for American Hotel and Lodging Association certifications.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES** **HRS**

VOC ED 242CE	BANQUET SERVER SKILLS. . . . .	18
VOC ED 243CE	FRONT DESK REPRESENTATIVE . . . . .	18
VOC ED 244CE	LAUNDRY ATTENDANT SKILLS . . . . .	18
VOC ED 245CE	PUBLIC SPACE CLEANER SKILLS . . . . .	18
VOC ED 246CE	RESTAURANT SERVER SKILLS . . . . .	18
VOC ED 247CE	KITCHEN STEWARD SKILLS. . . . .	18
VOC ED 248CE	MAINTENANCE ATTENDANT SKILLS. . . . .	18
VOC ED 249CE	RESERVATIONIST SKILLS. . . . .	18
VOC ED 250CE	RESTAURANT SERVER SKILLS . . . . .	18

.....  
**In-Home Supportive Services Skills**

*Certificate of Completion*  
 Total Lecture Hrs: 108

(State Code: 24446; TOP Code: 123080; Academic Plan: C024446F)

The Certificate of Completion in In-Home Supportive Services Skills is designed for students to provide in-home care to patients, assist with activities of daily living, and provide care in the areas of comfort, hygiene, nutrition, elimination, sleep, rest, and first aid and CPR on adult patients.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Properly and safely assist patients in living in their own homes with basic functions of daily life.
2. Perform in-home care to patients, assist them with activities of daily living, and provide care to patients in the areas of comfort, hygiene, nutrition, elimination, sleep, and rest.
3. Perform first aid and CPR on adult patients.

**PROGRAM REQUIREMENTS**

**REQUIRED COURSES** **HRS**

VOC ED 059CE	VESL FOR HOME HEALTH AIDE . . . . .	18
VOC ED 002CE	IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDER. . . . .	90

.....  
**Job Readiness**

*Certificate of Completion*  
 Total Lecture Hrs: 78

(State Code: 24071; TOP Code: 493012; Academic Plan: C024071E)

The Certificate of Completion in Job Readiness is designed to introduce and train new, current, and dislocated workers in the workplace with a focus on job acquisition, retention, and career progression.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Identify a career field of choice.
2. Develop an effective resume and interviewing skills.
3. Employ basic customer service techniques including strategies for remaining positive on the job.



**PROGRAM REQUIREMENTS**

REQUIRED COURSES		HRS
VOC ED 230CE	30 WAYS TO SHINE.....	6
VOC ED 236CE	JOB CLUB .....	18
VOC ED 238CE	JOB READINESS .....	36
VOC ED 239CE	CUSTOMER SERVICE SKILLS .....	18

.....  
**Retailing Smarts**

*Certificate of Completion*  
*Total Lecture Hrs: 144*

(State Code: 24403; TOP Code: 050650; Academic Plan: C024403F)

The Certificate of Completion in Retailing Smarts is designed to give students the competitive skills, knowledge, and abilities to obtain and retain employment, and advance in their retail careers including; crucial functions of merchandising and product management in a retail company, merchandising roles and careers, market knowledge, consumer behavior, planning and control and retail pricing. This program prepares students to participate in The National Retail Federation (NRF) Sales/ Customer Service Skills or Supervisory/Management Skills certification exams.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Employ sales building skills and techniques.
2. Demonstrate basic customer service skills.

**PROGRAM REQUIREMENTS**

REQUIRED COURSES		HRS
VOC ED 231CE	BUILDING SALES .....	18
VOC ED 232CE	CLOSING THE SALE .....	18
VOC ED 233CE	COMPLETING THE SALES TRANSACTION .....	18
VOC ED 234CE	EXPLAINING FEATURES AND BENEFITS .....	18
VOC ED 235CE	GOING THE EXTRA MILE .....	18
VOC ED 237CE	STRATEGIES IN MEETING CUSTOMER NEEDS .....	18
VOC ED 240CE	STRATEGIES IN BUILDING A CONTINUOUS RELATIONSHIP .....	18
VOC ED 241CE	GETTING TO KNOW YOUR CUSTOMER .....	18

.....  
**Vocational English as a Second Language II**

*Certificate of Competency*  
*Total Lecture Hrs: 594*

(State Code: 36275; TOP Code: 493100; Academic Plan: C036275E)

The Certificate of Competency in Vocational English as a Second Language II is designed to help students increase proficiency in listening, speaking, reading, writing, and critical thinking skills to further their education, enter the workforce, and actively participate in the community.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Identify time phrases demonstrating the correct use of verb tenses and be able to locate parts of speech including nouns, verbs and adjectives.
2. Develop content skills related to the world of work; focused on speaking, listening, reading, writing as practiced in the workforce.

3. Obtain understanding of the English language related to the citizenship test, appropriate civics objectives and other life skills situations.

**PROGRAM REQUIREMENTS**

REQUIRED COURSES		HRS
ESLCVCS 030CE	ENGLISH LITERACY AND CIVICS .....	108
ESLCVCS 031CE	ENGLISH LITERACY AND CIVICS .....	108
ESLCVCS 032CE	ENGLISH LITERACY AND CIVICS .....	108
ESLCVCS 033CE	ENGLISH LITERACY AND CIVICS 3 .....	108
ESL NC 001CE	ESL BEGINNING 1 .....	54
ESL NC 002CE	ESL BEGINNING 2 .....	54
VOC ED 079CE	VOCATIONAL ESL A .....	54

.....  
**Workforce Literacy Skills**

*Certificate of Completion*  
*Total Lecture Hrs: 240*

(State Code: 24016; TOP Code: 493012; Academic Plan: C024016E)

The Certificate of Completion in Workforce Literacy Skills will prepare students to first steps in career opportunities. The instructional model consists of workplace, vocational, information technology, employability, math and English literacy skills.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Effective communication with employers, co-workers, and customers.
2. Develop a resume and prepare for employment interview.
3. Make use of foundational level English to perform general workplace tasks.
4. Make use of foundational level Math to perform general workplace tasks.

**PROGRAM REQUIREMENTS**

REQUIRED COURSES		HRS
VOC ED 238CE	JOB READINESS SKILLS .....	36
VOC ED 239CE	CUSTOMER SERVICE SKILLS TRAINING .....	18
VOC ED 230CE	30 WAYS TO SHINE AS A NEW EMPLOYEE .....	6
BSICSKL 007CE	REVIEW OF BASIC MATH .....	36
BSICSKL 006CE	REVIEW OF BASIC ENGLISH .....	36
VOC ED 003CE	WORKPLACE COMPUTING FOR LIMITED ENGLISH POPULATION .....	54
VOC ED 079CE	VOCATIONAL ENGLISH AS A SECOND LANGUAGE A .....	54

# CREDIT COURSE DESCRIPTIONS

## AMERICAN SIGN LANGUAGE (A S L)

### A S L 001 AMERICAN SIGN LANGUAGE I (UC/CSU)

4 Units (Lec 4 Hrs)

Elementary course for student without prior exposure to American Sign Language. Develops comprehension, communication, and grammatical/lexical skills in American Sign Language at the ACTFL Proficiency Novice Mid Level, and introduces Deaf culture and community. Satisfies Humanities requirement for graduation.

### A S L 002 AMERICAN SIGN LANGUAGE II (UC/CSU)

4 Units (Lec 4 Hrs)

*Prerequisite:* ASL 001

Lecture 4 hours *Prerequisite:* ASL 1 with a satisfactory grade or equivalent Continues the development of comprehension, communication, and grammatical/lexical skills in American Sign Language at the ACTFL Proficiency Novice High Level, and furthers understanding of Deaf culture and community. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

### A S L 003 AMERICAN SIGN LANGUAGE III (UC/CSU)

4 Units (Lec 4 Hrs)

*Prerequisite:* ASL 002

Lecture 4 hours *Prerequisite:* ASL 2 with a satisfactory grade or equivalent Development of intermediate American Sign Language in comprehension, communication, and grammatical/lexical skills at the ACTFL Proficiency Intermediate Mid Level, and practices interpreting Deaf culture and community. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

### A S L 025 CONVERSATIONAL AMERICAN SIGN LANGUAGE (CSU)

2 Units (Lec 2 Hrs)

*Prerequisite:* ASL 002

Lecture 2 hours *Prerequisite:* American Sign Language 2 with a satisfactory grade or equivalent. Provides opportunities for practical conversation at the ACTFL Proficiency Intermediate Low Level on everyday topics, cultural material, and expansion of vocabulary according to student interest or need.

### A S L 030 FINGERSPELLING I (CSU)

1 Units (Lec 1 Hrs / Lab 1 Hrs)

*Prerequisite:* ASL 001

Develop skills in expressive and receptive use of American manual alphabet (finger spelling) and its use. 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 finger spelled handshapes, patterns and pauses/transitions.]

### A S L 040 INTRODUCTION TO DEAF CULTURE (UC/CSU)

3 Units (Lec 3 Hrs)

*Advisory:* English 028, English 067

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.

## ACCOUNTING (ACCTG)

### ACCTG 001 INTRODUCTORY ACCOUNTING I (UC/CSU)

5 Units (Lec 5 Hrs)

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)

### ACCTG 002 INTRODUCTORY ACCOUNTING II (UC/CSU)

5 Units (Lec 5 Hrs)

*Prerequisite:* Accounting 1, Accounting 22

Students learn how managers use accounting information in decision making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost volume profit analysis. Includes issues relating to cost systems, cost control, profit planning and performance analysis in manufacturing and service environments.

### ACCTG 015 TAX ACCOUNTING I (CSU)

3 Units (Lec 3 Hrs)

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.

### ACCTG 016 TAX ACCOUNTING II (CSU)

3 Units (Lec 3 Hrs)

*Advisory:* Accounting 015

In this course, students continue the study of Federal Income Taxes, and the analysis of laws as well as consideration of

appropriate accounting procedures and preparation of reports and returns as they apply to partnerships, limited liability companies, corporations, and S corporations.

**ACCTG 017 PAYROLL ACCOUNTING (CSU)**

2 Units (Lec 2 Hrs)

Students learn the procedures and practices involved in a firm's payroll system, including familiarizing students with current laws regarding computation of regular and overtime pay, withholding of payroll taxes, computation of employer's payroll taxes, and the preparation of payroll tax returns and reports.

**ACCTG 019 ETHICS FOR ACCOUNTING PROFESSIONALS (CSU)**

3 Units (Lec 3 Hrs)

This course is a survey and study of ethics in business and accounting areas including the study of moral values, personal integrity, professional accountability, business legitimacy, equity, and fairness. This course also includes the study of the Sarbanes Oxley Act, Codes of conduct, Circular 230, and case analysis.

**ACCTG 021 BOOKKEEPING AND ACCOUNTING I (UC/CSU)**

3 Units (Lec 3 Hrs)

Students learn fundamentals of double entry accounting; the accounting cycle; preparation of the trial balance; financial statements, accounting for merchandise businesses, cash transactions; special journals etc. Note: Accounting 21 (3 units and Accounting 22 (3 unit) when taken together, are equivalent to Accounting 1 (5 units)

**ACCTG 022 BOOKKEEPING AND ACCOUNTING II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Accounting 021*

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)

**ACCTG 023 RECORDKEEPING FOR SMALL BUSINESS**

3 Units (Lec 3 Hrs)

Students learn the cash basis concept of accounting, and small business computerized accounting software using Quick-books. Students will complete simulated accounting projects designed for different types of small business firms using both manual and automated systems.

**ACCTG 027 AUTOMATED ACCOUNTING METHODS AND PROCEDURES II**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students use computer applications in the preparation of special journals, payroll register, bank reconciliation, aging accounts receivable, inventory costing and depreciation, analysis of financial statements.

**ACCTG 031 MATHEMATICS OF ACCOUNTING (CSU)**

3 Units (Lec 3 Hrs)

Students learn the mathematical fundamentals, bank reconciliation, payroll computations, depreciation and allocation of overhead, trade and cash discounts and other accounting related math subjects.

**ACCTG 055 ACCOUNTING COMPUTER LABORATORY**

1 Units (Lab 2 Hrs)

Students learn to use the spreadsheet software 'Microsoft Excel' for solving accounting problems and concepts being studied in other accounting classes.

**ADDICTION STUDIES (ADDICST)**

**ADDICST 084 FIELD WORK PRACTICUM (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Corequisite: Psychology 001, Psychology 043*

This is a supervised practicum course. Participants must be knowledgeable about addiction and treatment. The course provides observation, interaction, and counseling opportunities with clients and counselors at rehabilitation clinics. This course satisfies half of the fieldwork hours (125) required by CAAD in addition to the classroom hours. This class was formerly Psych 84.

**ADDICST 085 ADVANCED FIELD WORK PRACTICUM (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Addiction Studies 084*

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Drug and Alcohol Treatment programs. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment settings. Students continue to develop their knowledge of the 12 core functions of drug and alcohol treatment, and apply these skills, at an intermediate level, in drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

**ADMINISTRATION OF JUSTICE (ADMJUS)**

**ADMJUS 001 INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

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.

**ADM JUS 002 CONCEPTS OF CRIMINAL LAW (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

*Prerequisite: Administration Of Justice 001*

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.

**ADM JUS 003 LEGAL ASPECTS OF EVIDENCE (CSU)**

3 Units (Lec 3 Hrs)

The student learns the categories of evidence and legal rules governing its admission and exclusion in the criminal process.

**ADM JUS 004 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM (CSU)**

3 Units (Lec 3 Hrs)

Students learn, through examination and analysis, due process in criminal proceedings from pre arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.

**ADM JUS 005 CRIMINAL INVESTIGATION (CSU)**

3 Units (Lec 3 Hrs)

Students learn the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process.

**ADM JUS 008 JUVENILE PROCEDURES (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

Students learn about the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System.

**ADM JUS 016 RECRUITMENT SELECTION PROCESS (CSU)**

3 Units (Lec 3 Hrs)

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.

**ADM JUS 053 FORENSIC FINGERPRINT EVIDENCE (CSU)**

3 Units (Lec 3 Hrs)

Students learn the history of fingerprinting; fingerprint pattern types and classification; the searching and referencing of fingerprints; techniques for taking good fingerprints; the problems in taking inked fingerprints; the proper procedure for taking major case prints; and the preparation of fingerprint charts for court testimony.

**ADM JUS 062 FINGERPRINT CLASSIFICATION (CSU)**

3 Units (Lec 3 Hrs)

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 cla

**ADM JUS 067 COMMUNITY RELATIONS I (UC/CSU)**

3 Units (Lec 3 Hrs)

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.

**ADM JUS 160 POLICE ORGANIZATION AND ADMINISTRATION (CSU)**

3 Units (Lec 3 Hrs)

The students will learn to analyze the concept of police organizations and management styles; addressing the roles and responsibilities of law enforcement agencies.

**ADM JUS 180 INTRODUCTION TO FORENSICS (CSU)**

3 Units (Lec 3 Hrs)

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.

**ADM JUS 390 FORENSIC AUTOPSY**

3 Units (Lec 3 Hrs)

No description available.

**AFRICAN AMERICAN STUDIES (AFRO AM)**

**AFRO AM 004 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28, English 67*

Students analyze historiographical issues in African American history and how black Americans were active agents in creating their own history. Emphasis on the African background

of African Americans, the institution of slavery, the development of the African American community institutions, and African American participation in and impact on the Civil War and Reconstruction.

**AFRO AM 005 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28, English 67*

Students analyze historiographical issues in African American history and how black Americans were active agents in creating their own history. Emphasis on ideas of black social thought, political protest and efforts to create social change from Reconstruction to the present.

**AFRO AM 007 BLACK AMERICANS AND THE POLITICAL SYSTEM (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28, English 67*

Students analyze the relationship of minority groups to American Politics with emphasis on African Americans in the political system.

**AFRO AM 020 AFRICAN AMERICAN LITERATURE I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28, English 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.

**AFRO AM 060 AFRICAN AMERICAN MUSIC (UC/CSU)**

3 Units (Lec 3 Hrs)

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 African American Studies 60 and Music 135.) Fulfills Humanities requirement.

## ANATOMY (ANATOMY)

**ANATOMY 001 INTRODUCTION TO HUMAN ANATOMY (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Advisory: English 101, Biology 003*

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)

**ANTHRO 101 HUMAN BIOLOGICAL EVOLUTION (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28, English 67*

Students will examine evolutionary theory, human genetics, primate ecology and behavior, the hominid fossil record and modern human variation. Students will be able to underline the historical path to natural selection, describe the five factors of the evolutionary process, identify biological characteristics of primates, discuss features of primate behavior, diagram the origin of mankind through comparing skulls from the hominid fossil record, and interpret modern human variation.

**ANTHRO 102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28, English 67*

Students are introduced to the field of socio cultural anthropology and will examine the diversity of human life around the world. Topics covered include the Culture concept, ethnography, language, kinship, gender, religion, political and economic organization, globalization and culture change. The objectives of this course are (1) to employ a relative perspective in the appreciation of the world's cultural diversity, and (2) to apply case studies to describe this variation.

**ANTHRO 103 ARCHAEOLOGY: RECONSTRUCTING THE HUMAN PAST (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028*

This course is an exploration of the theories and methods of contemporary archaeology and offers a narrative on prehistory. Students will interpret the peopling of the planet, culture change, and the rise of civilization using the archaeological record. Students will construct a theory rich research design that reflects current trends in contemporary archaeology.

**ANTHRO 121 ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT (UC/CSU)**

3 Units (Lec 3 Hrs)

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.

**ANTHRO 151 VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM AND MIXED MEDIA (UC/CSU)**

3 Units (Lec 3 Hrs / Lab 0.5 Hrs)

*Advisory: Photography 007, Cinema 002*

Students survey and analyze the use of film and video in anthropological research, teaching, theory and methodology. Films are studied for their anthropological content and as artifacts of western culture, which reveal significant aspects of that culture. Students learn techniques in still photography and video production in the creation of a final visual product.

**ANTHRO 385 DIRECTED STUDY ANTHROPOLOGY (CSU)**

3 Units (Lec 3 Hrs)

Students pursue directed study in Anthropology on a contract basis under the direction of a supervising instructor.

**ARABIC (ARABIC)****ARABIC 001 ELEMENTARY ARABIC I (UC/CSU)**

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to Arabic. Develops speaking, writing, listening, and reading skills in Arabic at the ACTFL Proficiency Novice Mid Level, and introduces Arabic culture. Satisfies Humanities requirement for graduation.

**ARABIC 002 ELEMENTARY ARABIC II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Arabic 001*

Lecture 5 hours Prerequisite: Arabic 1 or Arabic 22 with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in Arabic at the ACTFL Proficiency Novice High Level, and furthers understanding of Arabic culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**ARMENIAN (ARMEN)****ARMEN 001 ELEMENTARY ARMENIAN I (UC/CSU)**

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to Armenian. Develops speaking, writing, listening, and reading skills in Armenian at the ACTFL Proficiency Novice Mid Level, and introduces Armenian culture. Satisfies Humanities requirement for graduation.

**ARMEN 002 ELEMENTARY ARMENIAN II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Armenian 001*

Lecture 5 hours Prerequisite: Armenian 1 or Armenian 22 with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in Armenian at the ACTFL Proficiency Novice High Level, and furthers understanding of Armenian culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**ARMEN 035 ARMENIAN FOR ARMENIAN SPEAKERS I (UC/CSU)**

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for bilingual students. Class conducted in Armenian. Students develop speaking, writing, listening, and reading skills in Armenian at the ACTFL Proficiency Novice Mid Level, and are introduced to Armenian culture. Satisfies Humanities requirement for graduation. Credit is given for either Armenian 2 or Armenian 35, but not for both.

**ARMEN 036 ARMENIAN FOR ARMENIAN SPEAKERS II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Armenian 035 or Armenian 002*

Lecture 5 hours Prerequisite: Armenian 35, or Armenian 2 with a satisfactory grade or equivalent Class conducted in Armenian. Continues the development of elementary speaking, writing, listening, and reading skills in Armenian for bilingual students at the ACTFL Proficiency Novice High Level, and furthers understanding of Armenian culture. Class conducted in Armenian. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman. Credit is given for either Armenian 3 or Armenian 36, but not for both.

**ART (ART)****ART 185 DIRECTED STUDY ART (CSU)**

1 Units (Lec 1 Hrs)

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Art 201 Drawing I*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Art 501**Corequisite: Art 501**Prerequisite: Art 201*

Students draw the live model in various drawing media, employing foundational drawing principles and methods. They develop observation based and technical drawing skills and hone their creative responses by drawing the human figure at the introductory level.

**ART 205 LIFE DRAWING II (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Art 204*

Students draw the live model in various drawing media, employing foundational drawing principles and methods. They

develop observation based and technical drawing skills and hone their creative responses by drawing the human figure at the intermediate level.

**ART 206 LIFE DRAWING III (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite:* Art 205

Students draw the live model in various drawing media at an advanced level, building upon techniques from Art 205. Different media, methods, and subject matter are employed to hone creativity and support the development of personal style.

**ART 209 PERSPECTIVE DRAWING I (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite:* Art 201

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 (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Advisory:* Art 501

Students are introduced to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools.

**ART 285 DIRECTED STUDY ART (CSU)**

2 Units (Lec 2 Hrs)

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite:* Art 201, Art 501

Students learn the principles, elements, and practices of painting. The course focuses on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter.

**ART 301 WATERCOLOR PAINTING I (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite:* Art 300

Students expand their knowledge of painting, focusing on composition and color techniques in watercolor media while continuing to explore art concepts, content, and imagery as applied to personal expression.

**ART 302 WATERCOLOR PAINTING II (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite:* Art 301

Students apply advanced techniques and explore concepts in color, composition, and surfaces.

**ART 304 ACRYLIC PAINTING I (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite:* Art 201, Art 501

Students learn a variety of techniques employing acrylic paints and related grounds and tools. A variety of subject matter is used to introduce a series of stylistic approaches.

**ART 305 ACRYLIC PAINTING II (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite:* Art 304

Students learn to employ acrylic paints and related grounds and tools at an intermediate level, building upon techniques from Art 304. A variety of subject matter is used to support the development of stylistic approaches.

**ART 306 ACRYLIC PAINTING III (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite:* Art 305

Students learn to employ acrylic paints and related grounds and tools at an advanced level, building upon techniques from Art 305. A variety of subject matter is used to support the development of personal style.

**ART 307 OIL PAINTING I (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite:* Art 201, Art 501

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools. Different subjects are used to introduce a variety of stylistic approaches.

**ART 308 OIL PAINTING II (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite:* Art 308

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 (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite:* Art 308

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools at an advanced level, building upon techniques from Art 308. Different subjects are used to support the development of personal style.

**ART 385 DIRECTED STUDY ART (CSU)**

3 Units (Lec 3 Hrs)

Students pursue directed study in studio art on a contract basis under the direction of a supervising instructor.

**ART 400 INTRODUCTION TO PRINTMAKING (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite:* Art 501, Art 201

Students practice various forms of platemaking and printing. Emphasis will be placed on the development of visual ideas and printmaking techniques.

**ART 401 ETCHING I (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite:* Art 400

Students practice various forms of etching and printing. Emphasis will be placed on the development of visual ideas and etching techniques.

**ART 402 ETCHING II (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite: Art 401*

Students practice various forms of etching and printing. Emphasis will be placed on the development of visual ideas and advanced etching techniques.

**ART 407 RELIEF PRINTMAKING I (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite: Art 402*

Students practice various forms of platemaking and printing in the relief process. Emphasis will be placed on the development of visual ideas and relief printing techniques.

**ART 501 BEGINNING TWO DIMENSIONAL DESIGN (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Art 501**Corequisite: Art 201*

Students explore concepts, applications, and historical references related to three dimensional design and spatial composition.

**ART 604 GRAPHIC DESIGN I (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Corequisite: Art 501**Prerequisite: Art 250*

Students learn the fundamentals of graphic design with an emphasis on typography: its legacy, its terminology, tools, and working methods. Emphasis is placed on computer layout skill building in Adobe Photoshop, Illustrator and InDesign to creative effective visual communication.

**ART 605 GRAPHIC DESIGN II (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Corequisite: Art 639**Prerequisite: Art 604*

Students continue their study of graphic communication with projects that introduce the interaction between designer, client and audience. Continued emphasis on the computer as a tool with focus on integration of In Design, Illustrator and Photoshop.

**ART 606 GRAPHIC DESIGN III (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Art 605, Art 639*

Students apply more advanced graphic design principles using computer graphics. Emphasis is placed on the creation of a graphic design branding campaign. Students will create

and refine industry standard branding elements and use them throughout the semester in various formats intended for print and social media.

**ART 620 ILLUSTRATION I (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Corequisite: Art 501**Prerequisite: Art 201*

Drawing, rendering and composition skills are extended to problems in commercial illustration, pictorial art for publications and advertising. Variety of techniques and media.

**ART 621 ILLUSTRATION II (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Art 620*

Illustration II is a continuing study of contemporary illustration through a series of projects with a focus on non traditional media. Additional emphasis is placed upon the individual needs and skills of each student. Preparing studies for client meetings is covered at the conclusion of the class.

**ART 634 COMPUTER GRAPHICS I: 3D COMPUTER GRAPHICS (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Art 501**Prerequisite: Art 250*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Art 250*

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. Topics include: design principles such as the grid, color, navigation, composition, and typography; user experience principles such as accessibility, audience analysis, sitemaps, responsive design; technical aspects such as hosting, file management, FTP, HTML, CSS.

**ART 648 ANIMATION DIGITAL IMAGING (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Art 250, Photo 046*

This is an intermediate level course dealing with motion graphics for animation using digital imaging and animation software, with an emphasis on programs such as Photoshop and After Effects, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

**ART 649 STORYBOARDS (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Art 250 or Photo 046 and Art 201 and Art 209*

This course focuses on applying industry standard storyboard-ing 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 as an Animatic

**ART 700 INTRODUCTION TO SCULPTURE (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Advisory: Art 201**Prerequisite: Art 501, Art 502*

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 (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite: Art 700*

Students practice various forms of sculpture including the armature. Emphasis will be placed on the development of visual ideas and sculptural techniques.

**ART 702 SCULPTURE II (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite: Art 701*

Students will be challenged with advanced problems in sculpture. Students will be encouraged to explore individual creativity, materials and processes.

**ART 708 INTRODUCTION TO CERAMICS (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

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 (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Advisory: Art 502**Prerequisite: Art 501, Art 708*

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 (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

*Prerequisite: Art 709*

Students master technical and design skills through hand building, clay decoration, glazing and the potter's wheel, making ceramic molds, and slip casting.

---

**ART HISTORY (ARTHIST)****ARTHIST 103 ART APPRECIATION I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

This introductory and integrative course in the arts offers a thematic approach to art appreciation through art examples from

Western and non Western cultures. The student learns about art forms and media in traditional and contemporary styles, including terminology and problems of definition, meaning, and evaluation in the visual arts.

**ARTHIST 110 SURVEY OF WESTERN ART HISTORY I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

The student explores the development of art and architecture from prehistory through the medieval period, emphasizing the cultural context of the West, and its major points of contact with the non European world.

**ARTHIST 120 SURVEY OF WESTERN ART HISTORY II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

Students learn about the development of Art from the time of the Renaissance to Contemporary Art. Emphasis is placed on the cultural context of the West while major points of artistic contact with the Non European world is considered. This course provides an overview of art and architecture from the Renaissance to the Contemporary.

**ARTHIST 130 SURVEY OF ASIAN ART HISTORY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

The student learns about the development of Asian art from prehistoric times through the 20th Century including the artistic traditions and histories of China, India, Japan, Korea, and Southeast Asia. The student considers how cultural, political, and religious forces influenced the arts and explore how the various regions of Asia formed and influenced one another.

**ARTHIST 139 INTRODUCTION TO ISLAMIC ART (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

The student examines the global historical development of Islamic visual art (including painting, sculpture, architecture, and other forms) and its historical and cultural context.

**ARTHIST 140 SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

Students learn about the visual culture within select regions in Africa, Oceania and indigenous North America.

**ARTHIST 151 INTRODUCTION TO LATIN AMERICAN ART (UC/CSU)**

3 Units (Lec 3 Hrs)

*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.

### **ARTHIST 171 INTRODUCTION TO GLOBAL CONTEMPORARY ART (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

*Prerequisite: Art History 120, Art History 103*

Students learn about thematic and historical developments of Contemporary visual art (including painting, sculpture, architecture, new media, and other forms), produced by the global community.

## **ASTRONOMY (ASTRON)**

### **ASTRON 001 ELEMENTARY ASTRONOMY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

A fascinating look into the general principles and the fundamental facts of astronomy. This introductory course is designed for the non technical student. Topics covered include the history and science of astronomy, the solar system, our sun, stars, galaxies and cosmology. No college math preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Astronomy 5.

### **ASTRON 005 FUNDAMENTALS OF ASTRONOMY LABORATORY (UC/CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Astronomy 001, Astronomy 010, Astronomy 011*

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 either 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.

### **ASTRON 011 STARS, GALAXIES, AND THE UNIVERSE (UC/CSU)**

3 Units (Lec 3 Hrs)

This conceptual course surveys the universe beyond the solar system. Students learn about stars, stellar evolution, black holes, galaxies, the big bang, cosmology and the possibility of extraterrestrial life.

## **BIOLOGY (BIOLOGY)**

### **BIOLOGY 003 INTRODUCTION TO BIOLOGY (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Advisory: English 021*

In this survey course for nonmajors, students learn general biological principles, activities, and the relationships of living organisms to each other and the world they live in with emphasis on their correlations to the human organism. The course includes a study of the nutritional, medical, and genetic aspects of the modern world.

### **BIOLOGY 006 GENERAL BIOLOGY I (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Advisory: English 021*

*Prerequisite: Chemistry 060, Math 125*

In this class designed for general biology majors and pre professional students, students examine and learn the principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals.

### **BIOLOGY 007 GENERAL BIOLOGY II (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Advisory: English 021*

*Prerequisite: Chemistry 060, Biology 006*

In this class designed for general biology majors and pre professional students, students examine and learn the diversity, structure, and the life processes of plants and animals as well as the principles of organization at the organ and organ system levels, embryology, ecology and behavior.

### **BIOLOGY 025 HUMAN BIOLOGY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 021*

In this survey course for the nonscience major, students explain the principle human organ systems according to structure and function and examine the problems of pollution, population control and preservation of the natural environment.

### **BIOLOGY 046 GENETIC ANALYSIS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Biology 006*

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)**

### **BUS 001 INTRODUCTION TO BUSINESS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

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.

**BUS 015 BUSINESS STATISTICS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Mathematics 125*

The student learns measures of Central Tendency, Measures of Dispersion, Normal Distribution, Hypothesis Testing, Correlation and Analysis of Variance.

**BUS 017 COMPUTER GRAPHICS FOR BUSINESS**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

A comprehensive course in business graphics covering types of business graphics, their uses and techniques for generating graphics emphasizing computer usage, computer techniques and current computer graphics software. The student learns types of Excel and PowerPoint programs and how these applications are used in business.

**BUS 038 BUSINESS COMPUTATIONS (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students learn basic mathematics, beginning with whole numbers and solving word problems, fractions, decimals, checking accounts, basic algebra, percents and their applications. The course covers business applications of mathematics, including trade and cash discounts, markups and markdowns, payroll, simple interest and promissory notes and compound interest.

**BUS 911 COOPERATIVE EDUCATION BUSINESS (CSU)**

1 Units (Lec 1 Hrs)

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 75 hours paid or 60 hours non paid.

**BUS 921 COOPERATIVE EDUCATION BUSINESS (CSU)**

2 Units (Lec 2 Hrs)

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 75 hours paid or 60 hours non paid.

**BUS 931 COOPERATIVE EDUCATION BUSINESS (CSU)**

3 Units (Lec 3 Hrs)

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 225 paid hours or 180 volunteer hours during the semester.

**BUS 941 COOPERATIVE EDUCATION BUSINESS (CSU)**

4 Units (Lec 4 Hrs)

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 300 paid hours or 240 volunteer hours during the semester.

**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES (CAOT)**

**CAOT 001 COMPUTER KEYBOARDING AND**

**DOCUMENT APPLICATIONS I (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

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 002 COMPUTER KEYBOARDING AND**

**DOCUMENT APPLICATIONS II (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: CAOT 001*

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 003 COMPUTER KEYBOARDING III (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: CAOT 002, CAOT 084*

Student develops production skills in using advanced features of Microsoft Word to create properly formatted business documents. Includes composition at keyboard, decision making, and timed production of letters, tables, and reports. Develops minimum speed at end of course of 50 wpm. Keyboarding I, II, and III are sequential courses and should be completed in that order.

**CAOT 014 MICROCOMPUTER OFFICE APPLICATIONS:**

**POWERPOINT (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: CAOT 082*

Develops proficiency in the operation of Microsoft PowerPoint. Provides an overview of presentation design principles. Develops the skill to create, modify, and retrieve various presentations, the skill to integrate PowerPoint with other programs, the skill to use PowerPoint templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics. Prepares students for certification exam.

**CAOT 031 BUSINESS ENGLISH (CSU)**

3 Units (Lec 3 Hrs)

Students develop the basic language skills needed to communicate effectively in today's workplace. Students will learn fundamental English grammar and punctuation rules as they relate to written and oral communication in business. After successful completion of this course, students will be prepared for CAOT 32, Business Communications.

**CAOT 032 BUSINESS COMMUNICATIONS (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: CAOT 001**Prerequisite: English 101, CAOT 031*

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 033 RECORDS MANAGEMENT AND ELECTRONIC FILING**

3 Units (Lec 1 Hrs / Lab 2 Hrs)

Students learn creation, storage, disposition and preservation of all types of documents using alphabetic, geographic, numeric, and subject methods. Includes introduction to database records management on a microcomputer.

**CAOT 039C WORD PROCESSING: KEYBOARDING AND OPERATIONS C**

1 Units (RPT 2) (Lab 2 Hrs)

Description not available.

**CAOT 043 OFFICE PROCEDURES**

3 Units (Lec 3 Hrs)

*Prerequisite: CAOT 031, CAOT 001*

Students develop knowledge of automated office skills and develop attitudes for success on the job.

**CAOT 047 APPLIED OFFICE PRACTICE**

2 Units (Lab 5 Hrs)

*Advisory: Second Semester Standing**Prerequisite: CAOT 001*

The student will learn practical experience in working in an office on campus and lectures relating to office behavior, productivity, motivation, and interpersonal skills.

**CAOT 048 CUSTOMER SERVICE (CSU)**

3 Units (Lec 3 Hrs)

This course is designed to raise awareness, prompt thinking, give step by step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

**CAOT 064 COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES LABORATORY (CSU)**

1 Units (Lab 2 Hrs)

*Corequisite: CAOT 001*

Students in Computer Applications and Office Technologies classes receive additional time on computers to work with all the software that is offered in the Department. Students must complete a minimum of 32 hours per semester.

**CAOT 079 WORD PROCESSING APPLICATIONS (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: CAOT 084, CAOT 031, CAOT 082, CAOT 084*

Students develop further skill in preparing a variety of business documents on a personal computer. Includes advanced techniques using Microsoft Word. Covers formats for letters, memos, reports, tables, outlines, form documents, graphics, desktop publishing, and merged documents. Prepares students for certification exam.

**CAOT 082 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: CAOT 001, CAOT 098*

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 084 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Advisory: ESL 005A, CAOT 001*

Students use basic and advanced commands in Microsoft Word or other word processing software to create, format, edit, save, and print documents including letters, tables, reports, charts and merge documents and use document collaboration and integration tools. Use desktop publishing features to create newsletters, brochures, fliers, resumes, and online forms.

**CAOT 085 MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Students learn office spreadsheet applications using a PC and spreadsheet application software, such as Excel. Students are taught to create, edit, format, and print worksheets, construct graphs, and build databases that utilize the data table function.

**CAOT 086 MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (CSU)**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

*Advisory: CAOT 001*

The students learn office database applications using a relational database program, such as MS Access. Records design, file creation and maintenance, data manipulation, report formats, and printing are covered. Office applications, such as records for personnel, inventory, and sales, are emphasized. Graphing and integration with a word processing program to produce automated mailings are included.

**CAOT 088 MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

The student gains knowledge and skills necessary to use personal computers, printers and various desktop publishing software and produces camera ready, near typeset quality reports, newsletters, brochures, flyers, business forms, and presentations.

**CAOT 098 MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

Students prepare to work in the Windows environment. Emphasizes the features of Windows, including changing and creating icons, opening and closing windows and other applications, responding to dialog boxes, and working with directories.

**CAOT 112 MICROCOMPUTER OFFICE APPLICATIONS: WEB PAGE DESIGN (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

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.

**CHILD DEVELOPMENT (CH DEV)****CH DEV 001 CHILD GROWTH AND DEVELOPMENT (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 067, English 028*

Students examine the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

**CH DEV 002 EARLY CHILDHOOD: PRINCIPLES AND PRACTICES (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 067, English 028**Corequisite: Child Development 1*

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

**CH DEV 003 CREATIVE EXPERIENCES FOR CHILDREN I (CSU)**

3 Units (Lec 3 Hrs)

DESCRIPTION: 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.

**CH DEV 007 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101**Prerequisite: Ch Dev 2, and Ch Dev 1*

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.

**CH DEV 010 HEALTH, SAFETY AND NUTRITION (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students learn about the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health, and safety for children and staff are identified along with importance of collaboration with families and health professional. The interrelationship of health, safety and nutrition and the impact on children's growth and development are key focuses.

**CH DEV 011 CHILD, FAMILY AND COMMUNITY (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students examine the developing child in a societal context focusing on the interrelationship of the family, school and community and emphasizes historical and socio cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Some topics covered are: social influences on parenting styles, communication, child rearing and the relationships between the child, family and the school is studied.

**CH DEV 022 PRACTICUM IN CHILD DEVELOPMENT I (CSU)**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

*Prerequisite: Ch Dev 001 and Ch Dev 011 and English 101 and Ch Dev 007*

Students are assigned to an approved Early Care and Education program to practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of an ECD/CD faculty and other qualified early education professionals. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and

families. Child centered, play oriented approaches to teaching, learning, assessment, and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning.

**CH DEV 023 PRACTICUM IN CHILD DEVELOPMENT II (CSU)**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

*Prerequisite: Child Development 022*

This course provides an advanced practicum experience. Students apply assessment strategies to plan, implement, and evaluate developmentally appropriate activities. Techniques that promote partnerships between teachers and families are developed. An educational philosophy statement, a resume and a professional portfolio are created. Students assigned to directed practicum teaching in a child development center demonstrate professional and ethical behaviors.

**CH DEV 030 INFANT/TODDLER DEVELOPMENT (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

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.

**CH DEV 031 INFANT/TODDLER CARE AND EDUCATION (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students learn the principles of inclusive, respectful, caregiving for infants and toddlers. Topics include: typical and atypical development, principles of early intervention, appropriate environments, curriculum, and infant care licensing; observation, assessment and intervention plans; and tools for family communications and home visits within the context of home language, culture and traditions. Verification of Mantoux test (TB test) or chest x ray is required.

**CH DEV 034 OBSERVING AND RECORDING CHILDREN'S BEHAVIOR (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Ch Dev 001, English 101*

*Prerequisite: Child Development 1 or equivalent and English 28.* Verification of annual Mantoux test or chest x ray is required. Students learn the appropriate use of assessment and observation strategies to document development and behavior. Child observations are conducted and analyzed. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

**CH DEV 038 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Ch Dev 4, or Ch Dev 3, or Ch Dev 7, and Ch Dev 11*

Students are prepared to establish and administer an early childhood program. Financial aspects of administration and legal rules and regulations pertaining to establishing a center are emphasized. Students apply licensing information and knowledge of regulations to design an appropriate environment, create a fiscal plan, marketing strategy and develop an enrollment and hiring process. This course partially fulfills the licensing requirements for the director.

**CH DEV 039 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Ch Dev 4, or Ch Dev 3, or Ch Dev 7, and Ch Dev 11*

Students learn and apply effective strategies for personnel management and leadership in early care and education settings. Students analyze state and federal regulations, ethical responsibilities and learn how to apply the information to develop and supervise a comprehensive, culturally sensitive, diverse and inclusive program. Students learn supervision techniques, professional development, and reflective practices designed for program improvement. This course partially fulfills the licensing requirement for a director.

**CH DEV 042 TEACHING IN A DIVERSE SOCIETY (CSU)**

3 Units (Lec 3 Hrs)

Students examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti bias approaches supporting all children in becoming competent members of a diverse society. The course involves self reflection of one's own understanding of educational principles in integrating anti bias goals in order to better inform teaching practices and/or program development.

**CH DEV 044 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS (CSU)**

3 Units (Lec 3 Hrs)

This course is designed for students intending to work with children with special needs. Students examine components of a comprehensive service delivery system that is based on legal mandates and an understanding of typical and atypical development across all domains. Also discussed is the role of observation and documentation in adapting the environment, creating instructional strategies for including children with special needs in early childhood programs.

**CH DEV 045 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

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.

**CH DEV 048 POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS (CSU)**

3 Units (Lec 3 Hrs)

Students explore developmentally appropriate management techniques for children in early childhood settings. Emphasis is on developing culturally sensitive individualized plans for behavior management of traditional and special needs children.

**CH DEV 065 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING (CSU)**

2 Units (Lec 2 Hrs)

*Prerequisite:* Child Development 022, Child Development 038, Child Development 039

The class focuses on the principles and practices of supervision and evaluation of staff in Early Childhood Programs. Emphasis is placed on the role of experienced teachers who mentor or supervise new teachers and student teachers. This meets supervision requirement for the Child Development Permit.

**CH DEV 084-1 CHILD DEVELOPMENT LAB I: CURRICULUM DEVELOPMENT (CSU)**

0.5 Units (Lab 1 Hrs)

*Corequisite:* Child Development 2, Child Development 10, Child Development 3, Child Development 7, Child Development 22, Child Development 42, Child Development 44

This course allows students interested in working in the field of Child Development, or taking Child Development classes, to use lab materials, curriculum resource books, to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

**CH DEV 084-2 CHILD DEVELOPMENT LAB I: TECHNOLOGY FOR THE EARLY CHILDHOOD EDUCATOR (CSU)**

0.5 Units (Lab 1 Hrs)

*Prerequisite:* Child Development 84 1

Students learn to use lab materials, and technology and equipment to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

**CH DEV 085 CHILD DEVELOPMENT LAB II**

0.5 Units (Lab 1 Hrs)

Students learn about quality literacy experiences through exposure to age appropriate literacy materials and (modeling or practicing) library habits under the supervision of a literacy expert. Students evaluate and analyze literacy materials, write activity plans, and create instructional materials that support emerging literacy. A \$20 lab fee is required.

**CH DEV 085-1 CHILD DEVELOPMENT LITERACY LAB I (CSU)**

0.5 Units (Lab 1 Hrs)

Students enrolled in Child Development classes who are interested in an Early Literacy Lab experience focus on quality literacy experiences such as exposure to age appropriate literacy materials and modeling library habits under the supervision

of a literacy expert. Students design curricular activities and select quality literature that foster children's language and literacy development.

**CH DEV 285 DIRECTED STUDY CHILD DEVELOPMENT (CSU)**

2 Units (Lec 2 Hrs)

Child Development students pursue Directed Study on a contract basis under the direction of a supervising instructor. Scheduled consultations with the instructor are required.

## CHEMISTRY (CHEM)

**CHEM 060 INTRODUCTION TO GENERAL CHEMISTRY (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 4 Hrs)

*Advisory:* English 28, English 67, Mathematics 125

*Prerequisite:* Math 115

A student learns 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. This course is a survey of basic chemistry topics with laboratory, emphasizing fundamental principles of inorganic and physical chemistry. Laboratory exercises are quantitative in nature and are related to the lecture topics. This course serves as preparation for major's chemistry, allied health, and general education, and meets the IGETC and CSU general education requirements for physical science with laboratory.

**CHEM 065 INTRODUCTORY GENERAL CHEMISTRY (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Advisory:* English 28, English 67, Mathematics 125

*Prerequisite:* Math 115

This course is a survey of basic chemistry topics with laboratory, emphasizing fundamental principles of inorganic and physical chemistry. This course meets the IGETC and CSU general education requirements for physical science with laboratory. Introductory chemistry topics include nomenclature of elements and inorganic compounds, ionic and covalent bonding, atomic structure, molecular geometry, chemical reactions, problem solving, measurements, stoichiometry, states of matter and related energy concepts, gas laws, aqueous and solution chemistry, quantum theory, periodic properties, colligative properties, and acid base concepts. Laboratory exercises are quantitative in nature and are related to the lecture topics.

**CHEM 101 GENERAL CHEMISTRY I (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Advisory:* English 028, English 067

*Prerequisite:* Chemistry 060, Chemistry 065, Chemistry 068, Math 125

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.

### **CHEM 102 GENERAL CHEMISTRY II (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Advisory: English 028, English 067, English 031*

*Prerequisite: Chemistry 101*

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.

### **CHEM 185 DIRECTED STUDY CHEMISTRY (CSU)**

1 Units (RPT 2) (Lec 1 Hrs)

*Advisory: English 028*

*Prerequisite: Chemistry 102*

*Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.*

### **CHEM 211 ORGANIC CHEMISTRY FOR SCIENCE MAJORS I (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Prerequisite: Chemistry 102*

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.

### **CHEM 212 ORGANIC CHEMISTRY FOR SCIENCE MAJORS II (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Prerequisite: Chemistry 211*

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.

### **CHEM 221 BIOCHEMISTRY FOR SCIENCE MAJORS (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Advisory: English 028, English 067, English 031*

*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.

### **CHEM 285 DIRECTED STUDY CHEMISTRY (CSU)**

2 Units (Lec 2 Hrs)

*Advisory: English 028*

*Prerequisite: Chemistry 102*

*Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.*

### **CHEM 385 DIRECTED STUDY CHEMISTRY (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028*

*Prerequisite: Chemistry 102*

*Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.*

## **CHICANO STUDIES (CHICANO)**

### **CHICANO 007 THE MEXICAN AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC/CSU)**

3 Units (Lec 3 Hrs)

Students survey United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican Americans. This course provides a background in the political and social development of both the United States and Mexico, and, in addition, is for those who wish to gain a better understanding of Mexican culture in the Southwestern United States. Included is a survey of the U.S. Constitution.

### **CHICANO 008 THE MEXICAN AMERICAN IN THE HISTORY OF THE UNITED STATES II (UC/CSU)**

3 Units (Lec 3 Hrs)

Students survey the history of the Mexican people in the United States from 1848 to the present time. The content includes a discussion of the United States War with Mexico, the Treaty of Guadalupe Hidalgo and the subsequent incorporation of



Mexicans into the United States. Emphasis is placed on the politics of race, its origin in the colonial process and its impact on the historical development of a Mexican American ethnic identity in the United States.

#### **CHICANO 044 MEXICAN CIVILIZATION (UC/CSU)**

3 Units (Lec 3 Hrs)

Students engage in a broad survey of Mexican civilization and culture. The course covers the periods of pre historic expansion of Mesoamerica, Pre Columbian Mexican civilization, the Spanish conquest, the colonial period, and Mexico in the 19th and 20th century.

## **CHINESE (CHINESE)**

#### **CHINESE 001 ELEMENTARY CHINESE I (UC/CSU)**

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to Chinese. Develops speaking, writing, listening, and reading skills in Chinese at the ACTFL Proficiency Novice Mid Level, and introduces Chinese culture. Satisfies Humanities requirement for graduation.

#### **CHINESE 002 ELEMENTARY CHINESE II (UC/CSU)**

5 Units (Lec 5 Hrs)

Prerequisite: Chinese 001

Lecture 5 hours Prerequisite: Chinese 1 or Chinese 22 with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in Chinese at the ACTFL Proficiency Novice High Level, and furthers understanding of Chinese culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

#### **CHINESE 003 INTERMEDIATE CHINESE I (UC/CSU)**

5 Units (Lec 5 Hrs)

Prerequisite: Chinese 002

Lecture 5 hours Prerequisite: Chinese 2 with a satisfactory grade or equivalent Development of intermediate Chinese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate Mid Level, and practices interpreting Chinese culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

#### **CHINESE 004 INTERMEDIATE CHINESE II (UC/CSU)**

5 Units (Lec 5 Hrs)

Prerequisite: Chinese 003

Lecture 5 hours Prerequisite: Chinese 3 with a satisfactory grade or equivalent Continues the development of intermediate Chinese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate High Level and utilize knowledge of Chinese culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

#### **CHINESE 010 CHINESE CIVILIZATION (UC/CSU)**

3 Units (Lec 3 Hrs)

Lecture 3 hours Open to all students. Course taught in English. Focuses on the history, culture, traditions and arts of China and its people. The contribution of China to world civilization is examined. Satisfies Humanities requirement for graduation.

#### **CHINESE 021 FUNDAMENTALS OF CHINESE I (UC/CSU)**

3 Units (Lec 3 Hrs)

Advisory: English 28, English 67

Lecture 3 hours Fundamental course for students without prior exposure to Chinese. Develops speaking, writing, listening, and reading skills in Chinese at the ACTFL Proficiency Novice Low Level, and raises awareness about Chinese culture. Chinese 21 and Chinese 22 together are equivalent to Chinese 1. Both Chinese 21 and Chinese 22 must be taken for UC:CSU credit.

#### **CHINESE 022 FUNDAMENTALS OF CHINESE II (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: Chinese 021

Lecture 3 hours Prerequisite: Chinese 21 with a satisfactory grade or equivalent Continues the development of fundamental speaking, writing, listening, and reading skills in Chinese at the ACTFL Proficiency Novice Mid Level, and introduces Chinese culture. Chinese 21 and Chinese 22 together are equivalent to Chinese 1. Both Chinese 21 and Chinese 22 must be taken for UC:CSU credit.

## **CINEMA (CINEMA)**

#### **CINEMA 001 INTRODUCTION TO MOTION PICTURE PRODUCTION (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 002 BEGINNING MOTION PICTURE WORKSHOP (UC/CSU)**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

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, and directing for location single camera production as well as post production and exhibition.

**CINEMA 003 HISTORY OF MOTION PICTURES (UC/CSU)**  
3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students study the history of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film

**CINEMA 004 HISTORY OF THE DOCUMENTARY FILM (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students examine the development of films dealing with the truth. Nonfiction films seen and discussed include: historical, animated, propaganda, educational, commercial, personal and participatory, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

**CINEMA 005 INTRODUCTION TO SCREENWRITING (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Cinema 1, Cinema 2, Cinema 3, Cinema 4*

Students will write two screenplays. Cinema majors will write the scripts for films they will make in Cinema 33.

**CINEMA 006 INTRODUCTION TO CINEMATOGRAPHY (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Photography 007*

*Prerequisite: Cinema 1, Cinema 2, Cinema 3, Cinema 4*

An introduction to current fundamentals and tools of cinematography. Involving lecture, studio demonstrations and hands on training. Foundational skills covered during the course include DSLR, professional digital cinema cameras, lenses and optics, composition, controlling focus, assistant camera training, camera movement, camera operating, exposure tools, filtration, cinematography post production and lighting. Access to a digital still camera is necessary for assignments.

**CINEMA 007 ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Cinema 006*

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 009 MOTION PICTURE SOUND (CSU)**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

*Prerequisite: Cinema 1, Cinema 2, Cinema 3, Cinema 4*

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 009-1 BEGINNING MOTION PICTURE SOUND PRODUCTION (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students learn the basics of motion picture production and post production sound. Hands on work includes the use of digital audio recorders, microphones, fishpoles and booms, and audio editing software.

**CINEMA 009-2 INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Cinema 009, Cinema 009 1*

Intermediate television and cinema students are introduced to audio production, post production software and other elements of sound design to create final soundtracks for media productions. This course explores in depth aesthetic concepts and real world audio craftsmanship.

**CINEMA 010 INTRODUCTION TO FILM DIRECTING (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Cinema 1, Cinema 2, Cinema 3, Cinema 4*

Students are introduced to the crafts of acting and directing for the film medium. Students will produce and direct a scene in class using competent, well rehearsed actors cast and rehearsed by the student director for their roles. Students will be able to choose a script, cast it, rehearse the actors and present a scene in class, along with a production package, including script notes, scene goals, character analysis, storyboard and shot list.

**CINEMA 018 INTRODUCTION TO FILM GENRES (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students explore the main film genres along with the specific contributions of the major filmmakers in each genre, and the style and practices of studio production, marketing, and distribution. Each class includes the screening of a significant feature length film that typifies or exemplifies that genre.

**CINEMA 020 BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Cinema 1, Cinema 2, Cinema 3, Cinema 4*

Students survey business practices of the motion picture industry including the development, financing, production and distribution of media content. Through individual and group collaboration in a workshop setting, students create a pre production business package including a treatment, screenplay, business letter, bio, AD breakdown, production strip board, schedule, budget, storyboards, location sketches, and movie poster. Students work in groups to create and deliver a verbal pitch and presentation for a short film to an industry panel.

**CINEMA 025 PRODUCING MOTION PICTURE FEATURES**

3 Units (Lec 3 Hrs)

Students research and prepare independent motion picture projects. Activities include: developing screenplays, researching state of the art media and business issues, analyzing professional production solutions and creating business plans. Students will learn professional standards for intellectual property, privacy and publicity rights as well as financing, contracts, production issues, capture, distribution formats/outlets and marketing. Students do case studies of contemporary independent film projects, including micro budget films as well as low budget films.

**CINEMA 032-1 EDITING FUNDAMENTALS I (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Cinema 1, Cinema 2, Cinema 3, Cinema 4, Cinema 18*

In this introduction to the art and craft of editing, students gain storytelling and digital editing skills using the latest nonlinear editing software. Students receive hands on experience editing various projects and exercises with footage provided to them in class, and apply techniques to learn matching action, screen direction, timing, shot connotation, character, emotion, pacing and rhythm. Students will also edit their own footage and learn how to practically apply various theoretical concepts of editing to create a compelling story. Projects will be reviewed and analyzed in class and students will gain an understanding and appreciation of editing aesthetics and history.

**CINEMA 032-2 EDITING FUNDAMENTALS II (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Cinema 032, Cinema 32 1*

Students develop advanced editing techniques and gains practical skills in visual effects, motion graphics, compositing, sound design, color correction, and finishing. The student gains workflow knowledge and explores the entire postproduction process through footage provided in class as well as their own footage. Student learns the differences between editing for documentary, dramatic narrative, and genre, as well as the role of the assistant editor. Work will be screened and analyzed in class, and advanced techniques demonstrated and applied.

**CINEMA 033-1 DIGITAL VIDEO PRODUCTION WORKSHOP I (CSU)**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

*Prerequisite: Cinema 1, Cinema 2, Cinema 3, Cinema 4*

Intermediate film and television students produce short video projects using digital video cameras and editing systems.

**CINEMA 033-2 DIGITAL VIDEO PRODUCTION WORKSHOP II (CSU)**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

*Prerequisite: Cinema 33 1*

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 pre production planning.

**CINEMA 038-1 MOTION PICTURE STAGE GRIP**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

This is an introductory hands on course to the fundamental skills and tools necessary to safely work on set as an entry level grip on location and in a studio environment. Lectures and demonstrations are followed by hands on studio exercises.

**CINEMA 038-2 MOTION PICTURE STAGE ELECTRIC**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

This is an introductory hands on course to the fundamental skills and tools necessary to safely work on set as an entry level electric on location and in a studio environment. Lectures and demonstrations are followed by hands on studio exercises.

**CINEMA 185 DIRECTED STUDY CINEMA (CSU)**

1 Units (Lec 1 Hrs)

*Prerequisite: Cinema 005, Cinema 033*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Photography 007*

The student learns the analysis of film and modern visual media, including 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. (Same as Photo 501).

**CINEMA 911 COOPERATIVE EDUCATION CINEMA (CSU)**

1 Units (Lec 1 Hrs)

*Advisory: Cinema 001*

Cooperative Education is a work experience course that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**CINEMA 921 COOPERATIVE EDUCATION CINEMA (CSU)**

2 Units (Lec 2 Hrs)

*Advisory: Cinema 001*

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**CINEMA 931 COOPERATIVE EDUCATION CINEMA (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Cinema 001*

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**CINEMA 941 COOPERATIVE EDUCATION CINEMA (CSU)**

4 Units (Lec 4 Hrs)

*Advisory: Cinema 001*

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

**COMPUTER INFORMATION SYSTEMS (CIS)****CIS 192 INTRODUCTION TO CLOUD COMPUTING (CSU)**

3 Units (Lec 5 Hrs)

*Prerequisite: CSIT 103*

An introduction to cloud computing, which shifts information systems to highly scalable Internet architectures. This course provides students with skills necessary to assess the technical benefits of cloud computing and cloud applications. The course also surveys cloud careers and discusses industry demand for cloud skills.

**CIS 193 DATABASE ESSENTIALS IN AMAZON WEB SERVICES (CSU)**

3 Units (Lec 5 Hrs)

*Prerequisite: CSIT 103*

This course explores cloud database management system, which supports several different approaches for storing, retrieving, and manipulating data. The course explains operating and scaling both SQL and noSQL data storage solutions. Students perform exercises by applying principles of Amazon Relational Database Service(RDS) and Microsoft SQL to create and fill out tables as well as retrieve and manipulate data. Object based Application Programming Interfaces(API's) are used to serialize objects to Amazon DynamoDB for noSQL solutions. Automated backups, transaction logs, restoration, and retention are discussed.

**CIS 194 COMPUTER ENGINES IN AMAZON WEB SERVICES (CSU)**

3 Units (Lec 4 Hrs)

*Prerequisite: CSIT 103*

In this course, students explore how cloud computing systems are built using a common set of core technologies, algorithms, and design principles centered around distributed systems. Students will use the Amazon Web Services (AWS) Management Console to provision, load balance and scale their applications using the Elastic Compute Cloud (EC2) and the AWS Elastic Beanstalk. The course discusses, from a developer perspective, the most important reasons for using AWS and examines the underlying design principles of scalable cloud applications.

**CIS 195 SECURITY IN THE CLOUD (CSU)**

3 Units (Lec 4 Hrs)

*Prerequisite: CSIT 103*

This course focuses on protecting the confidentiality, integrity and availability of computing systems and data. Students learn how Amazon Web Service (AWS) uses redundant and layered controls, continuous validation and testing, and a substantial amount of automation to ensure the underlying infrastructure is continuously monitored and protected. Students examine the AWS Shared Responsibility Model and access the AWS Management Console to learn more about security tools and features provided by the AWS platform.

**COMPUTER SCIENCE INFORMATION TECHNOLOGY (CO SCI)****CO SCI 101 INTRODUCTION TO COMPUTERS AND THEIR USES (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

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. Credit not allowed if student has credit for CO SC/103.

**CO SCI 103 INTRODUCTION TO COMPUTER SYSTEMS FOR MIS (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Co Sci 103*

The student develops mathematical reasoning and general problem solving skills using topics from Binary Arithmetic including Two's complement, Octal and Hexadecimal numbers. Boolean Logic, Venn Diagrams, Truth tables and set theory, relations and functions, Color sets.

**CO SCI 107 PROGRAMMING LOGIC (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Co Sci 103*

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Co Sci 101*

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 MICRO ASSEMBLY LANGUAGE (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Co Sci 139 or Co Sci 141*

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 (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Students will learn programming through the use of 'App Inventor' to develop mobile applications for the Android operating system.

**CO SCI 122 MOBILE APPLICATION DEVELOPMENT IOS (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 139*

Students will learn the art and practice of mobile application development for the Apple iOS operating system through the use of Xcode IDE and Swift.

**CO SCI 123 MOBILE APPLICATION DEVELOPMENT ANDROID (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 141*

Students learn the art and practice of mobile application development for the Android operating system using Software Development Kit (SDK).

**CO SCI 124 PYTHON PROGRAMMING (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 108, Co Sci 103*

Students will learn topics of the Python language such as data types, variables, control structures, Python Objects and Oriented Design, standard and advanced mathematical libraries, tool chain use and Python Frameworks, user defined classes and abstract collections, single and multidimensional arrays, Python lists, tuples, collections, and dictionaries.

**CO SCI 133 MICRO DATABASE PROGRAMMING (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

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 (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 101*

The student gains knowledge and skills necessary to install, plan and maintain a Windows, 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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 138, Co Sci 139, Co Sci 141*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 108, Co Sci 103*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 103*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 139*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 103*

Students learn the basics of procedural programming, plus the concepts of Object Oriented Programming.

**CO SCI 142 ADVANCED JAVA (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Co Sci 103, Co Sci 141*

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 (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Co Sci 101, Co Sci 103*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Co Sci 108*

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 SCI 152      ADOBE FLASH (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Co Sci 151*

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 158      HYPERTEXT MARKUP LANGUAGE (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Co Sci 101*

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.

**CO SCI 159      WEB PROJECTS (UC/CSU)**

3 Units (RPT 2) (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Co Sci 141, Co Sci 139**Prerequisite: Co Sci 158, Co Sci 161*

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.

**CO SCI 162      ADVANCED JAVASCRIPT PROGRAMMING (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Advisory: Co Sci 141, Co Sci 139**Prerequisite: Co Sci 158*

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Corequisite: Co Sci 141, Co Sci 139**Prerequisite: Math 125, Cosci 104*

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 COMPUTER SCIENCE INFORMATION TECHNOLOGY (CSU)**

1 Units (Lec 1 Hrs)

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 PL/SQL (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

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 PART 1A: ARCHITECTURE AND ADMINISTRATION (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Co Sci 186*

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 PART 1B: BACKUP AND RECOVERY (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Co Sci 187*

The student learns how to plan and implement database backup and recovery strategies. Backup and recovery techniques are examined. Various database backup, failure, restore and recovery scenarios studied. In hands on exercises, students examine backup methodologies based on mission critical requirements of business enterprises.

**CO SCI 198      PL/SQL PROGRAMMING FOR ORACLE (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Co Sci 186*

The student learns the Oracle PL/SQL language which provides for programming logic features not contained within SQL. Also, the grammar, syntax and benefits of using the PL/SQL 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 (CSU)**

2 Units (Lec 2 Hrs)

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)****CO TECH 001 INTRODUCTION TO COMPUTERS FOR TECHNICIANS (CSU)**

3 Units (Lec 3 Hrs / Lab 3 Hrs)

*Advisory: English 028, English 067*

In this first course in the computer technology major students learn the physical aspects of computer hardware and low level programming.

**CO TECH 002 INTRODUCTION TO ELECTRONICS (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students learn the basic concepts of electricity and applications of simple electronic components through introduction to the technological implications of electronics. The laboratory emphasizes skills in breadboarding and soldering and hands on exposure to basic electronic principles.

**CO TECH 004 INTRODUCTION TO COMPUTER NETWORKS (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

The students gain basic understanding of networking technologies, the OSI model, methods of signaling and encoding, interfaces, modems, and transmission media; and examine the most important protocols involved in moving data over a communication network.

**CO TECH 005 FUNDAMENTALS OF ELECTRONICS I (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Students learn the concepts of direct current circuits, including basics of electricity, series and parallel circuits, meters, batteries, resistors, and magnetism. The laboratory emphasizes skills in the analysis of circuits and the use of test equipment.

**CO TECH 006 FUNDAMENTALS OF ELECTRONICS II (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

The student receives a detailed study of alternating current theory and applications, including reactance, impedance, resonance, transformers, coupling, filters, band pass, and time constants. The laboratory emphasizes skills in the use of test equipment in AC circuits.

**CO TECH 007 ELECTRON DEVICES (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

The student learns the nature and operation of solid state devices including diodes, transistors, and field effect devices. Includes simple circuit applications.

**CO TECH 012 INTRODUCTION TO COMPUTER HARDWARE (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Students learn technology of computer hardware such as microprocessor, RAM, BIOS/CMOS, motherboard, power supply, HDD, FDD, CD, DVD, video, sound, and printer; how these form a working system; and simple troubleshooting of PC systems. This course is one of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam.

**CO TECH 014 A PLUS CERTIFICATION PREPARATION (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Students learn technology of Microsoft Windows operating systems, troubleshooting and maintenance of Windows, essentials of computer security, networking, Internet, and features of portable computers and mobile devices. This course is one of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam.

**CO TECH 015 NET PLUS CERTIFICATION PREPARATION (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Co Tech 04*

The students gain in depth understanding of networking technologies and learn skills necessary to install, configure, and operate local and wide area networks. They become prepared for the CompTIA Network+ certification exam.

**CO TECH 016 SECURITY + CERTIFICATION PREPARATION (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Prerequisite: Co Tech 04*

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 CompTIA Security+ certification exam.

**CO TECH 017 HEALTHCARE IT TECHNICIAN CERTIFICATION PREPARATION (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 018 LINUX+ CERTIFICATION PREPARATION (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

This course introduces the Linux Operating System for the standard PC as outlined by CompTIA in order to prepare students for Linux + Certification. Topics include installation and configuration of the Linux operating system, GNU and Unix commands, file systems, scripting, GUI's, system services, network fundamentals and essential troubleshooting techniques for operating systems and networks. Students will develop Linux

administrative skills by creating and editing user groups, auditing system files, determining port status on a system, developing password protocols, and determining limits on user logins, processes and memory usage.

**CO TECH 019 MOBILITY+ CERTIFICATION PREPARATION (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Students learn concepts of mobile device and Wi Fi technologies and gain skills necessary to apply knowledge of mobile, Wi Fi, Bring Your Own Device (BYOD), and Internet of Things (IoT) infrastructure and security concepts, to react to security incidents and guard against security risks. At the end of the course students are prepared for the CompTIA Mobility+ certification exam.

**CO TECH 020 COMPUTER LOGIC AND ARITHMETIC (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Prerequisite: Electronics 004, Electronics 010*

Students learn the essential number and logic theory upon which digital computers today are based, including principles and applications of logic devices used in digital systems, number systems, Boolean algebra, logic and truth tables, logic gates, and bistable devices.

**CO TECH 025 CLOUD+ CERTIFICATION PREPARATION (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Students learn concepts of IT cloud computing infrastructure and systems and gain skills necessary to apply knowledge to implement, deploy, and support; configuration, optimization, services and virtualization in the cloud environment. Students will learn concepts of cloud computing for both the enterprise and SoHo environments. At the end of the course, students are prepared to take the CompTIA Cloud+ certification exam.

**CO TECH 029 INTRODUCTION TO COMPUTER FORENSICS (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

This course introduces the concept of Computer Forensics and how forensic techniques are used in the investigative process. Topics covered in this course include the analytical and investigative techniques to identify, collect, examine and preserve evidence/information which is magnetically stored or encoded. Also covered is the recovery, analysis, and presentation of computer based information in a way that ensures the integrity and security of data so that it can be used as evidence in a court of law.

**CO TECH 030 INTRODUCTION TO MICROPROCESSORS (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Advisory: Electronics 008*

*Corequisite: Co Tech 36*

*Prerequisite: Co Tech 20*

Students receive a survey of various microprocessor devices with an in depth analysis of a selected microprocessor. Emphasis is placed on the architecture, instruction set, I/O interfacing, and typical applications of selected devices.

**CO TECH 031 INTRODUCTION TO ETHICAL HACKING (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

This course introduces the concept of ethical hacking and systems defense. Topics covered include security concepts, tools, and procedures in evaluating environments to identify, exploit, report and recommend corrective actions to be taken in respect to threats and vulnerabilities. This course is designed for students who wish to pursue certifications in the certified systems defense fields, including Certified Ethical Hacker (CEH).

**CO TECH 036 DIGITAL DEVICES AND CIRCUITS (CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Advisory: Electronics 008*

*Prerequisite: Co Tech 20*

Students learn about digital integrated circuit devices such as registers, counters, encoder/decoders, multiplexer/demultiplexers, memory devices, and programmable logic arrays. Laboratory emphasizes use of dual trace oscilloscope.

## COMMUNICATION STUDIES (COMM)

**COMM 060D LISTENING AND SPEAKING LABORATORY**

0.3 Units (Lab 0.75 Hrs)

*Advisory: ESL 06A, ESL 06B*

*Corequisite: Comm 076*

*Prerequisite: Comm 073, Comm 60C*

Students, enrolled in Communication Studies 60D, practice using English as a Second Language. They supplement usage of the most common words and idiomatic expressions in English. They develop skills applying concepts of intonation and stress while employing accurate pronunciation of blended vowels, consonants and word endings in a speech laboratory setting. This is a level seven laboratory course.

**COMM 076 ENGLISH SPEECH AS A SECOND LANGUAGE (CSU)**

3 Units (RPT 1) (Lec 3 Hrs)

*Advisory: ESL 06A, ESL 06B*

*Corequisite: Comm 60D*

*Prerequisite: Comm 073, Comm 60C*

Students accomplish speaking English as a second language fluently during in class discussions and presentations. They may have adequate reading, grammatical and writing skills but acquire more skills with specific areas of articulation, pronunciation, fluency and oral composition when presenting speeches and conversing in small groups. This is a level seven intensive speech course.

**COMM 091 SPEECH LABORATORY I**

1 Units (Lab 3 Hrs)

*Advisory: Comm 076, Comm 60D, Eng 028, Eng 067*

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.

**COMM 092 SPEECH LABORATORY II**

1 Units (Lab 3 Hrs)

*Prerequisite: Comm 091*

Students learn to differentiate their second set of speech functioning areas that require intervention based on what was accomplished in the prior level and results of an updated Level Two evaluation. A second level educational plan of speech communication exercises is developed. Students use computer aided speech exercises and acquire mastery of more complex speech patterns by recording and analyzing their speech production followed by re recording it. Students produce these newly acquired patterns within a speech rate range of 90 119 words per minute and 90% mastery of the assigned speech tasks.

**COMM 093 SPEECH LABORATORY III**

1 Units (Lab 3 Hrs)

*Prerequisite: Comm 092*

Students learn to assimilate the prior two levels in this third set of speech functioning areas that require intervention based on the results of a third evaluation. A third level educational plan of speech communication exercises is developed. Students use 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 provide feedback to each other. Students produce the integrated speech patterns with in a speech rate range of 120 149 words per minute and mastery on 90% of the assigned Level Three speech tasks.

**COMM 094 SPEECH LABORATORY IV**

1 Units (Lab 3 Hrs)

*Prerequisite: Comm 093*

Students learn to generalize and habituate the prior three levels of speech functioning areas that have required intervention based on the results of a fourth evaluation. The fourth educational plan of speech communication exercises is developed. Students utilize the prior learned technology and computer aided speech exercises and conversational practice dialogues/feedback strategies transfer these skills for presenting short researched topics while applying the complex integrated speech tasks. Students produce the integrated speech patterns within a presentation speech rate range of 150 185+ words per minute and mastery on 90% of the assigned speech tasks.

**COMM 100 INTRODUCTION TO COMMUNICATION STUDIES (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Eng 101*

Students will explore the basic concepts of human communication as an academic field of study including history, assumptions, principles, processes, variables, methods and specializations. Students will examine issues relevant to the systematic

inquiry and pursuit of knowledge about human communication. Students will analyze basic concepts of communication and the skills necessary to communicate in various contexts.

**COMM 101 PUBLIC SPEAKING (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Eng 101*

Students study the theory and techniques of public speaking in a democratic society. Students will apply rhetorical principles to topic selection and audience analysis, research and reasoning of information, speech composition and outlining, presentation aids and delivery, and listening and evaluation of public discourse. Students practice effective communicative strategies for various types of original speeches including informative and persuasive speeches. Focus will be on developing credibility as a speaker and demonstrating confidence before an audience. This course meets AA degree and transfer requirements in oral communication.

**COMM 104 ARGUMENTATION AND DEBATE (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Eng 101*

Students explore methods of critical inquiry, advocacy and argumentation. Students will analyze, present and evaluate oral and written arguments, understand inductive and deductive reasoning, identify Formal and Informal fallacies in reasoning and language, test evidence and evidence sources, advance a reasoned position, and defend and refute arguments orally and in writing. This course meets AA degree and transfer requirements.

**COMM 105 CRITICAL THINKING (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Eng 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.

**COMM 106 FORENSICS (CSU)**

2 Units (RPT 3) (Lab 7 Hrs)

*Advisory: Comm 101, or Comm 130, or Comm 104*

Students participate in competitive speaking in public address, interpretation and/or debate as part of the LACC Forensics Team. Students develop the skills to research and prepare for intercollegiate forensics tournaments outside of regularly scheduled class hours. Students practice effective verbal and nonverbal communicative techniques, develop speaker credibility, and demonstrate confidence before an audience. This course is repeatable up to three times and meets AA degree requirements.

**COMM 111 VOICE AND ARTICULATION (CSU)**

3 Units (Lec 3 Hrs)

Students study methods of voice development and demonstrate improved speech production. Focus will be on the respiration process, phonation, resonance, and articulation and their coordination in pronunciation and effective vocal expression. Students practice accuracy of sound production for

Standard American English through use of the International Phonetic Alphabet. This course is suited for any major or career where speaking clearly is a requirement.

**COMM 121 INTERPERSONAL COMMUNICATION (UC/CSU)**

3 Units (Lec 3 Hrs)

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.

**COMM 122 INTERCULTURAL COMMUNICATION (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Comm 121, English 101*

Students analyze dynamics of culture within a variety of communication contexts. Students will explore cultural worldviews and values, verbal and nonverbal communication styles, and barriers to intercultural communication. Focus will be on recognizing and appreciating cultural differences and improving intercultural communication competence for more effective interactions with others in a diverse society. This course meets AA degree and transfer requirements.

**COMM 130 INTRODUCTION TO ORAL INTERPRETATION OF LITERATURE (UC/CSU)**

3 Units (Lec 3 Hrs)

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.

**COMM 151 SMALL GROUP COMMUNICATION (UC/CSU)**

3 Units (Lec 3 Hrs)

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.

**COMM 185 DIRECTED STUDY COMMUNICATION STUDIES (CSU)**

1 Units (RPT 2) (Lec 1 Hrs)

*Prerequisite: Comm 101, Comm 102, Comm 104, Comm 121*

Students independently pursue research of specific topics in Communication Studies as a directed study on a contract basis under the direction of a supervising instructor.

**COMM 285 DIRECTED STUDY COMMUNICATION STUDIES (CSU)**

2 Units (Lec 2 Hrs)

*Prerequisite: Comm 101, Comm 102, Comm 104, Comm 121*

Students independently pursue research of specific topics in Communication Studies as a directed study on a contract basis under the direction of a supervising instructor.

**COMM 385 DIRECTED STUDY COMMUNICATION STUDIES (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Comm 101, Comm 102, Comm 104*

Students independently pursue research of specific topics in Communication Studies as a directed study on a contract basis under the direction of a supervising instructor.

**COOPERATIVE EDUCATION (COOP ED)**

**COOP ED 195 WORK EXPERIENCE GENERAL I (CSU)**

1 Units (Lec 1 Hrs)

Students receive college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on the job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 75 paid hours or 60 volunteer hours during the semester.

**COOP ED 196 WORK EXPERIENCE GENERAL II**

1 Units (Lec 1 Hrs)

Students receive credit for an approved internship with an employer in a field that is not their college major

**COOP ED 295 WORK EXPERIENCE GENERAL I (CSU)**

2 Units (Lec 2 Hrs)

Students receive supervised employment intended to assist them in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on the job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 150 paid hours or 120 volunteer hours during the semester.

**COOP ED 296 WORK EXPERIENCE GENERAL II**

2 Units (Lec 2 Hrs)

Students receive credit for an approved internship with an employer in a field that is not their college major

**COOP ED 395 WORK EXPERIENCE GENERAL I (CSU)**

3 Units (Lec 3 Hrs)

This course grants college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on the job relations with other employees, supervisors, and the general public. The

work experience need not be related to the student's educational goals. Students must work 225 paid hours or 180 volunteer hours during the semester.

**COOP ED 396 WORK EXPERIENCE GENERAL II**

3 Units (Lec 3 Hrs)

Students receive credit for an approved internship with an employer in a field that is not their college major

---

**CORRECTIONS (CORR)****CORR 001 INTRODUCTION TO CORRECTIONS (CSU)**

3 Units (Lec 3 Hrs)

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)****COUNSEL 020 POST SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING (CSU)**

3 Units (Lec 3 Hrs)

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.

**COUNSEL 040 COLLEGE SUCCESS SEMINAR (UC/CSU)**

3 Units (Lec 3 Hrs)

Students explore issues related to higher education that contribute to student success. Topics will include an overview of academic success skills, value and purpose of higher education, Los Angeles City College and Los Angeles Community College District policies and procedures, ethics and responsibility, diversity in higher education, educational strategies and planning, interpersonal communication, career development, health issues, and self assessment techniques.

**COUNSEL 040A COLLEGE SUCCESS SEMINAR (UC/CSU)**

1 Units (Lec 1 Hrs)

Students explore issues related to higher education that contribute to student success. Topics include an overview of orientation to higher education; Los Angeles City College and Los Angeles Community College District policies and procedures; ethics in higher education; college resources; general education, certificates, graduation and transfer requirements.

**COUNSEL 040B COLLEGE SUCCESS SEMINAR (UC/CSU)**

1 Units (Lec 1 Hrs)

Students explore issues related to higher education that impact student success including personal values, goal and decision making, time/task management and academic success skills, which include study groups, effective reading, memorizing, note taking, and test taking techniques.

**COUNSEL 040C COLLEGE SUCCESS SEMINAR (UC/CSU)**

1 Units (Lec 1 Hrs)

Students explore issues related to higher education that impact student success. Topics include career exploration, educational planning, learning preferences and theory, diversity, health issues and interpersonal communication.

---

**COMPUTER SCIENCE (CS)****CS 146 APPLE MOBILE APPLICATION DEVELOPMENT II (CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Students will learn intermediate art and practice of mobile application development for the Apple iOS operating system through the use of Xcode IDE and Swift.

---

**DANCE STUDIES (DANCEST)****DANCEST 185 DIRECTED STUDY DANCE (CSU)**

1 Units (Lec 1 Hrs)

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.

**DANCEST 301 CHOREOGRAPHY I (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancest 141, Dancest 111, Dancest 121*

Students choreograph and perform dances with emphasis on energy space and time using basic steps and combinations, spacing, design, terminology, and music. Students learn an appreciation of dance as a performing art form.

**DANCEST 302 CHOREOGRAPHY II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancest 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.

**DANCEST 303 CHOREOGRAPHY III (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancest 303*

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.

**DANCEST 304 CHOREOGRAPHY IV (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancest 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.

**DANCEST 805 HISTORY AND APPRECIATION OF DANCE (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students learn a historical perspective of dance from ritual to contemporary theatrical dance forms focusing on the ethnic, cultural and ritual forms of dance as it affects and reflects the world in which people live. Primarily, students focus on how Dance reflects the times, historical, social and political climate of the day. Students consider the impact of dance on the western world and how it has been affected by the different dance traditions world wide.

**DANCEST 814 DANCE PRODUCTION I (CSU)**

2 Units (RPT 2) (Lec 1 Hrs / Lab 2 Hrs)

*Advisory: Dancest 111, or Dancest 121, or Dancest 141, and English 021*

*Prerequisite: Dancest 301, Dancest 822*

Students learn methods and techniques involved in producing a dance concert: including choreographic applications, rehearsal management, scheduling, lighting, costuming, publicity, audition and performance skills, dance critique and assessment. Students develop the skills necessary to direct, choreograph and produce dance pieces for a variety of audiences. Involves rehearsing dancers and production duties for non dancers.

**DANCEST 822 DANCE REHEARSALS AND PERFORMANCES I (CSU)**

1 Units (RPT 3) (Lab 2 Hrs)

*Advisory: Dancest 111, or Dancest 121, or Dancest 141, or Dancest 311, or Dancest 321, or Dancest 331, and English 021*

Students utilize their technical dance knowledge to develop an understanding of dance as a performing art. Students participate as performers in the student dance concert.

---

## DANCE TECHNIQUES (DANCETQ)

**DANCETQ 111 BALLET TECHNIQUES I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn basic Ballet steps and combinations at an introductory level, terminology, music, and appreciation of dance as a performing art.

**DANCETQ 112 BALLET TECHNIQUES II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 111*

Students continue to learn basic Ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

**DANCETQ 113 BALLET TECHNIQUES III (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 112*

Students learn more complex Ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

**DANCETQ 114 BALLET TECHNIQUES IV (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 113*

Students perform several Ballet combinations with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCETQ 121 JAZZ DANCE TECHNIQUES I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn beginning jazz dance technique with an emphasis on basic steps, combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCETQ 122 JAZZ DANCE TECHNIQUES II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 121*

Students learn elementary jazz dance technique with an emphasis on basic elementary level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCETQ 123 JAZZ DANCE TECHNIQUES III (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 122*

Students learn intermediate jazz dance technique with an emphasis on intermediate level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCETQ 124 JAZZ DANCE TECHNIQUES IV (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 123*

Students learn advanced jazz dance technique with an emphasis on advanced level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

**DANCETQ 141 MODERN DANCE TECHNIQUES I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art. Course may be taken four times.

**DANCETQ 142 MODERN DANCE TECHNIQUES II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 141*

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

**DANCETQ 143 MODERN DANCE TECHNIQUES III (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 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.

**DANCETQ 144 MODERN DANCE TECHNIQUES IV (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 143*

Students perform advanced level modern dance combinations with 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.

**DANCETQ 221 YOGA SKILLS I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn the beginning level physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions, and terminology).

**DANCETQ 222 YOGA SKILLS II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 221*

Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

**DANCETQ 223 YOGA SKILLS III (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 222*

Intermediate level students deepen their understanding and strengthen their physical practice of Yoga, connecting body, mind and spirit. Students perform harder positions, longer flow/vinyasa sequences, maintain balance and inversion postures for extended periods and gain greater knowledge of the philosophical principles of the Yoga system.

**DANCETQ 224 YOGA SKILLS IV (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Dancetq 223*

Advanced level students intensify their understanding and performance of Yoga asanas, develop a personal practice, and apply knowledge of the philosophical principles of the Yoga system to real life. Connecting body, mind and spirit, students perform challenging positions, in (standing/seated inversions) and extended flow/vinyasa sequences.

**DANCETQ 241 STRESS MANAGEMENT TECHNIQUES THROUGH DANCE AND MOVEMENT (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

**DANCETQ 242 STRESS MANAGEMENT TECHNIQUES THROUGH DANCE AND MOVEMENT II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Kinesiology 249 I or Dancetq 241*

Students learn additional techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

**DENTAL TECHNOLOGY (DEN TEK)****DEN TEK 100 INTRODUCTION TO THE DENTAL****LABORATORY**

2 Units (Lec 1 Hrs / Lab 3 Hrs)

Students learn an introduction to the modern dental laboratory. Working with gypsum products, as well as model and die production are stressed.

**DEN TEK 101 ELEMENTS OF DENTAL TECHNOLOGY**

2 Units (Lec 2 Hrs)

*Advisory: English 073*

Orientation to the field of dental laboratory technology, including ethics, jurisprudence, history, and categories of training and employment.

**DEN TEK 102 DENTAL ANATOMY AND TERMINOLOGY**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

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.

**DEN TEK 103 REMOVABLE PROSTHODONTICS I**

5 Units (Lec 3 Hrs / Lab 5 Hrs)

*Prerequisite: Den Tek 102, Den Tek 100*

Students learn the art and science of creating natural looking complete dentures by using PTC techniques and methodology. The course includes: dental anatomy, concepts of a natural smile, selecting and setting denture teeth in balanced occlusion, duplication of natural tissue, and processing, finishing and polishing complete dentures according with established clinical standards and an introduction to digital dentistry.

**DEN TEK 105 REMOVABLE PROSTHODONTICS II**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Prerequisite: Den Tek 103*

Students learn the design, materials ' science and construction of maxillary complete dentures opposing a mandibular overdenture, reline and repair complete dentures, Immediate Maxillary Denture and Wrought wire Mandibular Stay Plate.

**DEN TEK 106 DENTAL MATERIALS**

3.5 Units (Lec 3 Hrs / Lab 1 Hrs)

*Prerequisite: Den Tek 100*

Students learn by lecture, demonstration and experiment the physical properties of dental materials including, composition and uses of dental materials.

**DEN TEK 108 GNATHOLOGICAL CONCEPTS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Den Tek 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.

**DEN TEK 109 FIXED PROSTHODONTICS I**

5 Units (Lec 2 Hrs / Lab 8 Hrs)

*Advisory: English 067, English 028**Prerequisite: Den Tek 100, Den Tek 102*

The student learns morphological and functional waxing of anterior and posterior single units by analogue and digital applications.

**DEN TEK 111 FIXED PROSTHODONTICS II**

6 Units (Lec 3 Hrs / Lab 6 Hrs)

*Prerequisite: Den Tek 109*

Students learn to wax single and multiple units by using PTC techniques and methodology based on student learning outcomes. Learning and understanding concepts such as: tooth contour alignment, functional and morphological occlusion. Students learn fundamental concepts in metal and ceramic substructure designs applied to single units. Students learn techniques in spruing, investing and casting including soldering applications.

**DEN TEK 112 REMOVABLE PROSTHODONTICS III**

6 Units (Lec 4 Hrs / Lab 6 Hrs)

*Prerequisite: Den Tek 105*

The student 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.

**DEN TEK 185 DIRECTED STUDY DENTAL TECHNOLOGY**

1 Units (RPT 2) (Lec 1 Hrs)

Dental Prosthetic Technology students pursue directed study on a contract basis, under the direction and supervising of the instructor. The students will receive additional evaluation and guidance in the skills and theory learning steps underlying Advanced Restorative Prosthodontics courses, level III and IV.

**DEN TEK 202 LABORATORY MANAGEMENT**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

*Corequisite: Den Tek 207, Den Tek 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.

**DEN TEK 203 CERAMIC RESTORATIONS**

2 Units (Lec 1 Hrs / Lab 3 Hrs)

*Prerequisite: Den Tek 111*

The student learns about dental ceramic restorations, including: materials properties and manipulation, tooth morphologic design, feldspathic materials sintering, contouring staining, glazing, polishing, as well as science of color and esthetic design.

**DEN TEK 204 ORTHODONTICS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Den Tek 112*

This course goes into the construction and repair of orthodontic and pedodontic appliances. Emphasis will be placed on pouring and trimming orthognathic study casts, wire bending techniques, soldering and welding techniques, and fabrication of various types of orthodontic appliances.

**DEN TEK 206 FIXED PROSTHODONTICS III**

6 Units (Lec 2 Hrs / Lab 8 Hrs)

*Prerequisite: Den Tek 111, Dentek 108*

This is an advanced course in the Fixed Prosthodontics specialty. The students will learn about the science of materials, gnathological concepts, prosthetic framework design techniques, and technologies applied in the restorative prosthodontics procedures in alignment with clinical acceptable standards.

**DEN TEK 207 REMOVABLE PROSTHODONTICS IV**

6 Units (Lec 3 Hrs / Lab 7 Hrs)

*Prerequisite: Den Tek 105, Dentek 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.

**DEN TEK 208 FIXED PROSTHODONTICS IV**

6 Units (Lec 3 Hrs / Lab 7 Hrs)

*Prerequisite: Den Tek 206*

This is an advanced course in the Fixed Prosthodontics specialty, level four. This course incorporates advanced Ceramic Restorations analysis, design and manufacturing techniques, including science of materials and their applications. Students will learn the methodology of feldspathic porcelain powders application techniques as it applies to single and multiple units, by incorporating the proper morphologic, functional and optical values. Digital technology is an integral part of the course instructions and applications.

**DEN TEK 285 DIRECTED STUDY DENTAL TECHNOLOGY**

2 Units (RPT 1) (Lec 2 Hrs)

Dental Prosthetic Technology students pursue directed study on a contract basis, under the direction and supervising of the instructor. The students will receive additional evaluation and guidance in the skills and theory learning steps underlying fixed and removable Prosthodontics courses, level I and II.

**DEN TEK 304 DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS I**

8 Units (Lec 4 Hrs / Lab 11 Hrs)

Prerequisite: Den Tek 208 or Proof of certification or dental prosthetic technology field experience Students will learn to evaluate, plan, scan, design and process complex advanced fixed prosthodontics cases, including multiple units restorations, frames and full contours bridges, implant restorations and combination cases. The students will complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.

**DEN TEK 401 DENTAL IMPLANTS**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

Prerequisite: Den Tek 207

The students will learn about dental implants including: history, surgical overview, types of implants and implant restorations, case planning, prosthodontic procedures, laboratory procedures, restorative materials, case finalization.

**DEN TEK 403 DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS II**

8 Units (Lec 4 Hrs / Lab 8 Hrs)

Prerequisite: Den Tek 401

Students will learn to evaluate, plan, scan, design and process complex advanced removable prosthodontics cases, including partial dentures, implant over dentures. The students will complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.

**DANCE SPECIALTIES (DNCESPC)****DNCESPC 311 FLAMENCO AND SPANISH DANCE (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn basic flamenco and Spanish dance with an emphasis on correct posture, individual steps, arm movements, terminology, various rhythms and basic step combinations.

**DNCESPC 312 FLAMENCO AND SPANISH DANCE II (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn intermediate level flamenco and Spanish dance skills with an emphasis on correct posture, individual steps, arm movements, terminology, various rhythms and step combinations.

**DNCESPC 321 SOCIAL DANCE TECHNIQUES I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn basic social dance steps and combinations, terminology, music and appreciation of dance as an art form.

**DNCESPC 331 TAP DANCE TECHNIQUES I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn basic tap dance steps and combinations, terminology, music, and appreciation of dance as an art form.

**ENGLISH AS A SECOND LANGUAGE (E.S.L.)****E.S.L. 004A COLLEGE ESL IV: WRITING AND GRAMMAR**

6 Units (Lec 6 Hrs)

Advisory: ESL 4B

Prerequisite: ESL 3A

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, including 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. 004B COLLEGE ESL IV: READING AND VOCABULARY**

3 Units (Lec 3 Hrs)

Advisory: ESL 4A

Prerequisite: ESL 3B

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. 005A COLLEGE ESL V: WRITING AND GRAMMAR (CSU)**

6 Units (Lec 6 Hrs)

Advisory: ESL 05B

Prerequisite: ESL 4A

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. 005B COLLEGE ESL V: READING AND VOCABULARY (CSU)**

3 Units (Lec 3 Hrs)

Advisory: ESL 05A

Prerequisite: ESL 4B

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. 006A COLLEGE ESL VI: WRITING AND GRAMMAR (CSU)**

6 Units (Lec 6 Hrs)

*Advisory: ESL 06B**Prerequisite: ESL 05A*

Students in 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. 006B COLLEGE ESL VI: READING AND VOCABULARY (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: ESL 06A**Prerequisite: ESL 05B*

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 (UC/CSU)**

6 Units (Lec 6 Hrs)

*Prerequisite: ESL 06A*

Students in this high advanced ESL course leading to English 101 learn written composition, grammar, and critical reading skills to prepare for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will practice using 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. Prerequisite: Completion of ESL 6A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.

**EARTH SCIENCE (EARTH)****EARTH 001 EARTH SCIENCE (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 067, English 028*

Students learn a general introduction to the study of earth's rocks, landforms, atmosphere, and oceans. Students learn interrelationships between the land, atmosphere, and oceans and relate these subjects to global climate change.

**ECONOMICS (ECON)****ECON 001 PRINCIPLES OF ECONOMICS I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 067, English 028, Math 125**Prerequisite: Mathematics 115*

Students learn the principles and methods of economic analysis; topics include the analysis of the laws of supply and demand, price theory, economic analysis of the firm and resource allocation, market structures of the American economy, and other topics relevant to microeconomic analysis.

**ECON 002 PRINCIPLES OF ECONOMICS II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 067, English 028, Math 125**Prerequisite: Mathematics 115*

Students learn the principles and methods of aggregative macroeconomic analysis; topics include money and banking, national income determination, business fluctuations, and other topics relevant to macroeconomic analysis.

**EDUCATION (EDUC)****EDUC 001 INTRODUCTION TO TEACHING (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028*

This course introduces students to the field of professional education and the concepts and issues that are related to TK-12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction.

**ELECTRONICS (ELECTRN)****ELECTRN 002 INTRODUCTION TO ELECTRONICS (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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.

**ENGINEERING, ELECTRICAL (ENG ELC)****ENG ELC 220 ELECTRICAL CIRCUITS I (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Corequisite: Mathematics 275**Prerequisite: Physics 102*

Students learn the theory of circuit analysis and practice its application to areas of importance in electrical engineering such as DC, AC, operational amplifiers, multi phase power, and



frequency response. Students also perform laboratory exercises to learn how to realize circuit designs using electronic components and to use instruments such as multimeters, oscilloscopes, and signal generators.

---

## ENGINEERING, GENERAL (ENG GEN)

### **ENG GEN 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY (UC/CSU)** 2 Units (Lec 2 Hrs)

Students learn about the engineering method and strategies for academic and career success in engineering. Students are introduced to mechanical, civil, electrical, and computer systems engineering through project work. The vast range disciplines and opportunities in engineering are presented. Students are guided through challenging design exercises to develop skills in planning, communication, team working, and creativity. Only basic mathematics skills are required

### **ENG GEN 120 INTRODUCTION TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Prerequisite: Mathematics 260*

Students learn the fundamentals of the 'C' computer programming language through completing hands on projects involving sensors, motors, and displays. Students also learn how to interface hardware to a desktop computer or laptop. The course provides transfer preparation in computer programming for science and engineering majors.

### **ENG GEN 131 STATICS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Physics 101*

The student learns how to apply vector analysis of forces and moments to determine the equilibrium conditions in trusses, frames, and machines. The course also covers center of mass, centroids, friction, and moment of inertia.

### **ENG GEN 151 MATERIALS OF ENGINEERING (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Chemistry 101, Physics 101*

The student learns how the properties of materials are related to atomic and crystal structure and how processing influences structure and hence properties. Topics include atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; ceramics; composites; mechanical deformation, fracture, electrical, and magnetic properties.

### **ENG GEN 153 MATERIALS OF ENGINEERING LABORATORY (UC/CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Eng Gen 151*

*Prerequisite: Eng Gen 151*

The student learns experimental techniques, including the operation of standard materials testing equipment, to measure material performance and analyze experimental data in the context of the theories within materials science. The laboratory exercises relate to a range of materials science areas

including: mechanical testing, heat treatment, crystal structures, phase diagrams, thermal properties, electrical properties, and forming operations. Students gain experience of working with metals, polymers, ceramics, and composites. The course provides transfer preparation for majors in Mechanical, Aerospace, Manufacturing, and Civil engineering.

### **ENG GEN 212 INTRODUCTION TO ENGINEERING DESIGN (UC/CSU)**

3 Units (RPT 3) (Lec 1 Hrs / Lab 4 Hrs)

Students learn to 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 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.

### **ENG GEN 241 STRENGTH OF MATERIALS (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Eng Gen 131*

The student will learn the application of mechanics to determining the effect of forces and torques on materials. The student will be able to apply this knowledge to the design of load bearing components. The course will cover the following topics: stress, strain, axial loading, torsion, flexural stresses, transverse shear stress, horizontal shear stresses, stress transformations, Mohr's circle, pressure vessels, shear and bending moment diagrams, stresses in a beam, methods of superposition, and elastic strain energy.

---

## ENGLISH (ENGLISH)

### **ENGLISH 020 COLLEGE READING SKILLS**

6 Units (Lec 6 Hrs)

*Prerequisite: 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 028 INTERMEDIATE READING AND COMPOSITION**

3 Units (Lec 3 Hrs)

*Corequisite: English 67*

*Prerequisite: English 21, English 73, English 097, ESL 6A* 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 067 WRITING LABORATORY**

0.5 Units (Lab 1 Hrs)

*Corequisite: English 28*

Students practice the writing skills presented in English 28.

**ENGLISH 068 READING LABORATORY**

0.5 Units (Lab 1 Hrs)

Students can improve their reading comprehension and develop critical reading skills through individual help from instructor, one to one tutoring conferences, group workshops, and computer instruction by practicing previewing, paraphrasing, drawing inferences, and summarizing a chosen text.

**ENGLISH 078 WRITING MEMOIR**

3 Units (Lec 3 Hrs)

Advisory: English 97, English 6A

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 094 INTENSIVE GRAMMAR REVIEW**

3 Units (Lec 3 Hrs)

Advisory: English 21, English 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 097 INTRODUCTION TO COLLEGE ENGLISH AND READING SKILLS**

6 Units (Lec 6 Hrs)

Prerequisite: English 20

Students are introduced to English fundamentals in formal academic writing, focusing on basic grammar, reading, and writing skills. There is also an introduction to English grammar, college vocabulary, and academic writing skills as well as instruction in comprehending expository articles, narratives, and college level textbook material.

**ENGLISH 101 COLLEGE READING AND COMPOSITION I (UC/CSU)**

3 Units (Lec 3 Hrs)

Advisory: English 108

Prerequisite: English 028 or ESL 008

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

Advisory: English 108

Prerequisite: English 101

Students study representative works from major genres, to develop close reading and analytical writing skills, and have appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. Students study literature and literary criticism in order to develop critical thinking, reading and writing skills beyond the level achieved in English 101. This course emphasizes logical reasoning, analysis, and strategies of argumentation.

**ENGLISH 103 COMPOSITION AND CRITICAL THINKING (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: English 101

Students further develop their logical, argumentative and analytical thinking and writing skills. The course will utilize various fiction and non fictional readings.

**ENGLISH 104 COLLEGE WRITING SKILLS AND SUPPORT**

3 Units (Lec 3 Hrs)

Corequisite: English 101

ENG 104 provides instruction in the basic conventions of college essay writing to supplement a concurrent ENG 101 course. In ENG 104, students receive additional support for topics covered in the concurrent ENG 101 course. Pass/No Pass only.

**ENGLISH 108 WRITING WORKSHOP (CSU)**

0.5 Units (Lab 1 Hrs)

Students enrolled in English 101, 102, and 103 receive additional instruction in writing their college level essays. The lab course will further teach research techniques and proper citation, as well as strategies in organization and support, to revise their papers.

**ENGLISH 127 CREATIVE WRITING (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: English 102

Students receive intensive training in writing poetry, prose fiction, and/or playwriting. Students compose works that are discussed as part of instruction, supplemented by examples of published writers and theoretical essays on the creative process.

**ENGLISH 203 WORLD LITERATURE I (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: English 101

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: English 101

The student will recognize and compare readings from different cultures and synthesize literary forms and themes significant to these cultures in reasoned and cogent analyses. This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present.

**ENGLISH 205 ENGLISH LITERATURE I (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: English 102

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 102*

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 102*

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 102*

Students read, discuss and analyze major American literature from the Civil War Period to the present, in order to understand, appreciate, and investigate multicultural influences within national identity.

**ENGLISH 211 FICTION (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

The student reads Shakespeare to develop an understanding of and appreciation for his sonnets and representative comedies, histories, and tragedies. Works selected in this class focus on Shakespeare's earlier career.

**ENGLISH 216 SHAKESPEARE II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

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 (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

In this course, students are introduced to the underlining literary, psychological, and cultural structures of literature written for children. This course focuses on the literary and historical analysis of children's literature with an emphasis on the nature and development of the genre and why this literature takes so many different forms. Some consideration of the various concepts of the child will be included.

**ENGLISH 219 THE LITERATURE OF AMERICAN ETHNIC GROUPS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

Students use critical analysis of the various ethnic American writers who straddle two or more cultures, analyzing in terms of assimilation, acculturation, double and mestiza consciousness and wholeness. Students read and analyze the diversity of conflicting perspectives in novel, autobiography, essay, and poetry in the context of how these writers have defined or challenged concepts of identity, society, and power in past and contemporary American cultures. Students read literary works by African American, American Indian, Asian American, Arab American, Chicano/Latino, and Euro American writers.

**ENGLISH 239 WOMEN IN LITERATURE (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

Students become acquainted with the work of women writers, historical and contemporary, who have made important contributions to literature. Writers to be read include Wollstonecraft, Woolf, Chopin, Austen, Cisneros, Butler, Hong Kingston, and Cather, among others. Students are expected to write critical essays and a research paper that examine the predominate themes in path breaking literature by and (to a lesser extent) about women, as well as the various archetypes, images, roles, and statuses of women. Special attention is devoted to traditional literary analysis and interpretation of primary texts through the lens of the various schools of literary criticism.

**ENGLISH 240 LITERATURE AND THE MOTION PICTURE I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: English 101

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: English 101

Students study a selection of significant literary works by Latin American authors. Readings will include selected poems, plays, and fiction by writers such as Pablo Neruda, Galeano, and Jorge Luis Borges, and will explore the themes of magical realism, social engagement, 'la raza cosmica,' and utopian yearnings.

**ENGLISH 270 SCIENCE FICTION FANTASY (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: English 101

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 (CSU)**

2 Units (Lec 2 Hrs)

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 (CSU)**

3 Units (Lec 3 Hrs)

Allows students to pursue directed study on a contract basis under the direction of a supervising instructor.

**ENVIRONMENTAL SCIENCE (ENV SCI)****ENV SCI 001 INTRODUCTION TO ENVIRONMENTAL SCIENCE (UC/CSU)**

3 Units (Lec 3 Hrs)

This course introduces students to fundamentals of Earth's physical environment, focusing on the scientific principles that relate to human environment interactions. This interaction is explored with regards to the Earth's atmosphere, biosphere, hydrosphere and lithosphere. Issues such as human populations, energy generation and use, pollution, resources, and global climate change are discussed.

**ENGLISH AS A SECOND LANGUAGE (ESL)****ESL 002A COLLEGE ESL II: WRITING AND GRAMMAR**

6 Units (Lec 6 Hrs)

Advisory: ESL 2B

Prerequisite: Placement Exam

Students in this high beginning ESL course learn reading, writing, and grammar skills to prepare them for academic work. The course content emphasizes vocabulary, grammar, and writing through guided and free writing of multi sentence compositions on common subjects. Reading, speaking, and listening activities reinforce writing and grammar development. Required: Eight to ten writing assignments, including at least four compositions of 100 150 words. Prerequisite: Appropriate placement level demonstrated through the assessment process.

**ESL 002B COLLEGE ESL II: READING, LISTENING AND SPEAKING**

6 Units (Lec 6 Hrs)

Advisory: ESL 2A

Prerequisite: Placement Exam

Students in this high beginning ESL course learn listening, speaking, 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 003A COLLEGE ESL III: WRITING AND GRAMMAR**

6 Units (Lec 6 Hrs)

Advisory: ESL 3B, ESL 3C

Prerequisite: ESL 2A

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 003B COLLEGE ESL III: READING AND VOCABULARY**

3 Units (Lec 3 Hrs)

Advisory: ESL 3A, ESL 3C

Prerequisite: ESL 2B

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 003C COLLEGE ESL III: LISTENING AND SPEAKING**

3 Units (Lec 3 Hrs)

Advisory: ESL 3A, ESL 3B

Prerequisite: ESL 2B

Students at the low intermediate ESL level learn skills to improve listening and speaking to prepare them for college work.

**ESL 004C COLLEGE ESL IV: LISTENING AND SPEAKING**

3 Units (Lec 3 Hrs)

*Prerequisite: ESL 3C*

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 005C COLLEGE ESL V: LISTENING AND SPEAKING (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: ESL 4C*

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 006C COLLEGE ESL VI: LISTENING AND SPEAKING (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: ESL 5C*

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.

---

## FAMILY AND CONSUMER STUDIES (FAM &CS)

**FAM &CS 021 NUTRITION (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

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.

**FAM &CS 024 FOOD PREPARATION (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Advisory: English 028, English 067*

Students are introduced to the scientific fundamentals of food preparation in both lecture and laboratory format. Scientific principles of food preparation are emphasized using current technology. The role of food in cultures, nutrition, and the economy are integrated into meal planning and preparation.

**FAM &CS 031 MARRIAGE AND FAMILY LIFE (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

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.

**FAM &CS 050 SANITATION AND SAFETY (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students learn basic principles of sanitation and safety including the types of microorganisms that cause foodborne illness, foodborne infections, toxin mediated infection, and intoxication. Class includes discussion of environmental conditions including food hazards, contamination, cross contamination, time and temperature, and personal food handler practices that cause sanitation/safety risks. U.S. Food Code regulations, California state and Los Angeles County Environmental Health Department regulations and a HACCP system of food safety will help define the role of food, people, and facility in managing a sanitary food facility operation. Emphasis on the importance of proper employee food safety training practices as related to the providing of safe food are core competencies of this class.

**FAM &CS 051 FOOD PRODUCTION MANAGEMENT (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Math 105, Learning Skills 10A,B,C, English 067**Corequisite: Fam &Cs 151*

Students are introduced to menu analysis for food requisitioning, food production planning and implementation. Basic principles of quantity cooking are emphasized.

**FAM &CS 052 FOODSERVICE MANAGEMENT (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067**Prerequisite: Fam &Cs 51, Fam &Cs 55*

Current concepts in food service management are presented in a lecture/discussion format. The course focuses on the systems approach to food service management, including the menu, food purchasing, personal management, facility management, fiscal management, marketing, and information systems.

**FAM &CS 055 DIETETIC EDUCATION (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students will be introduced to careers in dietetics and food service. The application of communication skills to training, counseling, and education will be studied.

**FAM &CS 056 NUTRITION DELIVERY SYSTEMS (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 021, Math 105, Learning Skills 010**Corequisite: Fam &Cs 156*

The student learns an introduction to nutrition delivery systems and institutional menu diet modifications. The student will study medical nutrition therapy and how to modify diets for particular diseases. State and federal regulatory guidelines for food service are studied.

**FAM & CS 151 FOOD PRODUCTION MANAGEMENT LABORATORY (CSU)**

2 Units (Lab 5 Hrs)

*Advisory: Math 105, Learning Skills 10A,B,C, English 067**Corequisite: Fam & Cs 151*

Students receive supervised practice in food requisitioning, food production planning, and quantity food production in a clinical laboratory.

**FAM & CS 156 NUTRITION DELIVERY SYSTEMS LABORATORY (CSU)**

2 Units (Lab 5 Hrs)

*Advisory: Math 105, Learning Skills 10A,B,C, English 067**Corequisite: Fam & Cs 56*

The student completes supervised practice at a long term care facility in nutritional services. Nutrition delivery systems are evaluated according to state and federal regulatory guidelines. Student shadows a Dietetic Service Supervisor and increasingly contributes as a supervised member of the health care team.

**FINANCE (FINANCE)****FINANCE 002 INVESTMENTS (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students receive the essentials of the principles of investment, the various types of investments, the operations of investment markets, and sources of information.

**FINANCE 008 PERSONAL FINANCE AND INVESTMENTS (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

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 015 PRINCIPLES OF BANKING (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

This course is designed to provide an understanding of the basic functions of banking and a working knowledge of the operation of the bank.

**FRENCH (FRENCH)****FRENCH 001 ELEMENTARY FRENCH I (UC/CSU)**

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to French. Develops speaking, writing, listening, and reading skills in French at the ACTFL Proficiency Novice Mid Level, and introduces French culture. Satisfies Humanities requirement for graduation.

**FRENCH 002 ELEMENTARY FRENCH II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: French 001*

Lecture 5 hours Prerequisite: French 1 or French 22 with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in French at the ACTFL Proficiency Novice High Level, and furthers understanding of French culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**FRENCH 003 INTERMEDIATE FRENCH I (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: French 002*

Lecture 5 hours Prerequisite: French 2 with a satisfactory grade or equivalent Development of intermediate French in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate Mid Level, and practices interpreting French culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**FRENCH 004 INTERMEDIATE FRENCH II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: French 003*

Lecture 5 hours Prerequisite: French 3 with a satisfactory grade or equivalent Continues the development of intermediate French in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate High Level and utilize knowledge of French culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**FRENCH 008 CONVERSATIONAL FRENCH (UC/CSU)**

2 Units (Lec 2 Hrs)

*Prerequisite: French 002*

Students develop the ability to express ideas orally in French. The students focus on conversational skills needed in everyday situation that a person may encounter when traveling or living in French speaking countries, or when interacting with French speaking people in the United States.

**FRENCH 010 FRENCH CIVILIZATION (UC/CSU)**

3 Units (Lec 3 Hrs)

Lecture 3 hours Open to all students. Course taught in English. Focuses on the history, culture, traditions and arts of France and its people. The contribution of France to world civilization is examined. Satisfies Humanities requirement for graduation.

**FRENCH 021 FUNDAMENTALS OF FRENCH I (UC/CSU)**

3 Units (Lec 3 Hrs)

Lecture 3 hours Fundamental course for students without prior exposure to French. Develops speaking, writing, listening, and reading skills in French at the ACTFL Proficiency Novice Low Level, and raises awareness about French culture. French 21 and French 22 together are equivalent to French 1. Both French 21 and French 22 must be taken for UC:CSU credit.

## GEOGRAPHY (GEOG)

### **GEOG 001 PHYSICAL GEOGRAPHY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students learn about basic scientific principles of geography such as Earth Sun relationships, weather, climate, water, plate tectonics, landforms, soil, and the biosphere. Emphasis is on the interrelationships among physical systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Optional field trips are offered.

### **GEOG 002 CULTURAL ELEMENTS OF GEOGRAPHY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students learn about diverse human populations in the context of the globe, including the description, analysis, and explanation of demography, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, economic activities, urban areas, and resource utilization. Special emphasis is placed on contemporary issues such as the effects of globalization and the impact of human settlements on the natural environment. Students also learn basic geographic literacy and map reading.

### **GEOG 014 GEOGRAPHY OF CALIFORNIA (CSU)**

3 Units (Lec 3 Hrs)

This course surveys the physical and cultural landscapes of California with emphasis on human environment interaction and the spatial patterns of natural, socio political, economic and demographic forces that have shaped the state. This course examines historical and current trends in climate, human population, cultural diversity, migration, and settlement patterns. Distinctive high tech industries, iconic urban areas, resource use, transportation routes, and trade are assessed with an emphasis on the profound interconnections between these subjects, on California's diversity, and on the rapid change that is transforming our people and its landscapes. As the most populous state, there will be focus on the ongoing role of its residents in constructing the identity of the 21st Century Californian.

### **GEOG 015 PHYSICAL GEOGRAPHY LABORATORY (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Advisory: English 028, English 067*

*Corequisite: Geography 001*

*Prerequisite: Geography 001*

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 001 PHYSICAL GEOLOGY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students learn: the scientific method and significant historical developments in geological sciences; formation of Earth materials, including minerals, igneous rocks, sedimentary rocks, and metamorphic rocks; geological time, including relative dating, absolute dating, and fossil correlation; Earth's internal processes, including plate tectonics, earthquakes, volcanism and magmatism, mountain building, geological structures, and metamorphism; Earth's external processes, including weathering, erosion, sedimentation, mass wasting, groundwater, surface water, and climate systems; and renewable and nonrenewable resources, including water and fossil fuels.

### **GEOLOGY 002 EARTH HISTORY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028*

Students receive an introduction to the geological history of Earth and its inhabitants, with emphasis on the evolution of life and landforms of North America. Topics include how Earth processes produce and alter landforms, climate, and energy and water resources on which humans depend; significant tectonic events, such as mountain building episodes; and the evolutionary history of life on Earth, including plants, fish, dinosaurs, mammals, and humans. Multimedia presentations are used throughout the course. Field trips will be taken.

### **GEOLOGY 006 PHYSICAL GEOLOGY LABORATORY (UC/CSU)**

1 Units (Lec 1 Hrs / Lab 2 Hrs)

*Advisory: English 028, English 067*

*Corequisite: Geology 001*

*Prerequisite: Geology 001*

Students learn: the scientific method; identification of minerals and rocks; topographic and geologic map skills, including changing map scales using dimensional analysis and interpretation of geological structures in map view and cross section; stratigraphic interpretation of sea level change; coastal sedimentary processes; determination of the location and magnitude of earthquakes; geological time and important geological events; and energy and mineral resources. Field trip will be taken.

### **GEOLOGY 007 EARTH HISTORY LABORATORY (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Corequisite: Geology 002*

*Prerequisite: Geology 002*

Students learn fundamental principles of historical geology and the geological history of Earth and its inhabitants, with emphasis on North America. Laboratory topics include: relative and radiometric dating; analysis of sedimentary rocks, depositional environments, and facies relationships; correlation and stratigraphy; fossils, fossilization, and evolution; organization and interpretation of geological information, including geological maps and cross sections; Precambrian (Archean and Proterozoic Eons) geology; Phanerozoic (Paleozoic, Mesozoic, and Cenozoic Eras) geology; and Hominin fossils. Field trips may be taken.

## HEALTH (HEALTH)

### HEALTH 002 HEALTH AND FITNESS (UC/CSU)

3 Units (Lec 2 Hrs / Lab 2 Hrs)

The students will determine the components of a healthy physical and psychological lifestyle, with an emphasis on disease prevention, including violence/abuse, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, and weight control. During the physical fitness segment, students participate in aerobic, flexibility, and strengthening activities, focusing on individual improvement. Students assess their fitness status to build their own fitness plan.

### HEALTH 008 WOMEN'S PERSONAL HEALTH (UC/CSU)

3 Units (Lec 3 Hrs)

The student will investigate both physiological and psychological health issues that are unique to women, including, nutrition, hygiene, sexuality, reproduction, drug use, violence and abuse, and diseases common to women.

### HEALTH 011 PRINCIPLES OF HEALTHFUL LIVING (UC/CSU)

3 Units (Lec 3 Hrs)

This course focuses on the exploration of major health issues and behaviors in the various dimensions of health. Emphasis is placed on individual responsibility for personal health and the promotion of informed, positive health behaviors. This course does not focus on the vocational aspects of the public health field and instead looks at the connection between personal behavior and its correlation with disease prevention. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.

### HEALTH 012 SAFETY EDUCATION AND FIRST AID (UC/CSU)

3 Units (Lec 3 Hrs)

Students receive the theory and a detailed demonstration of the first aid care of the injured. This course covers how to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements.

### HEALTH 021 HUMAN SEXUALITY (CSU)

3 Units (Lec 3 Hrs)

This course provides a comprehensive introduction to the cultural, behavioral, biological and psychosocial aspects of human sexuality. This course prepares students for working in the public health field and an emphasis is put on the societal implications and sexual health behavior. Topics presented include acquired immune deficiency syndrome and other sexually transmitted diseases, as well as sexual variance and dysfunction, and sexuality throughout the human life cycle.

### HEALTH 101 INTRODUCTION TO PUBLIC HEALTH (UC/CSU)

3 Units (Lec 3 Hrs)

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 001 INTRODUCTION TO WESTERN CIVILIZATION I (UC/CSU)

3 Units (Lec 3 Hrs)

*Prerequisite: English 021*

Students learn about the development of western culture and civilization to the Reformation.

### HISTORY 002 INTRODUCTION TO WESTERN CIVILIZATION II (UC/CSU)

3 Units (Lec 3 Hrs)

*Prerequisite: English 021*

The student learns the history of Western Civilization focusing on the period from the French Revolution to the present.

### HISTORY 003 HISTORY OF ENGLAND AND GREAT BRITAIN I (UC/CSU)

3 Units (Lec 3 Hrs)

*Advisory: English 101*

The student learns the history of British culture, emphasizing social, political, and economic issues from earliest times to 1500.

### HISTORY 004 HISTORY OF ENGLAND AND GREAT BRITAIN II (UC/CSU)

3 Units (Lec 3 Hrs)

*Advisory: English 101*

The student learns the history of British culture, emphasizing social, political, and economic issues from 1500 to the present.

### HISTORY 007 THE WORLD'S GREAT RELIGIONS (UC/CSU)

3 Units (Lec 3 Hrs)

Confucianism, Taoism, and the Abrahamic Religions Judaism, Christianity, Islam.

### HISTORY 011 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I (UC/CSU)

3 Units (Lec 3 Hrs)

Survey of U.S. history from the European colonization of North America and of the United States through Reconstruction.

### HISTORY 012 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II (UC/CSU)

3 Units (Lec 3 Hrs)

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 013 THE UNITED STATES IN THE TWENTIETH CENTURY (UC/CSU)**

3 Units (Lec 3 Hrs)

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 059 COMPARATIVE HISTORY OF GENOCIDE & WAR CRIMES (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

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 073 RACE & RACISM IN UNITED STATES**

**HISTORY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 021*

Students learn how race has developed as a legal and social category in the United States, as well as learning about the interactions among diverse ethnic groups in the U.S. Students investigate how racism has affected intercultural collaboration and confrontation. Students compare and contrast diverse racial and ethnic experiences in the United States.

**HISTORY 081 A HISTORY OF WORKING PEOPLE IN THE UNITED STATES I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101, English 067*

The student learns the history of working people in the United States from the colonial period through Reconstruction. Colonial life, the Revolutionary War, the early republic, the market revolution, the rise of urban America, westward expansion, the Civil War, and Reconstruction are examined from the perspective of indentured servants, slaves, farmers, skilled and unskilled laborers, and male and female workers.

**HISTORY 082 A HISTORY OF WORKING PEOPLE IN THE UNITED STATES II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101, English 067*

The student learns the history of working people in the United States from Reconstruction to the present. Reconstruction, the Gilded Age and Progressive Era, immigration, imperialism, the Twenties, the Great Depression and New Deal, the World Wars, the Cold War and the Fifties, the Sixties, the conservative shift, and globalization are examined from the perspective of people from diverse social groups.

**HISTORY 086 INTRODUCTION TO WORLD CIVILIZATION I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 028*

Traces the development and interrelationships of world civilizations, their cultural traditions, and their contributions from the earliest times to 1500.

**HISTORY 087 INTRODUCTION TO WORLD CIVILIZATION II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 028*

Traces the development and interrelationships of the major world civilizations and their cultural traditions and contributions from the era of European expansion in the sixteenth century to the present. Note: HIST 86 is not a prerequisite for this course. Students may take HIST 87 without taking HIST 86.

**HISTORY 385 DIRECTED STUDY HISTORY (CSU)**

3 Units (Lec 3 Hrs)

Students study History on a contract basis under the direction of a supervising instructor.

---

## HUMANITIES (HUMAN)

**HUMAN 006 GREAT PEOPLE, GREAT AGES (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students receive an introduction to ideas and methods in the Humanities. The course explores the way in which individuals and groups create meaning in their lives and in the world around them.

**HUMAN 008 GREAT WOMEN IN THE HUMANITIES (UC/CSU)**

3 Units (RPT 1) (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students are introduced to the lives and times of great women from ancient times to the modern era.

**HUMAN 030 THE BEGINNINGS OF WESTERN CIVILIZATION (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students receive an introduction to Ancient Cultures and World Religions. The course explores the foundational texts, art and ideas of ancient India, China, the Middle East, Egypt and Greece.

**HUMAN 031 PEOPLE IN CONTEMPORARY SOCIETY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students are introduced to the contemporary cultural encounters between the various world cultures including Europe, the Americas, Asia, and Africa. Rather than a historical survey, specific historical case studies are examined.

**HUMAN 061 PEOPLE AND THEIR WORLD: THE CREATIVE PROCESS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Students explore contemporary arts, literature, and popular culture. Students employ a range of analytic frameworks, including how the creative process is generated through myth and dreams as well as how race, class, gender, and sexuality are portrayed in popular culture.

**INTERNATIONAL BUSINESS (INTBUS)****INTBUS 001 INTERNATIONAL TRADE (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Business 001*

Students gain an understanding of international business, the dynamics between developed and developing countries, recent trends, how and why the world's countries differ, and implications to managers of international companies. The principles of international trade, including the central tenets of globalization, the new world order in the global economy, and the institutions that govern global trade will be covered. Topics include: globalization, foreign direct investment, political economies, regional economic integration, foreign exchange market, international monetary system, global capital markets, strategies of international organizations, and exporting, importing and counter trade.

**INTBUS 003 EXPORT PROCEDURES I (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Intbus 001*

The student identifies, defines, and explains that which is required by the United States regulatory agencies to export from the United States. Emphasis will be placed on how to determine if a commodity is acceptable for export and how to prepare the proper documentation required by the country of destination.

**INTBUS 004 IMPORT PROCEDURES I (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Intbus 001*

The student learns how to identify, define, and explain the United States regulatory agencies requirements to import to the United States. Emphasis will be placed on how to determine what duties commodities might be subject to and how to prepare and present to the Bureau of Customs the shipment and its document.

**INTBUS 005 PAYMENT INSTRUMENTS AND PROCEDURES I**

3 Units (Lec 3 Hrs)

*Advisory: Business 001, Intbus 001*

The student learns how to arrange and receive payment for merchandise shipped from one country to another. Topics covered include how to prepare and fill out documents. Also included is information regarding credit and political risk insurance.

**INTBUS 006 INTERNATIONAL MARKETING I (CSU)**

3 Units (Lec 3 Hrs)

Student is focused on how to get foreign customers for American made products, how to identify prospective customers, how to make contact and how to sell the product. Variables include: culture, trade customs, politics, climate, wealth, business and government structures and international law.

**ITALIAN (ITALIAN)****ITALIAN 001 ELEMENTARY ITALIAN I (UC/CSU)**

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to Italian. Develops speaking, writing, listening, and reading skills in Italian at the ACTFL Proficiency Novice Mid Level, and introduces Italian culture. Satisfies Humanities requirement for graduation.

**ITALIAN 002 ELEMENTARY ITALIAN II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Italian 001*

Lecture 5 hours *Prerequisite: Italian 1* with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in Italian at the ACTFL Proficiency Novice High Level, and furthers understanding of Italian culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**ITALIAN 010 ITALIAN CIVILIZATION (UC/CSU)**

3 Units (Lec 3 Hrs)

Lecture 3 hours Open to all students. Course taught in English. Focuses on the history, culture, traditions and arts of Italy and its people. The contribution of Italy to world civilization is examined. Satisfies Humanities requirement for graduation.

**JAPANESE (JAPAN)****JAPAN 001 ELEMENTARY JAPANESE I (UC/CSU)**

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to Japanese. Develops speaking, writing, listening, and reading skills in Japanese at the ACTFL Proficiency Novice Mid Level, and introduces Japanese culture. Satisfies Humanities requirement for graduation.

**JAPAN 002 ELEMENTARY JAPANESE II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Japan 001*

Lecture 5 hours *Prerequisite: Japanese 1* or *Japanese 22* with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in Japanese at the ACTFL Proficiency Novice High Level, and furthers understanding of Japanese culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**JAPAN 003 INTERMEDIATE JAPANESE I (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Japan 002*

Lecture 5 hours Prerequisite: Japanese 2 with a satisfactory grade or equivalent Development of intermediate Japanese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate Mid Level, and practices interpreting Japanese culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**JAPAN 004 INTERMEDIATE JAPANESE II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Japan 003*

Lecture 5 hours Prerequisite: Japanese 3 with a satisfactory grade or equivalent Continues the development of intermediate Japanese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate High Level and utilize knowledge of Japanese culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**JAPAN 008 ELEMENTARY CONVERSATIONAL JAPANESE (UC/CSU)**

2 Units (Lec 2 Hrs)

*Prerequisite: Japan 002*

The students focus on conversational skills revolving around everyday situations that a person encounter when traveling or living in Japanese speaking environment.

**JAPAN 009 JAPANESE CIVILIZATION (UC/CSU)**

3 Units (Lec 3 Hrs)

Lecture 3 hours Open to all students. Course taught in English. Focuses on the history, culture, traditions and arts of Japan and its people. The contribution of Japan to world civilization is examined. Satisfies Humanities requirement for graduation.

**JAPAN 021 FUNDAMENTALS OF JAPANESE I (CSU)**

3 Units (Lec 3 Hrs)

Lecture 3 hours Fundamental course for students without prior exposure to Japanese. Develops speaking, writing, listening, and reading skills in Japanese at the ACTFL Proficiency Novice Low Level, and raises awareness about Japanese culture. Japanese 21 and Japanese 22 together are equivalent to Japanese 1. Both Japanese 21 and Japanese 22 must be taken for UC:CSU credit.

**JAPAN 022 FUNDAMENTALS OF JAPANESE II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Japanese 021*

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.

**JAPAN 069 JAPANESE THROUGH INTERNET AND MULTIMEDIA (CSU)**

2 Units (Lab 4 Hrs)

*Prerequisite: Japan 001*

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)****JOURNAL 101 COLLECTING AND WRITING NEWS (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 028, English 067*

Students learn the principles of collecting and writing the news, and the basics of Associated Press Style. Students survey the history and foundation of the press in America. Curriculum connects theory with meaningful activity and practice. Course covers news conferences, speeches and other events, including an introduction to broadcast writing, multimedia and social media. The course includes an examination of freedom of the press and a critical analysis of its responsibilities. Students examine legal issues, press ethics and ethical dilemmas.

**JOURNAL 105 MASS COMMUNICATIONS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 028, English 067*

Students examine America's mass communication systems and learn how they affect human behavior in relation to social, political and economic institutions. Students learn the structure and function of media in the digital age. Students learn and discuss media literacy and mass communication theories, as well as public relations practice, the history of advertising and the evolution of the Internet. Survey of factors that influence the creation and distribution of media messages, and the impact of those messages on society.

**JOURNAL 185 DIRECTED STUDY JOURNALISM (CSU)**

1 Units (Lec 1 Hrs)

The student learns to work independently and produce content in Directed Study under the direction of a supervising instructor.

**JOURNAL 217-1 PUBLICATION LABORATORY I (CSU)**

2 Units (Lab 6 Hrs)

In this beginning level course, students learn introductory newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials. Student reporters, editors, photographers and other visual journalists receive practical instruction in basic production and publication. Deadlines and real world working conditions are stressed.

**JOURNAL 217-2 PUBLICATION LABORATORY II (CSU)**

2 Units (Lab 6 Hrs)

*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.

**JOURNAL 217-3 PUBLICATION LABORATORY III (CSU)**

2 Units (Lab 6 Hrs)

*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.

**JOURNAL 217-4 PUBLICATION LABORATORY IV (CSU)**

2 Units (Lab 6 Hrs)

*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.

**JOURNAL 218-1 PRACTICAL EDITING I (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Journalism 101*

In this beginning course, students learn editing fundamentals through the publication of the campus newspaper, the Collegian. This includes basic copy editing, writing headlines and cropping photographs. Editors evaluate and discuss issues of the newspaper in regularly scheduled critique sessions following publication.

**JOURNAL 218-2 PRACTICAL EDITING II (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Journalism 218 1*

Students learn intermediate newspaper editing skills through the publication of the campus newspaper, the Collegian. Editors check facts, spelling, grammar and Associated Press style for all copy. Improve stories and oversee major revisions. Collaborate with news design staff, photographers and reporters. Create style sheets and dummy pages for upcoming issues.

**JOURNAL 218-3 PRACTICAL EDITING III (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Journalism 218 2*

In this course, students practice advanced newspaper editing skills through the publication of the campus newspaper, the Collegian. Students edit reporter work for grammar, punctuation, clarity and Associated Press Style. Student editors craft headlines and cutlines, and also practice editing skills across other platforms, including broadcast and the web. Editors learn front page design software, and focus on copy flow and newsroom organization. Published work is critiqued in regularly scheduled class meetings.

**JOURNAL 218-4 PRACTICAL EDITING IV (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Journalism 218 3*

Students learn professional level newspaper writing and copy editing through the publication of the campus newspaper, the Collegian. Students develop news management skills essential to the demands of evolving media. Editors master Associated Press Style and learn newsroom techniques to improve broadcast, online, multimedia and social media content. Editors review and critique all content in regularly scheduled class meetings.

**JOURNAL 219-1 TECHNIQUES FOR STAFF EDITORS I (CSU)**

1 Units (Lab 3 Hrs)

*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.

**JOURNAL 219-2 TECHNIQUES FOR STAFF EDITORS II (CSU)**

1 Units (Lab 3 Hrs)

*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.

**JOURNAL 219-3 TECHNIQUES FOR STAFF EDITORS III (CSU)**

1 Units (Lab 3 Hrs)

*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.

**JOURNAL 220 MAGAZINE PRODUCTION (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

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.

**JOURNAL 220-1 MAGAZINE PRODUCTION 1 (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Journalism 101*

Students will learn basic theory and practice of the planning and production of a print magazine. This beginning magazine production course includes pre press production, story and image budgeting, as well as how to write, edit and publish a magazine. Unity of design and artistic principles are stressed to produce compelling pages. Students also focus on the selection and use of typographic fonts in layout and design. Students learn to create production schedules, and they learn to work closely with the printer to stay on budget to produce the most compelling edition possible of the Collegian Times.

**JOURNAL 285 DIRECTED STUDY JOURNALISM (CSU)**

2 Units (Lec 2 Hrs)

The student learns to work independently and produce content in Directed Study under the direction of a supervising instructor.

---

**KINESIOLOGY (KIN)****KIN 045 ADAPTED FITNESS (UC/CSU)**

1 Units (Lab 2 Hrs)

Students with verified disabilities perform exercises as part of an individualized training program to improve cardiovascular fitness, muscular fitness, and flexibility.

**KIN 180 MARATHON TRAINING COURSE FOR RUN/WALK (UC/CSU)**

1.5 Units (Lab 4 Hrs)

Students develop an understanding of cardiovascular endurance and specificity of training for marathons using a variety of tempo run/walks. Students utilize and understand aerobic and anaerobic energy systems and when each is used. Race analysis and race psychology are also explained along with proper hydration and nutrition.

**KIN 185 DIRECTED STUDY KINESIOLOGY (CSU)**

1 Units (Lec 1 Hrs)

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

**KIN 201-1 SWIMMING SKILLS I (UC/CSU)**

1 Units (Lab 2 Hrs)

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.

**KIN 202 LAP SWIMMING SKILLS (UC/CSU)**

1 Units (Lab 2 Hrs)

Advanced swimmers improve their speed, strength, and endurance. Instructor directs organized, challenging workouts with all four competitive strokes. Students should be able to swim 50 yards, without stopping, in deep water using the freestyle stroke and rotary breathing. At the first pool session, students' swimming ability will be assessed to ensure minimum skills for participation.

**KIN 205 WATER POLO SKILLS (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn ball handling, game strategy, shooting, defense, offense, counter attack, and game management. Instruction includes progressive skills attainment.

**KIN 206 DIVING SKILLS (UC/CSU)**

1 Units (Lab 3 Hrs)

Students learn the theory and practice of diving drills necessary to use the one meter diving board. Demonstration and instruction on the five categories of basic dives, a front approach, the back take off, jumps, line ups, dry land conditioning exercises and drills, and work toward building a five dive list is covered.

**KIN 215-1 JUDO SKILLS I (UC/CSU)**

1 Units (Lab 3 Hrs)

Students learn fifteen throwing techniques, five pinning techniques, and two constriction techniques, as well as the history and etiquette of judo.

**KIN 215-2 JUDO SKILLS II (UC/CSU)**

1 Units (Lab 3 Hrs)

*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.

**KIN 215-3 JUDO SKILLS III (UC/CSU)**

1 Units (Lab 3 Hrs)

*Prerequisite: Kinesiology 215*

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 construction techniques, all of which are applied while attacking and defending simultaneously while randomly moving about the competition area.

**KIN 217 SELF DEFENSE SKILLS (UC/CSU)**

1 Units (Lab 2 Hrs)

The student develops the basic skills of self defense, beginning with lateral movement, strength and cardiovascular fitness, agility and awareness of self in one's environment. The basic skills include striking, kicking, blocking, throwing, grappling, and other techniques. Additionally, legal and moral issues of self defense are discussed.

**KIN 229 BODY CONDITIONING SKILLS (UC/CSU)**

1 Units (Lab 2 Hrs)

Students participate in a variety of vigorous exercises for increasing cardiovascular fitness, muscular strength, and flexibility. Various modes of aerobic exercises are emphasized in support of the cross training concept. Resistance training using fixed weight of moderate to high intensity is used to develop muscular strength in all major muscle groups. Flexibility training is also emphasized to enhance skeletal range of motion. Information on exercise methods and principles, the physiology of the human body, fitness evaluation methodologies, and nutrition education.

**KIN 230 CARDIOKICKBOXING SKILLS (UC/CSU)**

1 Units (Lab 3 Hrs)

Students learn a non contact aerobic activity designed to teach basic kicking and punching techniques to improve overall fitness and increase bio mechanics training including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition. Weights, steps, and callisthenic exercises may also be utilized.

**KIN 237 BOOT CAMP I (UC/CSU)**

1 Units (Lab 3 Hrs)

Students learn and apply low intensity style boot camp class activities along with nutrition and diet assessments. Students learn training exercises like basic aerobic and anaerobic conditioning, muscular strength, resistance and endurance training, and also individual and team concepts. In addition, students are challenged to understand and apply basic fitness principles, basic anatomy and physiology, the prevention of training injuries, target heart rate and the intensity of exercise as well as nutrition for fitness. Students train individually, with a partner or in a team setting.

**KIN 246 BODY SCULPTING SKILLS (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn techniques for body sculpting to achieve cardiovascular fitness, flexibility, muscle toning and endurance. Students will utilize exercise bands, core strength training on mats, weights, stability balls, medicine balls, kettle bells, and other activities are used to increase cardiac output and overall lean muscle mass.

**KIN 249-1 STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

**KIN 249-2 STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT II (UC/CSU)**

1 Units (Lab 2 Hrs)

Prerequisite: Kinesiology 249 1, Dance Techniques 241 Students learn additional techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises. Students develop listening skills and presentation skills through practice.

**KIN 250-1 WEIGHT TRAINING SKILLS I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

**KIN 250-2 WEIGHT TRAINING SKILLS II (UC/CSU)**

1 Units (Lab 2 Hrs)

*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.

**KIN 250-3 WEIGHT TRAINING SKILLS III (UC/CSU)**

1 Units (Lab 2 Hrs)

*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.

**KIN 251-1 YOGA SKILLS I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

**KIN 251-2 YOGA SKILLS II (UC/CSU)**

1 Units (Lab 2 Hrs)

*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 asanas (positions), terminology, and gain greater understanding of yoga philosophy and its application to daily life.

**KIN 251-3 YOGA SKILLS III (UC/CSU)**

1 Units (Lab 2 Hrs)

*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.

**KIN 265 CROSS COUNTRY CONDITIONING SKILLS (UC/CSU)**

1 Units (Lab 3 Hrs)

Students learn basic biomechanics pertaining to jogging, running and race walking. Students will improve their cardiovascular system through various conditioning programs. Students learn a variety concepts pertaining to pacing, nutrition, cross training and weight management that help enable them to increase their quantity and quality of life.

**KIN 266-1 BADMINTON SKILLS I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn the fundamental skills and knowledge necessary to play badminton such as the serve, clear, drop and smash shots, rules and basic strategies for the games of singles and doubles.

**KIN 266-2 BADMINTON SKILLS II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Kinesiology 266 1*

Students learn the skills and knowledge necessary to play badminton at the intermediate skill level such as the serve, clear, drop and smash shots, feints, rules and intermediate level strategies for the games of singles and doubles.

**KIN 271-1 TENNIS SKILLS I (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn the fundamental skills and knowledge necessary to play tennis such as serve, forehand and backhand ground strokes and volleys, singles and doubles rules, and basic court positioning and strategy.

**KIN 271-2 TENNIS SKILLS II (UC/CSU)**

1 Units (Lab 2 Hrs)

*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.

**KIN 272 TRACK AND FIELD SKILLS (UC/CSU)**

1 Units (Lab 3 Hrs)

Students learn instruction and practice in the events relevant to track and field. Topics include techniques, strategies, fitness conditioning, and rules pertaining to all aspects and events of track and field. Some of the topics include disk throwing, hurdles, sprinting, cross training and injury prevention. Emphasis will be put on proper biomechanics and injury prevention.

**KIN 285 DIRECTED STUDY KINESIOLOGY (CSU)**

2 Units (Lec 2 Hrs)

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.

**KIN 287-1 BASKETBALL SKILLS I (UC/CSU)**

1 Units (Lab 2 Hrs)

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.

**KIN 287-2 BASKETBALL SKILLS II (UC/CSU)**

1 Units (Lab 2 Hrs)

*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.

**KIN 289-1 SOCCER SKILLS I (UC/CSU)**

1 Units (Lab 3 Hrs)

Students learn basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feedback.

**KIN 289-2 SOCCER SKILLS II (UC/CSU)**

1 Units (Lab 3 Hrs)

*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 an active healthy lifestyles by developing a personal fitness plan.

**KIN 290 SOFTBALL SKILLS (UC/CSU)**

1 Units (RPT 3) (Lab 2 Hrs)

Students learn the fundamental skills and rules of softball. Students learn proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

**KIN 291-1 VOLLEYBALL SKILLS I (UC/CSU)**

1 Units (Lab 2 Hrs)

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.

**KIN 291-2 VOLLEYBALL SKILLS II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Kinesiology 291 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.

**KIN 300 SWIMMING NON /SWIMMER (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes and improve water safety awareness.

**KIN 300-1 SWIMMING NON SWIMMER I (UC/CSU)**

1 Units (Lec 0.5 Hrs / Lab 2.5 Hrs)

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes and improve water safety awareness.

**KIN 301-1 SWIMMING SKILLS I (CSU)**

1 Units (Lab 3 Hrs)

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes and improve water safety awareness.

**KIN 303 AQUA AEROBICS (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

Students learn basic principles of water safety, nutrition and water aerobics exercises for conditioning. This class emphasizes cardiovascular endurance and strength training by the use of water resistance.

**KIN 307 SWIM AND RUN (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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.

**KIN 326 AEROBIC SUPER CIRCUIT LAB (UC/CSU)**

1 Units (Lab 3 Hrs)

The student rotates through a series of weight training and cardiovascular exercises/machines at short, timed intervals for a challenging form of conditioning that develops muscular strength, muscular endurance and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and increased overall wellness along with issues pertaining to exercise physiology.

**KIN 327 LIFELONG FITNESS LAB (UC/CSU)**

1 Units (Lab 3 Hrs)

Students develop flexibility, muscular strength, muscular endurance, cardiovascular endurance, and body composition. Students learn how to achieve a healthy lifestyle, proper fitness balance, nutrition. Cardiovascular disease prevention and education is a main component of this course.

**KIN 328 BICYCLE SPINNING ACTIVITY (UC/CSU)**

1 Units (Lab 2 Hrs)

Students develop and improve both cardiovascular endurance and leg strength through cycling, interval training and hill climbing. Cycling safety, bike fit, and heart rate training will be emphasized throughout the course. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques.

**KIN 328-1 BICYCLE SPINNING I (UC/CSU)**

1 Units (Lab 3 Hrs)

This course increases and helps maintain both cardiovascular endurance and leg strength through stationary bike workouts. Intensity is high and challenging. Resting and target heart rates are used to monitor improvements in the students' cardiovascular system.

**KIN 328-2 BICYCLE SPINNING II (UC/CSU)**

1 Units (Lab 3 Hrs)

*Prerequisite: Kinesiology 328 1*

This course covers the intermediate principles designed to build on basic techniques from Bicycle Spinning I. Intervals, rolling hills, sprints, climbs, runs, and jumps challenges students to improve their cardiovascular system, help build leg strength, burn calories, and increase endurance.

**KIN 331 CROSS TRAINING (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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.

**KIN 333 STEP AEROBICS AND WEIGHT TRAINING (UC/CSU)**

1 Units (Lab 3 Hrs)

Students use a combination of strength training machines, free weights, step aerobics, and low impact aerobics to increase overall fitness and knowledge of personal health. These activities are utilized to gain fitness, emphasizing flexibility, muscular strength, and cardiovascular endurance. Students learn safety training, biomechanics, nutrition, weight management and other nutrition and fitness concepts and skills.

**KIN 334 FITNESS WALKING (UC/CSU)**

1 Units (Lab 3 Hrs)

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.

**KIN 334-2 FITNESS WALKING II (CSU)**

1 Units (Lab 3 Hrs)

Course description not available.

**KIN 334-3 FITNESS WALKING III (CSU)**

1 Units (Lab 3 Hrs)

Course description not available.

**KIN 334-4 FITNESS WALKING IV (CSU)**

1 Units (Lab 3 Hrs)

Course description not available.

---

## KINESIOLOGY MAJOR (KIN MAJ)

**KIN MAJ 100 INTRODUCTION TO KINESIOLOGY (UC/CSU)**

3 Units (RPT 1) (Lec 3 Hrs)

Students learn about the study of human movement through an interdisciplinary approach that includes discussing the importance of the sub disciplines in kinesiology and the variety of career opportunities in the areas of teaching, allied health, and fitness professions.

**KIN MAJ 107 PREPARATION FOR CERTIFICATION PERSONAL FITNESS TRAINER**

3 Units (Lec 3 Hrs / Lab 1 Hrs)

*Prerequisite: Health 002, Kinesiology 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.

**KIN MAJ 117 PERSONAL TRAINER INSTRUCTOR (CSU)**  
3 Units (Lec 2 Hrs / Lab 2 Hrs)

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, cardio-respiratory fitness, and muscular endurance and strength.

**KIN MAJ 134 ADVANCED LIFESAVING (CSU)**  
2 Units (Lec 1 Hrs / Lab 2 Hrs)

This class provides training in lifesaving skills and students are certified in the latest American Red Cross Lifeguarding program. Lifeguard program certification includes cardiopulmonary resuscitation, first aid, automated external defibrillator (AED), oxygen administration and Lifeguard Management procedures.

## KOREAN (KOREAN)

**KOREAN 001 ELEMENTARY KOREAN I (UC/CSU)**  
5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to Korean. Develops speaking, writing, listening, and reading skills in Korean at the ACTFL Proficiency Novice Mid Level, and introduces Korean culture. Satisfies Humanities requirement for graduation.

**KOREAN 002 ELEMENTARY KOREAN II (UC/CSU)**  
5 Units (Lec 5 Hrs)

*Prerequisite: Korean 001*

Lecture 5 hours Prerequisite: Korean 1 or Korean 22 with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in Korean at the ACTFL Proficiency Novice High Level, and furthers understanding of Korean culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**KOREAN 003 INTERMEDIATE KOREAN I (UC/CSU)**  
5 Units (Lec 5 Hrs)

*Prerequisite: Korean 002*

Lecture 5 hours Prerequisite: Korean 2 with a satisfactory grade or equivalent Development of intermediate Korean in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate Mid Level, and practices interpreting Korean culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**KOREAN 004 INTERMEDIATE KOREAN II (UC/CSU)**  
5 Units (Lec 5 Hrs)

*Prerequisite: Korean 003*

Lecture 5 hours Prerequisite: Korean 3 with a satisfactory grade or equivalent Continues the development of intermediate Korean in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate High Level and utilize knowledge of Korean culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**KOREAN 008 CONVERSATIONAL KOREAN (UC/CSU)**  
2 Units (Lec 2 Hrs)

*Prerequisite: Korean 002*

The students focus on conversational skills on everyday topics, current events, and cultural materials.

**KOREAN 010 KOREAN CIVILIZATION (UC/CSU)**  
3 Units (Lec 3 Hrs)

Lecture 3 hours Open to all students. Course taught in English. Focuses on the history, culture, traditions and arts of Korea and its people. The contribution of Korea to world civilization is examined. Satisfies Humanities requirement for graduation.

**KOREAN 021 FUNDAMENTALS OF KOREAN I (UC/CSU)**  
3 Units (Lec 3 Hrs)

*Advisory: English 028, English 067*

Lecture 3 hours Fundamental course for students without prior exposure to Korean. Develops speaking, writing, listening, and reading skills in Korean at the ACTFL Proficiency Novice Low Level, and raises awareness about Korean culture. Korean 21 and Korean 22 together are equivalent to Korean 1. Both Korean 21 and Korean 22 must be taken for UC:CSU credit.

**KOREAN 022 FUNDAMENTALS OF KOREAN II (UC/CSU)**  
3 Units (Lec 3 Hrs)

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 069 KOREAN THROUGH INTERNET AND MULTIMEDIA (CSU)**  
2 Units (Lab 4 Hrs)

*Prerequisite: Korean 001*

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 001 BUSINESS LAW I (UC/CSU)

3 Units (Lec 3 Hrs)

Students learn the fundamental legal principles pertaining to business transactions. Students will be introduced to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

### LAW 002 BUSINESS LAW II (UC/CSU)

3 Units (Lec 3 Hrs)

Students learn about the fundamental principles of law as they apply in the business world. Topics include, but are not limited to, Bankruptcy Law; Employment and Labor Law; Employment Discrimination; Corporations; Administrative Law; Environmental Law; Real Property and Landlord Tenant Relationships; and Wills, Trusts, and Elder Law. This course is necessary for a well rounded knowledge of business law.

### LAW 003 CIVIL RIGHTS AND THE LAW (UC/CSU)

3 Units (Lec 3 Hrs)

Students learn about the broad range of privileges and rights guaranteed by the United States Constitution and subsequent amendments and laws that guarantee fundamental freedoms to all individuals. These freedoms include the rights of free expression and action; the right to enter into contracts, own property, and initiate lawsuits; the right of due process and equal protections of the laws; opportunities in education and work; the freedom to live, travel, and use public facilities wherever one chooses; and the right to participate in the democratic political process.

### LAW 004 DIRECTED FIELD WORK IN LEGAL ASSISTING (CSU)

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Law 10*

Students gain practical experience by working in a law office or other legal environment. Students are supervised by an attorney, paralegal supervisor, or other legal personnel. These unpaid internship positions are available in a variety of legal fields and legal settings. Through weekly seminars, students also gain and share information on preparing for permanent employment. Students must complete 108 hours in their internship assignments.

### LAW 007 STREET LAW (UC/CSU)

3 Units (Lec 3 Hrs)

*Advisory: English 101*

Students develop a practical understanding of the U.S. legal system and students will engage in active community participation. Students learn about areas of the law that affect the daily lives of all Americans and U.S. residents. Particularly relevant are the areas of consumer, housing, family, and employment law, along with marriage, and parental rights. Additionally, students learn fundamental criminal law and constitutional law principles. This knowledge provides a platform for guided discussion of important public policy issues concerning crime, discrimination, health care, and immigration.

### LAW 010 INTRODUCTION TO LEGAL ASSISTANT I (CSU)

3 Units (Lec 3 Hrs)

*Corequisite: English 101*

The students learn about careers in the paralegal profession; the inner workings of the law office; ethics and professional responsibility; sources of American law; the court system and alternative dispute resolution; and conducting interviews and investigations. This is an introductory course in understanding the role of the paralegal in the legal field.

### LAW 011 INTRODUCTION TO LEGAL ASSISTANT II (CSU)

3 Units (Lec 3 Hrs)

*Prerequisite: Law 10, English 101*

Students learn the fundamentals of California civil litigation. Students become familiar with the California Code of Civil Procedure through the study of topics including, but not limited to, parties and jurisdictions; pleadings; complaints, answers, and cross claims; introduction to motions; motions attacking the pleadings; summary judgments; evidence; introduction to discovery; written discovery; depositions; and trial preparation. Students learn how to draft legal documents such as complaints, answers, and motions.

### LAW 012 TORT LAW AND CLAIMS INVESTIGATION (CSU)

3 Units (Lec 3 Hrs)

*Prerequisite: Law 10, English 101*

Students learn the academic and practical principles of tort law needed for a successful career as a paralegal. Special emphasis will be placed on the three major categories of tort law: Intentional Torts; Negligence; and Strict Liability. Other topics covered include, but are not limited to, Malpractice; Misrepresentation; Product Liability; Defamation; Vicarious Liability; and Joint Liability.

### LAW 013 WILLS, TRUSTS, AND PROBATE ADMINISTRATION (CSU)

3 Units (Lec 3 Hrs)

Students learn the fundamental principles of the law of wills and trusts, including simple will and trust forms and formation. Students learn the organization and jurisdiction of the California Probate Court, with an overview of the administration of estates in probate.

### LAW 014 LAW OFFICE MANAGEMENT (CSU)

3 Units (Lec 3 Hrs)

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 017 LEGAL WRITING (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Law 10, English 101*

Students study advanced legal drafting and writing, including special research projects.

**LAW 018 MARRIAGE AND FAMILY LAW (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Law 10*

This course presents fundamental common law and statutory concepts of family law with emphasis on California's Community Property Laws.

**LAW 019 PROPERTY AND CREDITOR RIGHTS**

3 Units (Lec 3 Hrs)

An introduction to California real property law. Students learn the following subject matter: Forms of Ownership; Estates in Real Property; Property Title in California; Agency Law; The Rights and Duties of Landowners; Disputes Between Neighbors in California; Involuntary Liens in California; Foreclosure Law in California; California Real Estate Sales Contracts; Landlord Tenant Law; Fair Housing; Transfers of Real Property; Common Interest Developments in California; Restrictions on Land Use; Environmental Law; Litigating a Real Property Case in California; Negotiation; and Personal Property.

**LAW 033 LAW AND THE MEDIA (CSU)**

3 Units (Lec 3 Hrs)

Students learn the federal, state, and local laws that most directly affect mass communication in the United States, focusing on: a basic understanding of the American legal system, its institutions, and some of its terminology; a broad understanding of First Amendment principles as they relate to mass communication; and a working knowledge of the laws that directly restrict or enhance information gathering and message dissemination in the mass media, and an understanding of the rationales behind those laws.

**LAW 035 IMMIGRATION LAW FOR PARALEGALS (CSU)**

3 Units (Lec 3 Hrs)

Students learn the fundamental concepts of immigration law including grounds of exclusion, defenses to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law, criminal aspects of immigration, and various types of immigration applications.

**LAW 037 BANKRUPTCY AND CREDITOR'S RIGHTS**

3 Units (Lec 3 Hrs)

Students learn the basics of bankruptcy law and procedure. The course focuses predominantly on Chapter 7 and Chapter 13 Bankruptcy, including preparing the necessary forms for these types of bankruptcy. Other topics include, but are not limited to, the evolution of bankruptcy law, researching bankruptcy law, the roles of various individuals in the bankruptcy process, and information gathering and counseling.

**LAW 038 CRIMINAL LAW & PROCEDURE**

3 Units (Lec 3 Hrs)

Students learn substantive criminal law and the procedural rights of criminal defendants. The two essential elements of a crime *mens rea* and *actus reus* will be covered in detail. Other topics that will be covered include, but are not limited to,

crimes against the person, crimes against property and habitation, crimes against the public, parties and inchoate offenses, and factual and statutory defenses.

**LAW 043 ELDER LAW**

3 Units (Lec 3 Hrs)

Course description not available.

**LAW 051 LEGAL RESEARCH FOR PARALEGALS (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Law 10, English 101*

Students learn how to perform library and computer assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and looseleaf services. Students also receive hands on training in Westlaw and LexisNexis.

**LAW 931 COOPERATIVE EDUCATION LAW (CSU)**

3 Units (Lec 3 Hrs)

Course description not available.

**LAW 941 COOPERATIVE EDUCATION LAW (CSU)**

4 Units (Lec 4 Hrs)

Course description not available.

---

**LIBRARY SCIENCE (LIB SCI)****LIB SCI 101 COLLEGE RESEARCH SKILLS (UC/CSU)**

1 Units (Lec 1 Hrs)

*Advisory: CAOT 001*

This is a practical course in college level research using academic libraries and related information sources. Students develop strategies to find, organize, evaluate, and cite various print and online sources effectively and ethically. These skills help students become strong researchers and life long learners.

---

**LINGUISTICS (LING)****LING 001 INTRODUCTION TO LANGUAGE AND LINGUISTICS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 028, English 067, ESL 008*

Students are introduced to the scientific study of language to gain an understanding of language structures, functions, linguistic universals, and the relationship between language and cognition.

**LING 002 INTRODUCTION TO SOCIOLINGUISTICS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Linguistics 001**Prerequisite: English 028, English 067, ESL 008*

Students study the processes of linguistic variation and its relationship to geography and socio cultural identity in both

monolingual and multilingual settings. Students gain an understanding of language as a communicative, semiotic, and cognitive tool in society.

**LING 003 INTRODUCTION TO PSYCHOLINGUISTICS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Linguistics 001*

*Prerequisite: English 028, English 067, ESL 008*

In this general introduction to psycholinguistics course, students focus on speech, perception, language processing, language production, and language acquisition. Students study the relationship between the theories proposed by linguistics and data as observed in everyday life. Students also review related areas such as processes of reading, language and the brain, and language and thought.

## LEARNING FOUNDATION (LRNFDTN)

**LRNFDTN 001 ADAPTED KEYBOARDING**

1 Units (Lab 3 Hrs)

Designed for students with verified disabilities, this class provides individual instruction in keyboarding basics. Assistive technology may also be introduced for successful access to keyboard or screen. Basic reading and writing skills are not addressed in this course.

**LRNFDTN 002 ADAPTIVE WORD PROCESSING OPERATIONS**

1 Units (RPT 3) (Lab 3 Hrs)

Designed for students with verified disabilities, this class provides individual training in the use of word processing technologies. Students learn skills at an individual, non competitive pace using assistive hardware and software when needed. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course.

**LRNFDTN 003 ADAPTIVE COMPUTER OPERATIONS**

1 Units (Lab 2 Hrs)

Designed for students with verified disabilities, this course provides individual assessment of assistive computer needs. Students will learn how to use the latest technologies (hardware and software) to make computer applications accessible. The type of technologies and the extent of the training will depend on the student's disability and needed applications. Knowledge of keyboarding skills is helpful but not required. Basic reading and writing skills are not addressed in this course. This course may be scheduled at times to be arranged (TBA) for a minimum of 54:00 hours.

**LRNFDTN 031 STUDY STRATEGIES FOR STUDENTS WITH LEARNING DIFFERENCES**

3 Units (Lec 3 Hrs)

Students learn study skills utilizing multi sensory techniques and strategies for coping with the demands of the college's academic curriculum. This study skills class is specifically designed for students with learning disabilities. Enrollment is intended for students with current functional limitations that

impede or prevent the student from benefiting from their academic classes without this foundation and support. Grades are awarded on a Pass/No Pass basis.

**LRNFDTN 031A STUDY STRATEGIES FOR STUDENTS WITH LEARNING DIFFERENCES**

1 Units (Lec 1 Hrs)

Students with disabilities learn how to employ multi sensory techniques and strategies in order to meet the demands of the college's academic curriculum. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support.

**LRNFDTN 031B STUDY STRATEGIES FOR STUDENTS WITH LEARNING DIFFERENCES**

1 Units (Lec 1 Hrs)

Students with disabilities learn how to employ multi sensory techniques and strategies in order to meet the demands of the college's academic curriculum. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support.

**LRNFDTN 040 INTRODUCTION TO LEARNING DISABILITIES**

1 Units (Lab 3 Hrs)

The student learns about learning disabilities and the laws, accommodations, and services available for academic improvement. Through assessment, the student discovers personal learning strengths and weaknesses in order to develop a plan for academic success. Eligibility for support services will be determined. Grades are awarded on a Pass/No Pass basis.

**LRNFDTN 070 FUNDAMENTALS OF ARITHMETIC LABORATORY**

1 Units (Lab 3 Hrs)

This course is designed for students with verified disabilities. Students will receive individualized, small group and computer assisted instruction. Students can supplement and enhance learning in mathematics through tutorial and self help assistance, calculators, computers, programmed texts, assistive technology, tactile graphics, instruction in online learning systems and other specialized learning aids.

## LEARNING SKILLS (LRNSKIL)

**LRNSKIL 001 READING**

3 Units (Lec 3 Hrs)

*Prerequisite: English 028*

Introduction to the scientific study of language to gain an understanding of language structures, functions, linguistic universals, and the relationship between language and cognition.

**LRNSKIL 001A READING**

1 Units (Lab 3 Hrs)

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.

**LRNSKIL 001B READING**

1 Units (Lab 3 Hrs)

The student learns individualized intermediate reading instruction for English as a Native Language (ENL) and English as a Second Language (ESL) students from beginning to advanced college 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.

**LRNSKIL 001C READING**

1 Units (Lab 3 Hrs)

The student learns individualized reading for English as a Native Language (ENL) or English as a Second Language (ESL) students from beginning to advanced college 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.

**LRNSKIL 002 ENGLISH FUNDAMENTALS**

3 Units (Lab 9 Hrs)

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.

**LRNSKIL 002A ENGLISH FUNDAMENTALS**

1 Units (Lab 3 Hrs)

The student learns beginning grammar. Students receive instruction in the basic structure of the sentence, parts of speech, phrases, clauses, agreement, and verb usage. 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.

**LRNSKIL 002B ENGLISH FUNDAMENTALS**

1 Units (Lab 3 Hrs)

The student learns intermediate grammar. Students receive instruction in the correct use of pronouns, modifiers, and punctuation. 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.

**LRNSKIL 002C ENGLISH FUNDAMENTALS**

1 Units (Lab 3 Hrs)

The student learns advanced grammar. Students receive instruction in correct pronoun usage, clear reference, placement of modifiers, 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.

**LRNSKIL 003A VOCABULARY DEVELOPMENT**

1 Units (Lab 3 Hrs)

The student learns to develop vocabulary definition and context skills at a beginning level. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills vocabulary program. 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.

**LRNSKIL 003B VOCABULARY DEVELOPMENT**

1 Units (Lab 3 Hrs)

The student learns to develop vocabulary definition and context skills at an intermediate level. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills vocabulary program. 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.

**LRNSKIL 003C VOCABULARY DEVELOPMENT**

1 Units (Lab 3 Hrs)

The student learns English conversational skills at an intermediate level. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills intermediate conversation program. 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.

**LRNSKIL 003D VOCABULARY DEVELOPMENT**

1 Units (Lab 3 Hrs)

The student learns to develop vocabulary definition and context skills at an advanced level. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills vocabulary program. 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.

**LRNSKIL 003E VOCABULARY DEVELOPMENT**

1 Units (Lab 3 Hrs)

The student learns to develop vocabulary definition and context skills at an advanced level. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills vocabulary program. 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.

**LRNSKIL 006A ACADEMIC STUDY SKILLS**

1 Units (Lab 3 Hrs)

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.

**LRNSKIL 006B ACADEMIC STUDY SKILLS**

1 Units (Lab 3 Hrs)

The student learns academic study skills. Students are introduced to notetaking, test taking strategies, critical thinking, and communicating. 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.

**LRNSKIL 006C ACADEMIC STUDY SKILLS**

1 Units (Lab 3 Hrs)

The student learns academic study skills. Students are introduced to diversity, computer technology, health awareness, and career planning. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills study skills program. 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.

**LRNSKIL 007 BASIC COMPOSITION**

3 Units (Lab 9 Hrs)

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.

**LRNSKIL 007A BASIC COMPOSITION**

1 Units (Lab 3 Hrs)

The student learns beginning writing skills. Learning Skills 7A focuses upon basic sentence structures and paragraph development. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills writing course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No Pass basis.

**LRNSKIL 007B BASIC COMPOSITION**

1 Units (Lab 3 Hrs)

The student learns intermediate writing skills. Learning Skills 7B focuses upon basic sentence structures and three paragraph essay development. 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.

**LRNSKIL 007C BASIC COMPOSITION**

1 Units (Lab 3 Hrs)

The student learns advanced writing skills. Learning Skills 7C focuses upon five paragraph essay development. 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.

**LRNSKIL 008 RESUME PREPARATION AND JOB SEARCH SKILLS**

1 Units (Lab 3 Hrs)

The student learns how to write a resume 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 resume 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.

**LRNSKIL 010 MATHEMATICS FUNDAMENTALS**

3 Units (Lab 9 Hrs)

The student learns an 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 are placed in an appropriate Learning Skills mathematics 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.

**LRNSKIL 010A MATHEMATICS FUNDAMENTALS**

1 Units (Lab 3 Hrs)

The student learns an individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, and fractions. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills mathematics 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.

**LRNSKIL 010B MATHEMATICS FUNDAMENTALS**

1 Units (Lab 3 Hrs)

The student learns an individualized review of basic mathematics skills involving decimals, percents, ratios, and proportions. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills mathematics 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.

**LRNSKIL 010C MATHEMATICS FUNDAMENTALS**

1 Units (Lab 3 Hrs)

The student learns an individualized review of basic mathematics skills involving units of measure, simple geometry, statistical graph analysis, and signed numbers. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills mathematics 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.

**LRNSKIL 011 ELEMENTARY ALGEBRA**

5 Units (Lab 15 Hrs)

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.

**LRNSKIL 011A ELEMENTARY ALGEBRA**

1 Units (Lab 3 Hrs)

The student learns an individualized review of basic algebra skills involving the language of algebra and equations and inequalities. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills elementary algebra course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/no Pass basis.

**LRNSKIL 011B ELEMENTARY ALGEBRA**

1 Units (Lab 3 Hrs)

The student learns basic algebra skills involving polynomials and factoring. 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.

**LRNSKIL 011C ELEMENTARY ALGEBRA**

1 Units (Lab 3 Hrs)

The student learns basic algebra skills involving rational expressions and graphing. 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.

**LRNSKIL 011D ELEMENTARY ALGEBRA**

1 Units (Lab 3 Hrs)

The student learns basic algebra skills involving graphing and inequalities and linear 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.

**LRNSKIL 011E ELEMENTARY ALGEBRA**

1 Units (Lab 3 Hrs)

The student learns basic algebra skills involving exponents and radicals and 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.

**LRNSKIL 024 THEORY AND PRACTICE OF TUTORING**

3 Units (Lab 9 Hrs)

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.

**LRNSKIL 024A THEORY AND PRACTICE OF TUTORING**

1 Units (Lab 3 Hrs)

The student learns theory and practice in tutoring sessions. Emphasis is placed upon the tutoring process, tutees' academic needs, recordkeeping, and learning styles. Also, tutor training is provided in each tutor's discipline. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills theory and practice of tutoring course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No Pass basis.

**LRNSKIL 024B THEORY AND PRACTICE OF TUTORING**

1 Units (Lab 3 Hrs)

The student learns theory and practice in tutoring sessions. Emphasis is placed upon problem solving techniques and writing tutorial reports. 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.

**LRNSKIL 024C THEORY AND PRACTICE OF TUTORING**

1 Units (Lab 3 Hrs)

The student learns theory and practice in tutoring sessions. Emphasis is placed upon visiting the classrooms, peer tutorial sessions, academic and basic skills resource guide, and tutorial experiences. 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.

**LRNSKIL 040 INTRODUCTION TO LEARNING****DISABILITIES**

1 Units (Lab 3 Hrs)

The student learns about learning disabilities and the laws, accommodations, and services available for academic improvement. Through assessment, the student discovers personal learning strengths and weaknesses in order to develop a plan for academic success. Eligibility for support services will be determined. Grades are awarded on a Pass/No Pass basis.

**LRNSKIL 041 STUDY STRATEGIES FOR STUDENTS WITH LEARNING DISABILITIES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students learn study skills utilizing multi sensory techniques and strategies for coping with the demands of the college's academic curriculum. This study skills class is specifically designed for students with learning disabilities. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support. Grades are awarded on a Pass/No Pass basis.

**LRNSKIL 041A STUDY STRATEGIES FOR STUDENTS WITH LEARNING DISABILITIES**

1 Units (Lec 1 Hrs)

Students with disabilities learn how to employ multi sensory techniques and strategies in order to meet the demands of the college's academic curriculum. Enrollment is intended for students with current functional limitations which (that) impede or prevent the student from benefiting from their academic classes without this foundation and support.

**LRNSKIL 041B STUDY STRATEGIES FOR STUDENTS WITH LEARNING DISABILITIES**

1 Units (Lec 1 Hrs)

Students with disabilities learn how to employ multi sensory techniques and strategies in order to meet the demands of the college's academic curriculum. Enrollment is intended for students with current functional limitations which (that) impede or prevent the student from benefiting from their academic classes without this foundation and support.

**LRNSKIL 043 ADAPTIVE COMPUTER OPERATIONS**

1 Units (Lab 3 Hrs)

Students with disabilities learn how to use adaptive computer modifications and/or assistive technology utilizing keyboarding, word processing, database management and other appropriate software applications. Enrollment is intended for students with current functional limitations that require individually paced training.

**LRNSKIL 285 DIRECTED STUDY LEARNING SKILLS**

2 Units (Lec 2 Hrs)

This course allows learning skills students to pursue directed studies in reading, writing, mathematics and/or study skills on a contract basis under the supervision of a Learning Skills Instructor. Consultation with the instructor on a weekly basis, plus independent work is required. A maximum of 3 units in Directed Study may be taken for credit. 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 credit/no credit basis.

**LRNSKIL 485 INTERNET RESEARCH (CSU)**

1 Units (Lab 2 Hrs)

The student learns 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 and cite electronic resources. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills internet

research course. Students may enroll through the twelfth week of the semester. Grades are awarded on a Pass/Non Pass basis.

**MARKETING (MARKET)****MARKET 001 PRINCIPLES OF SELLING (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students learn about careers in selling, ethics in selling, the psychology of selling and benefit selling. They learn prospecting methods, the approaches to customers, using questions in selling, techniques for meeting objections to buying and techniques for closing the sale. This course is one of a series of classes which lead to the Marketing Certificate and the AA Degree with a major in marketing.

**MARKET 011 FUNDAMENTALS OF ADVERTISING (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students have an opportunity to explore the planning process, the strategies and the techniques used by corporations and small businesses to stimulate sales.

**MARKET 021 PRINCIPLES OF MARKETING (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students learn the importance of making decisions with the customer in mind and the need to select target markets for products and services. The course covers decision making relative to product development and management, trademarks, wholesaling, retailing, selling, sales promotion, advertising and pricing. It is the first in a series of courses which lead to the Certificate in Marketing and the AA Degree with a major in marketing.

**MARKET 031 RETAIL MERCHANDISING (CSU)**

3 Units (Lec 3 Hrs)

The student will learn the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

**MATHEMATICS (MATH)****MATH 010 MATH AS A SECOND LANGUAGE (MSL)**

1 Units (Lec 1 Hrs)

Students study the basic mathematics sequence. The course introduces mathematical language and notation, along with fundamental concepts necessary for successful completion of the mathematics sequence. Topics include writing and speaking mathematical language, understanding how to determine what a problem is asking, and a multi step program for solving problems. Also included are techniques that will enable students to have a positive outlook toward future mathematics classes.



**MATH 100 MATHEMATICS WORKSHOP**

1 Units (Lab 3 Hrs)

Students can supplement and enhance learning in mathematics through tutorial and self help assistance, calculators, computers, programmed texts and other learning aids.

**MATH 105 ARITHMETIC**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

Students learn to perform arithmetic operations with whole numbers, fractions, and decimals. Students learn to solve word problems including whole numbers, fractions, decimals, and percents. Students learn ratios, rates, proportions and everyday life application.

**MATH 115 ELEMENTARY ALGEBRA**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 112*

This course covers operations on real numbers and algebraic expressions, solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving systems of linear equations in two variables, exponents, operations on polynomials, factoring polynomials, operations on rational expressions, solving rational equations, simplifying radical expressions, solving radical equations, solving quadratic equations, and graphing quadratic equations.

**MATH 125 INTERMEDIATE ALGEBRA**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 115*

Students learn techniques for solving compound linear inequalities as well as absolute value equations and inequalities, solving systems of linear equations in two and three variables, simplifying non linear expressions and solving non linear equations such as polynomial, rational, radical, exponential, and logarithmic. Students learn techniques for rewriting the equation in the standard form for parabola and circle, and graph. Students learn how to compute terms and sums of arithmetic and geometric series. Students will apply the binomial theorem to expand the binomial with given power. Applications are included in a wide variety of word problems.

**MATH 157 JUST IN TIME SUPPORT FOR STATISTICS**

1 Units (Lab 2 Hrs)

*Corequisite: Math 227 or Math 230*

Course covers core mathematics skills and concepts needed for elementary statistics. Intended for students who are concurrently enrolled in Math 227, Elementary Statistics, or MATH 230, Mathematics for Liberal Arts Students at Los Angeles City College. Topics include concepts from arithmetic, pre algebra, elementary and intermediate algebra that are needed to understand the basics of elementary statistics: numbers and the number lines, operations on numbers, sets, equations and inequalities, graphing points and lines in two dimensions, reading tables and graphs, and approximating areas.

**MATH 167 PRE STATISTICS**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 110 Or Mathematics 112*

Students learn key concepts of descriptive statistics such as observational and experimental design, graphical and tabular displays of data, measures of center and spread, probability, the

normal distribution, and regression. This course is designed as a prerequisite solely for 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.

**MATH 190 ALGEBRA FOR STEM MAJORS**

6 Units (Lec 4 Hrs / Lab 4 Hrs)

*Prerequisite: Mathematics 110 Or Mathematics 112*

An accelerated course covering the topic of Elementary and Intermediate Algebra. Topics include the real number system, rules of exponents, linear equations and inequality in one variable, linear equations and inequality in two variables, systems of linear equations and inequalities, nonlinear systems of equations, polynomial operations, factoring polynomials, rational expressions, rational equations and inequalities, radical expressions and rational exponents, radical equations and inequalities, quadratics equations and inequalities, functions and their graphs, exponential and logarithmic functions, the conic sections, and sequences and series.

**MATH 202 MATHEMATICS WORKSHOP (CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Math 215 or Math 216 or Math 230 or Math 236 or Math 240 or Math 245 or Math 260 or Math 261 or Math 262 or Math 263 or Math 270 or Math 275*

Students supplement and enhance their learning in mathematics by providing tutorial and self help assistance, calculators, computers, programmed text, and other learning aids for baccalaureate level mathematics courses.

**MATH 215 PRINCIPLES OF MATHEMATICS I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Mathematics 125*

This course is the first of two in a sequence designed for prospective elementary school teachers. The student will learn topics including sets and relations, numbering systems, and elementary number theory. The main emphasis, however, will be understanding the structure of systems of whole numbers, integers, and rational numbers.

**MATH 216 PRINCIPLES OF MATHEMATICS II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Mathematics 215*

This course is the second of two in a sequence for prospective elementary teachers. Topics include decimal and real numbers, rational numbers, abstract mathematical systems, geometry and the metric system.

**MATH 227 STATISTICS (UC/CSU)**

4 Units (Lec 4 Hrs)

*Prerequisite: Mathematics 125 Or Mathematics 167*

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi square and t tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

**MATH 230 MATHEMATICS FOR LIBERAL ARTS****STUDENTS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Mathematics 100 Or Mathematics 202**Prerequisite: Mathematics 125 Or Mathematics 190 Or Academic Preparation Placement*

Students receive instruction in topics which include linear equations and functions, applications of linear functions, systems of linear equations, matrices, system of linear inequalities, linear programming using the graphical method, mathematics of finance, logic, set theory, probability, basic counting, and statistics.

**MATH 236 CALCULUS FOR BUSINESS AND SOCIAL****SCIENCE (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 125 Or Mathematics 190 Or Academic Preparation Placement*

This course consists of elementary differential and integral calculus of algebraic, exponential and logarithmic functions, as well as derivatives and the method of Lagrange multipliers. Applications to business and the social sciences are emphasized.

**MATH 245 COLLEGE ALGEBRA (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Mathematics 125 or Academic Preparation Placement*

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.

**MATH 245L JUST IN TIME SUPPORT FOR COLLEGE****ALGEBRA (CSU)**

1 Units (Lab 2 Hrs)

*Corequisite: Math 245 or Math 236 or Math 260*

Intended for students who are concurrently enrolled in Math 245 College Algebra, Math 236 Calculus for Business and Social Science, or MATH 260 Precalculus at Los Angeles City College. Topics include concepts from elementary and intermediate algebra: linear equations in one and two variables with applications, compound linear inequalities, absolute value equations and inequalities, functions and graphs, systems of equations, factoring, polynomial operations, rational, radical, quadratic, exponential and logarithmic equations, complex numbers, sum notation, and sequences.

**MATH 258 GEOMETRY AND TRIGONOMETRY (CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 125 Or Mathematics 190 Or Mathematics 124B*

Students learn the definitions, axioms, and theorems of geometry relating to angles, lines, circles, and polygons. Practice in critical thinking and developing logical proofs are emphasized. This course also includes the study of the sine, cosine, and tangent functions, including a study of their graphs, inverses of the functions, basic properties of the cotangent, secant, and cosecant functions, measurement of angles in degrees and in

radians, evaluating triangles, solving trigonometric equations, models for periodic phenomena, trigonometric identities, vectors, complex number, and polar coordinates.

**MATH 260 PRECALCULUS (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 240 or Mathematics 258 or Academic Preparation Placement*

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, nonlinear systems of equations and inequalities, vector algebra, and polar coordinates.

**MATH 261 CALCULUS I (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 260*

This is the first of a three course sequence in calculus. Topics include limits and continuity, rates of change, derivatives, applications of differentiation, integrals, the Fundamental Theorem of Calculus, and applications of integration.

**MATH 262 CALCULUS II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 261*

This is the second in a three course sequence in calculus. Topics include differentiation and integration of logarithmic, exponential, circular and hyperbolic functions and their inverses, indeterminate forms, improper integrals, standard techniques of integration, applications of integration to problems from economics, biology and probability, parametric equations and polar coordinates, infinite sequences and series, and representation of functions as power series.

**MATH 263 CALCULUS III (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 262*

Students solve problems from vectors calculus, parametric equations, surfaces, partial differentiation, gradient, maxima and minima for functions of several variables, multiple integrals, surface integrals, and line integrals. Students consider physical and mechanical applications of Green's Theorem, Divergence Theorem, and Stokes' Theorem.

**MATH 270 LINEAR ALGEBRA (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Mathematics 261*

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

**MATH 272 METHODS OF DISCRETE MATHEMATICS (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Mathematics 262*

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.

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Mathematics 262*

Students learn to categorize different types of differential equations. Students learn to use techniques such as separation of variables, exact differentials, homogeneity, and change of variable (substitution) to solve first order equations as well as first order Initial Value Problems (IVPs). Students apply this knowledge to solve real world problems such as population growth and mixture problems. Students learn to solve higher order linear differential equations using constant coefficient technique, the method of undetermined coefficients and variation of parameters. Students apply this knowledge to physics applications such as simple harmonic motion. Students solve equations of higher order with variable coefficients applying specific techniques based on the type of the given equations. Topics Include: Cauchy Euler Equations, Power Series solutions, Bessel's Equations, and Legendre's Equation. Students learn the Laplace transform and its properties and apply this knowledge to solving various differential equations as well as IVPs. Students use techniques for solving Systems of Linear Differential Equations.

**MANAGEMENT (MGMT)****MGMT 002 ORGANIZATION AND MANAGEMENT THEORY (CSU)**

3 Units (Lec 3 Hrs)

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.

**MGMT 013 SMALL BUSINESS ENTREPRENEURSHIP (CSU)**

3 Units (Lec 3 Hrs)

Students receive the fundamentals of how to organize and operate a small business.

**MGMT 031 HUMAN RELATIONS FOR EMPLOYEES (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028 And English 067*

The students learns to recognize and develop those traits necessary for good relations with fellow workers, supervisors, subordinates, customers, and other business associates.

**MGMT 033 HUMAN CAPITAL MANAGEMENT (CSU)**

3 Units (Lec 3 Hrs)

The student will learn the essentials of human resource management. Topics include recruitment, selection, training, appraisals, compensations, benefits, labor relations and collective bargaining.

**MICROBIOLOGY (MICRO)****MICRO 001 INTRODUCTORY MICROBIOLOGY (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Advisory: English 021**Prerequisite: Biology 003 Or Physiology 001 And Chemistry 060*

This is an introductory microbiology course developed to prepare students for careers in biological sciences, pharmacy, optometry, veterinary medicine, nursing, physician assistant, and other allied health professions. This course explores the early history of microbiology, microbial classification, morphology, physiology, genetics, and ecology. Other topics include controlling microbial populations, microbial pathogenicity, immunology, and microbiological technology and applications in modern society. Laboratory techniques emphasize fundamental microbiological techniques, concepts, and applications, including current molecular diagnostic methods in microbial genetics and immunology. This course includes more lab hours than Microbiology 20, and it is recommended for students who need a 5 unit course with 6 hours of lab per week. This course is transferable as a major's preparation course for most CSUs and UC Irvine only. These majors may include: biology related, nutrition, nursing, health science, kinesiology, dietetics, and various other majors. Students should consult with counselors to determine articulation of this course with their desired four year institution and/or program.

**MICRO 020 GENERAL MICROBIOLOGY (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Advisory: English 021 And Chemistry 060*

This course was developed to prepare students for nursing and allied health majors. It examines principles in microbial classification, metabolism, genetics, and the roles of microorganisms as pathogens. Immunology and methods of controlling microbial growth are explored. Laboratory techniques emphasize fundamental microbiological techniques, concepts, and applications, including current molecular diagnostic methods in microbial genetics and immunology. This course includes fewer lab hours than Microbiology 1, and it is recommended for students who need a 4 unit course with 3 hours of lab per week. This course is only transferable as a major's preparation course for some CSUs and UC Irvine only (fewer four year institutions accept Microbiology 20 as a major's course). These majors may include: biology related, nutrition, nursing, health science, kinesiology, dietetics, and various other majors.

Students should consult with counselors to determine articulation of this course with their desired four year institution and/or program.

**MICRO 040 MICROBIOLOGY LABORATORY PREPARATIONS (CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Microbiology 001 Or Microbiology 020*

Students prepare media and reagents normally used in a bacteriological laboratory with emphasis on safety and proper use and care of laboratory equipment and supplies.

## MUSIC (MUSIC)

**MUSIC 101 FUNDAMENTALS OF MUSIC (UC/CSU)**

3 Units (Lec 3 Hrs)

(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 (UC/CSU)**

3 Units (Lec 3 Hrs)

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: 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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*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 (UC/CSU)**

3 Units (Lec 3 Hrs)

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.) Fulfills Humanities requirement.

**MUSIC 136 MUSIC IN AMERICAN CULTURE (UC/CSU)**

3 Units (Lec 3 Hrs)

A comparative and integrative study of the multi cultural music styles of the United States. Emphasis is given to the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, tracing the development of these various musical traditions from their historical roots to their influence on contemporary American music.

**MUSIC 137 MUSIC AS A BUSINESS**

3 Units (Lec 3 Hrs)

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

An introduction to American jazz music including its origins, stylistic development and cultural impact. This course is designed to increase student awareness of the relationship between jazz music and American society.

**MUSIC 152-1 CURRENT MUSICAL EVENTS I (CSU)**

1 Units (Lab 2 Hrs)

The student observes live concert performances, developing an understanding of the basic elements of music and acceptable audience behavior.

**MUSIC 152-2 CURRENT MUSICAL EVENT II (CSU)**

1 Units (Lab 2 Hrs)

The student observes and critiques live concert performances, developing an understanding of more advanced elements, styles and forms of music.

**MUSIC 161 INTRODUCTION TO MUSIC TECHNOLOGY (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Music 311 And Music 101*

The student learns to record, program, and arrange music using computers and industry standard digital audio software. Topics include audio fundamentals, MIDI sequencing, DIY recording techniques, mixing, and current trends in music production.

**MUSIC 180-1 APPLIED MUSIC LABORATORY I (CSU)**

1.5 Units (Lab 5 Hrs)

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 precise rhythms, correct pitches and accurate intonation.

**MUSIC 180-2 APPLIED MUSIC LABORATORY II (CSU)**

1.5 Units (Lab 5 Hrs)

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 (CSU)**

1.5 Units (Lab 5 Hrs)

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 (CSU)**

1.5 Units (Lab 5 Hrs)

*Corequisite: Music 184**Prerequisite: Music 180 3*

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 (UC/CSU)**

0.5 Units (Lab 1 Hrs)

*Corequisite: Music 180A*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches and accurate intonation. Achievement is evaluated through a juried performance.

**MUSIC 182 APPLIED MUSIC II (UC/CSU)**

0.5 Units (Lab 1 Hrs)

*Corequisite: Music 180B**Prerequisite: Music 181*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with the articulation, dynamics, phrasing, and expression appropriate to the literature being studied, and if singing, diction appropriate to texts of the literature. Achievement is evaluated through a juried performance.

**MUSIC 183 APPLIED MUSIC III (UC/CSU)**

0.5 Units (Lab 1 Hrs)

*Corequisite: Music 180C**Prerequisite: Music 182*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on demonstrating appropriate blend and balance when performing with an accompanist, and playing or singing in a stylistically appropriate manner suitable to the genre, period, and style of the literature. Achievement is evaluated through a juried performance.

**MUSIC 184 APPLIED MUSIC IV (UC/CSU)**

0.5 Units (Lab 1 Hrs)

*Corequisite: Music 180D**Prerequisite: Music 183*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on memorizing performance literature and development of repertoire for exit recital and auditions for transfer. Achievement is evaluated through a juried performance.

**MUSIC 185 DIRECTED STUDY MUSIC (CSU)**

1 Units (Lec 1 Hrs)

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

**MUSIC 200 INTRODUCTION TO MUSIC THEORY (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Corequisite: Music 217 2**Prerequisite: Music 200*

The student writes and analyzes diatonic harmony including primary and secondary triads and the dominant seventh chord. Also includes figured bass and non harmonic tones, as well as introducing two part counterpoint, non dominant seventh chords, secondary dominants and modulation.

**MUSIC 202 HARMONY II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Corequisite: Music 218 2**Prerequisite: Music 201*

The student writes and analyzes advanced diatonic and beginning chromatic harmony using seventh chords, modally borrowed chords, sequences, secondary dominants, simple modulations, basic musical forms, and the writing of original compositions.

**MUSIC 203 HARMONY III (UC/CSU)**

3 Units (Lec 3 Hrs)

*Corequisite: Music 219 2**Prerequisite: Music 202*

The student writes and analyzes advanced chromatic harmony using augmented chords, linear chromatic chords, Neapolitan chords, augmented sixth chords, chromatic mediants, tall chords, altered chords, and enharmonic and chromatic modulation. The student also writes and analyzes jazz and modal harmony as well as twentieth century techniques including Impressionism, tone rows, set theory, polytonality/pandiatonism, and advanced meter/rhythm.

**MUSIC 205 COMMERCIAL HARMONY I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Music 101*

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 (UC/CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Music 201**Prerequisite: Music 200*

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 (UC/CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Music 202**Prerequisite: Music 211*

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 (UC/CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Music 203**Prerequisite: Music 212*

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 II (CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Music 201**Prerequisite: Music 200*

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 217 3 MUSICIANSHIP III (CSU)**

1 Units (Lab 3 Hrs)

Course description not available.

**MUSIC 218 SIGHT READING I (CSU)**

1 Units (Lec 1 Hrs)

*Prerequisite: Music 200*

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 III (CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Music 202**Prerequisite: Music 217 2*

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 (CSU)**

1 Units (Lec 1 Hrs)

*Prerequisite: Music 218*

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 IV (CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Music 203**Prerequisite: Music 218 2*

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 220 MUSIC THEORY AND LISTENING LAB (CSU)**

0.5 Units (RPT 3) (Lab 1 Hrs)

*Prerequisite: Music 161*

The student learns the critical listening skills necessary for music production. Topics include identifying frequencies, instrument ranges, equalization, and effects. Students additionally learn contemporary arranging and production techniques.

**MUSIC 221 COUNTERPOINT I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Music 202*

The student studies 18th century contrapuntal techniques in two, three and four voices, including species counterpoint, invertible counterpoint, motive development and canon and resulting in analysis and composition of two part inventions, binary dance forms and three and four part fugue expositions.

**MUSIC 223 TWENTIETH CENTURY COMPOSITIONAL TECHNIQUES (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Music 202*

The student learns melodic, harmonic and rhythmic techniques of the Twentieth Century, resulting in the writing of original compositions.

**MUSIC 224 COMPOSITION (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Music 201*

The student composes instrumental works based on specific compositional techniques. The student will establish a solid technique in counterpoint, harmony, and instrumentation, resulting in a greater awareness of new compositional ideas and aesthetics. The goal is to apply those techniques and ideas to the development of a personal approach to composition.

**MUSIC 231 ORCHESTRATION AND ARRANGING I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Music 241**Prerequisite: Music 202*

The student studies instrumentation and beginning orchestration, including writing for various instrumental groups.

**MUSIC 250 MUSIC PERFORMANCE WORKSHOP (CSU)**

1 Units (Lab 3 Hrs)

The student prepares, rehearses, and performs selected musical works for small ensemble, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment is subject to audition.)

**MUSIC 251-1 JAZZ IMPROVISATION WORKSHOP I (UC/CSU)**

1 Units (Lab 3 Hrs)

The student improvises and performs level one standard repertoire in a jazz combo setting. Focus is on swing, bebop and blues. For intermediate to advanced jazz instrumentalists only.

**MUSIC 251-2 JAZZ IMPROVISATION WORKSHOP II (UC/CSU)**

1 Units (Lab 3 Hrs)

The student improvises and performs level two standard repertoire in a jazz combo setting. Focus is on modal and pentatonic scales and hard bop style. For intermediate to advanced jazz instrumentalists only.

**MUSIC 251-3 JAZZ IMPROVISATION WORKSHOP III (UC/CSU)**

1 Units (Lab 3 Hrs)

The student improvises and performs level three standard repertoire in a jazz combo setting. Focus is on modern jazz style. For intermediate to advanced jazz instrumentalists only.

**MUSIC 251-4 JAZZ IMPROVISATION WORKSHOP IV (UC/CSU)**

1 Units (Lab 3 Hrs)

Course description not available.

**MUSIC 261-1 MUSIC TECHNOLOGY WORKSHOP I (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

The student learns advanced electro acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on MIDI and audio sequencing in Pro Tools.

**MUSIC 261-2 MUSIC TECHNOLOGY WORKSHOP II (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Music 261 1*

This is the second in an advanced series of courses that emphasize the study and application of electronic, electro acoustic, and digital music techniques. Technical, compositional, and performance skills applied to synthesizers, computers, MIDI, software applications, virtual instruments and digital recording equipment will be introduced and developed.

**MUSIC 261-3 MUSIC TECHNOLOGY WORKSHOP III (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Music 261 2*

The student continues to learn music production techniques, including signal processing, automation, video synchronization, and advanced audio editing.

**MUSIC 270 DJ WORKSHOP**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: Music 101, Music 161*

An introduction to the history of the modern DJ and the use of DJ equipment, turntables, synthesizers, computers, and recording equipment in the making of music. Topics include DJ specific computer hardware and software, composing with modern sequencing techniques, MIDI (Musical Instrument Digital Interface), and basic digital audio. Students will demonstrate skills in a variety of professional DJ performance situations.

**MUSIC 271 SONGWRITERS' WORKSHOP I (CSU)**

3 Units (Lec 3 Hrs)

Students learn the conventions of songwriting including lyrics, melody, the relationship of lyrics and music, harmony, and song structure. Students analyze a wide variety of songs and applies the conventions of songwriting in the composition and performance of original songs.

**MUSIC 281 COMMERCIAL MUSIC TECHNIQUES I (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Music 161, Music 201*

The first in a sequence of courses offering the opportunity to develop the techniques of music for commercial applications. Skills in the preparation of music for compact disc and DVD production, multimedia applications, audio production techniques, song writing, arranging and stage performance will be emphasized.

**MUSIC 282 COMMERCIAL MUSIC TECHNIQUES II (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Music 161*

The student continues developing techniques of music for commercial applications. Advanced skills in the preparation of music for compact disc and DVD production, multimedia applications, audio production techniques, songwriting, score realization, stage performance and talent promotion will be emphasized.

**MUSIC 285 DIRECTED STUDY MUSIC (CSU)**

2 Units (Lec 2 Hrs)

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

**MUSIC 291 MUSIC PRODUCTION FOR MULTIMEDIA I (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Advisory: Music 261**Prerequisite: Music 161*

The student develops functional skills to utilize synthesizers, digital keyboards, sequencers, digital audio interface, MIDI controllers, computers and other MIDI equipment.

**MUSIC 292 MIDI INSTRUMENTS INSTRUCTION II (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 291*

The student continues to develop functional skills to utilize MIDI instruments. Emphasis is on advanced MIDI instrument techniques and applications in creative music technology using both Mac and PC computers.

**MUSIC 311 PIANO I (UC/CSU)**

1 Units (Lab 2 Hrs)

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 (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 311*

The student receives continued instruction in basic piano skills emphasizing note reading, simple major and minor scales in quarter and eighth note patterns, triads, repertoire and memorization. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 313 PIANO III (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 312*

The student receives continued instruction in developing piano skills with increasing emphasis on note reading, major and minor scale techniques, cadences, triads, repertoire from major historical periods, and memorization. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 314 PIANO IV (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 313*

The student receives instruction in piano skills emphasizing major and minor scales; major and minor arpeggios; repertoire from the Baroque, Classical, Romantic, and 20th Century; and memorization. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-1 INTERMEDIATE PIANO I (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

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.

**MUSIC 341-2 INTERMEDIATE PIANO II (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

The student studies, practices, and performs level two intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach sinfonias, Haydn early sonatas, Chopin mazurkas and Bartok Mikrokosmos Book #3. Technique to include the equivalent of Hanon 60 exercises #20 29, Czerny Op. 100 #20 30, and all major scales in thirds in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

**MUSIC 341-3 INTERMEDIATE PIANO III (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

The student studies, practices, and performs level three intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach Well Tempered Clavier Book 1, Mozart early sonatas, Mendelssohn Songs without Words Book 1, Shostakovich Preludes, Op. 34. Technique to include the equivalent of Hanon 60 exercises #30 39, Czerny Op. 299 #1 9, and all harmonic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

**MUSIC 341-4 INTERMEDIATE PIANO IV (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

The student studies, practices, and performs level four intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach French Suites, Beethoven early sonatas, Schubert impromptus, and Prokofiev Visions Fugitives. Technique to include the equivalent of Hanon 60 exercises #40 60, Czerny, Op. 299 #10 20, all melodic minor scales in thirds, and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

**MUSIC 361-1 COMMERCIAL PIANO TECHNIQUES****WORKSHOP I (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Course description not available.

**MUSIC 361-2 COMMERCIAL PIANO TECHNIQUES****WORKSHOP II (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on chromatic seventh chords and sequences, chord extensions and the blues scale.



**MUSIC 361-3 COMMERCIAL PIANO TECHNIQUES****WORKSHOP III (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on comping chords and rhythms, walking bass lines, chord substitutions, and various song forms.

**MUSIC 361-4 COMMERCIAL PIANO TECHNIQUES****WORKSHOP IV (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 361 3*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on the Jazz styles of Blues, Swing, Ballad, Bebop, and Latin. Students will also realize lead sheets into two hand piano arrangements.

**MUSIC 385 DIRECTED STUDY MUSIC (CSU)**

3 Units (Lec 3 Hrs)

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

**MUSIC 400 VOICE FUNDAMENTALS (UC/CSU)**

1 Units (Lab 2 Hrs)

Students learn the fundamentals of singing, and perform simple songs and exercises. Students demonstrate an understanding of the singing mechanism, the body as a musical instrument, and develop vocal potential.

**MUSIC 401 CLASSICAL VOICE I (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 400*

The student concentrates on general basic fundamentals of singing using vocal exercises and simple arias and art songs in Italian. Italian pronunciation and vocal style will be studied. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 402 CLASSICAL VOICE II (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 401*

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in German. German pronunciation and vocal style will be studied. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 403 CLASSICAL VOICE III (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 402*

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in French. French pronunciation and vocal style will be studied. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 404 CLASSICAL VOICE IV (UC/CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 403*

The student learns the fundamentals of singing using more advanced vocal exercises, arias and art songs in French, German and Italian. Focus is on interpretation and pronunciation. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 431 COMMERCIAL VOICE I (CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 400*

The student concentrates on the basic fundamentals of singing using vocal exercises and songs selected from the commercial song literature. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 432 COMMERCIAL VOICE II (CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 431*

The student concentrates on the singing voice using more difficult vocal exercises and songs from the many areas of commercial vocal music. Stylistic interpretation and performance practices will be emphasized. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 433 COMMERCIAL VOICE III (CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 432*

The more advanced singer concentrates on the study through performance of the stylistic interpretations and performance practices of the many areas of commercial vocal music. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 434 COMMERCIAL VOICE IV (CSU)**

1 Units (Lab 2 Hrs)

*Prerequisite: Music 433*

The advanced singer concentrates on the stylistic interpretations and performance practice of commercial vocal music, focusing on mic technique and the development of a unique personal style. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 501 COLLEGE CHOIR (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

The student prepares, rehearses and performs selected musical works for beginning choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct.

**MUSIC 531 PHILHARMONIC CHOIR (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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 (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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 (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

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 (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 601*

The student learns more advanced brass instrument techniques with emphasis on the development of embouchure, range, endurance and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 603 BRASS INSTRUMENT INSTRUCTION III (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 602*

The student learns more advanced brass instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 604 BRASS INSTRUMENT INSTRUCTION IV (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 603*

The student learns more advanced brass instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 611 STRING INSTRUMENT INSTRUCTION I (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

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 (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 611*

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering techniques and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 613 STRING INSTRUMENT INSTRUCTION III (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 612*

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering technique in third position and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 614 STRING INSTRUMENT INSTRUCTION IV (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 613*

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 621 WOODWIND INSTRUMENT INSTRUCTION I (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

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 (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 621*

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on embouchure development, range, endurance and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 623 WOODWIND INSTRUMENT INSTRUCTION III (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 622*

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 624 WOODWIND INSTRUMENT INSTRUCTION IV (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*Prerequisite: Music 623*

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 631 PERCUSSION INSTRUMENT INSTRUCTION I (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

The student learns basic rhythms, rudiments, beginning notation and meter as applied to the snare drum and 2 mallet percussion instruments.

**MUSIC 632 PERCUSSION INSTRUMENT INSTRUCTION II (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Prerequisite: Music 632

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 (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Prerequisite: Music 632

The student receives intermediate instruction on percussion instruments and develop greater skill in the reading of percussion notation and in the playing of drum set. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 634 PERCUSSION INSTRUMENT INSTRUCTION IV (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Prerequisite: Music 633

The advanced student develops greater skill in the reading of percussion notation and in the playing of drum set as it relates to contemporary funk styles. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 650 BEGINNING GUITAR (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

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 (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Prerequisite: Music 650

The student reinforces fundamental music reading, right and left hand playing techniques and performance of elementary solo guitar compositions. For students who wish to continue beyond the beginning level. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 652 CLASSICAL GUITAR II (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Prerequisite: Music 651

This course is for intermediate level students who want to progress further into more complex and technically demanding compositions. Greater playing skill is achieved through performance and evaluation of numerous exercises and solos. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 653 CLASSICAL GUITAR III (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Prerequisite: Music 652

Intermediate to advanced students probe deeper into analysis and performance practices of the classical guitarist. Compositions of greater harmonic and technical complexity are evaluated and performed. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 654 CLASSICAL GUITAR IV (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Prerequisite: Music 653

The student analyzes, prepares and performs advanced compositions for classical guitar, incorporating the full range of classical guitar techniques. Musicianship and aesthetics of music are considered in depth. Ensembles of various sizes prepare and perform music from all eras.

**MUSIC 661 COMMERCIAL GUITAR I (UC/CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

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 664 COMMERCIAL GUITAR IV (UC/CSU)**

2 Units (Lec 1.5 Hrs / Lab 1.5 Hrs)

Prerequisite: Music 663

In this course, a continuation of Music 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 (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Prerequisite: Music 650

Students further their understanding of chord construction and progressions on the guitar. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 702 COMMERCIAL ENSEMBLE (CSU)**

1 Units (Lab 3 Hrs)

Rehearsal and performance of commercial music including the blues, rock, pop, R&B, hip hop, current popular music, electronic music, and original material. Open to instrumentalists, midi instruments/controllers, vocalists, MCs and DJs. Music is prepared for public performances.

**MUSIC 705 CHAMBER MUSIC (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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 (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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 (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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 (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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 (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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 (UC/CSU)**

1 Units (RPT 3) (Lab 3 Hrs)

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 (UC/CSU)**

1 Units (RPT 3) (Lab 4 Hrs)

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 (UC/CSU)**

1 Units (Lab 3 Hrs)

The student learns to perform and arrange repertoire for small jazz ensembles. This course is designed for intermediate to advanced instrumentalists and vocalists. (Confirmation of enrollment subject to audition.)

**MUSIC 783-1 POP MUSIC WORKSHOP I (CSU)**

1 Units (Lab 3 Hrs)

Students rehearse and perform pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs in a variety of small combo settings. Emphasis is placed on presentation and live performance.

**MUSIC 783-2 POP MUSIC WORKSHOP II (CSU)**

1 Units (Lab 3 Hrs)

*Prerequisite: Music 783 1*

Students rehearse and perform assigned second level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs in a variety of small combo settings. Emphasis is placed on presentation and live performance.

**MUSIC 783-3 POP MUSIC WORKSHOP III (CSU)**

1 Units (Lab 3 Hrs)

*Prerequisite: Music 783 2*

Students rehearse and perform assigned third level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs in a variety of small combo settings. Emphasis is placed on presentation and live performance.

**MUSIC 783-4 POP MUSIC WORKSHOP IV (CSU)**

1 Units (Lab 3 Hrs)

*Prerequisite: Music 783 3*

Students rehearse and perform assigned fourth level pop songs, folk music, rock music, musical pieces, and/or Broadway musical songs in a variety of small combo settings. Emphasis is placed on presentation and live performance.

**MUSIC 911 COOPERATIVE EDUCATION MUSIC (CSU)**

1 Units (Lec 1 Hrs)

*Advisory: Music 101, Music 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 (CSU)**

2 Units (Lec 2 Hrs)

*Advisory: Music 101, Music 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 (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Music 101, Music 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 (CSU)**

4 Units (Lec 4 Hrs)

*Advisory: Music 101, Music 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

---

## OCEANOGRAPHY (OCEANO)

### **OCEANO 001 INTRODUCTION TO OCEANOGRAPHY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

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)

### **PHILOS 001 INTRODUCTION TO PHILOSOPHY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students discuss questions, including their relevance to our daily lives, such as the following: Does life have meaning? Does God exist? Do we have free will? Can we trust our senses?

### **PHILOS 005 CRITICAL THINKING AND COMPOSITION (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 101*

The student develops critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays. Instruction in writing is a central focus of this course.

### **PHILOS 006 LOGIC IN PRACTICE (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students apply logical principles and critical thinking to everyday life in such areas as advertising, news reports, and editorials.

### **PHILOS 008 DEDUCTIVE LOGIC (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67 And Philosophy 6*

Students develop the ability to think critically and to reason correctly. Attention will be given to both formal and informal logic.

### **PHILOS 009 SYMBOLIC LOGIC I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28, Philosophy 6*

The student learns to translate, analyze and evaluate arguments in modern symbolic logic by employing the principles and methods of propositional and predicate logic.

### **PHILOS 014 HISTORY OF MODERN EUROPEAN PHILOSOPHY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67, Philosophy 1*

Students receive instruction in the development of the ideas which shape the modern mind. The individual's relationship to the state, to his/her fellow human beings and to the universe will be explored in the works of modern philosophers.

### **PHILOS 020 ETHICS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

The student learns the major historical and contemporary ethical theories, as well as a discussion and analysis of current moral issues.

### **PHILOS 030 ASIAN PHILOSOPHY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students distinguish between the major philosophies of India, China and Japan, including Hinduism, Buddhism, Confucianism and Taoism. Consideration is given to the differences between Eastern and Western thought.

### **PHILOS 032 PHILOSOPHY OF RELIGION (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67, Philosophy 1*

The student learns the significant philosophical issues and theories, both historical and contemporary. The course emphasizes the exposition, discussion and analysis of the rationality of religious beliefs.

### **PHILOS 040 INTRODUCTION TO THE PHILOSOPHY OF ART (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students learn various philosophical theories regarding the nature of art, 'beauty' and the aesthetic experience.

---

## PHOTOGRAPHY (PHOTO)

### **PHOTO 001 ELEMENTARY PHOTOGRAPHY (CSU)**

6 Units (Lec 3 Hrs / Lab 9 Hrs)

*Prerequisite: Photography 010*

The student learns all phases of professional techniques, emphasizing view camera operation, exposure and development control of film, printing for optimum technical and aesthetic values, basic lighting techniques, theory of photographic processes, and basic sensitometry. Estimated material cost is approximately \$300. Owning a professional quality light meter is recommended. Owning medium format or 4x5 camera equipment is not essential. This is a required course for photography majors.

### **PHOTO 007 EXPLORING DIGITAL PHOTOGRAPHY (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

The student learns the uses and applications of professional digital SLR cameras in this introductory course. Camera controls, elements of composition, and photographing with natural light will be stressed. Professional digital cameras may be provided by the department for student usage. Students may use their own cameras to supplement assignments. Owning a digital camera is not a requirement but is highly recommended.

**PHOTO 010 BEGINNING PHOTOGRAPHY (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

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. This is a traditional darkroom class.

**PHOTO 015 FUNDAMENTALS OF PORTRAITURE (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Photography 001 Or Photography 107*

Students learn to create individualized portraits utilizing a wide variety of traditional lighting styles both on location with available light, and in the studio with professional tungsten lighting and electronic strobes. Students learn how model selection, posing techniques, wardrobe, props, locations and other factors contribute to the total professional portrait. Students will make portraits of individuals, couples and groups. Students learn to make decisions regarding camera format including digital and film, printing and presentation.

**PHOTO 020 BEGINNING PHOTOJOURNALISM (CSU)**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

*Advisory: Photography 007*

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.

**PHOTO 022 CREATIVE PHOTO VISION**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Advisory: Photography 107**Prerequisite: Photography 001*

The student learns sensitive seeing through avenues of self expression in nontraditional photographic techniques including non silver processes, collage, hand coloring, serial imagery and other alternative processes. The student explores the creative and artistic applications of the materials and processes of silver and non silver photography. Emphasis is placed on the combining of technical skill with the aesthetic and expressive use of the media.

**PHOTO 034 HISTORY OF PHOTOGRAPHY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students recognize and identify the major historical developments of in photography including major technological inventions and advancements, styles and movements, and important photographers from 1826 through 1960. Special attention is paid to the impact of the photographic image and how it has shaped modern art and culture worldwide.

**PHOTO 046 PHOTOGRAPHIC DIGITAL IMAGING (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

In this beginning course, students will utilize Adobe Photoshop tools to solve practical photographic problems such as color and tonal correction and retouching. Students will also learn non destructive image editing techniques to maintain the highest quality images possible and will correctly prepare files for both print and web output.

**PHOTO 049 ADVANCED PHOTOGRAPHIC DIGITAL IMAGING (CSU)**

6 Units (Lec 3 Hrs / Lab 9 Hrs)

*Advisory: Photography 007**Prerequisite: Photography 46*

Students learn advanced digital imaging/Photoshop techniques, scanning, self promotion through Web content, and branding to enhance their marketability in the digital arena. Students will use computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. Detailed instruction in the application of Adobe Photoshop will be covered. Development of concept and design, and the use of photographic images are emphasized. Creation of specialized projects will integrate digital image manipulation, compositing/collaging, retouching, editing and other specialized Photoshop techniques.

**PHOTO 050 SPECIALTY FIELDS**

3 Units (Lab 9 Hrs)

*Prerequisite: Photography 001 Or Photography 107*

The advanced student contracts with the instructor to produce an independent study photography project that is the basis of a free lance, photojournalistic, commercial or fine art photographic portfolio. The student designs a portfolio based on individual concepts and goals under the guidance of the instructor.

**PHOTO 107 INTERMEDIATE DIGITAL PHOTOGRAPHY (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Prerequisite: Photography 007 And Photography 046*

The student learns all levels of digital imagery workflow, from image ingestion through pre production, production, delivery and archiving while working on course projects. Prerequisites: Photo 7 and Photo 46 with a grade of C or better.

**PHOTO 501 MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

The student learns the analysis of film and modern visual media, including the cinema, television, the internet, advertising, social networking and fine art. The student learns to examine the broad questions of form and content, aesthetics and meaning, and history and culture, exploring the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non narrative forms, visual design, editing, sound, genre, ideology and critical analysis. This course is recommended for all cinema and photography majors, and is open to graphic artists as well as the general public.

**PHOTO 911 COOPERATIVE EDUCATION****PHOTOGRAPHY (CSU)**

1 Units (RPT 3) (Lec 1 Hrs)

*Advisory: Photography 107 And Photography 001*

Students receive credit for approved internships with an employer in the photography industry. The work site must be approved by the Department Chair.

**PHYSICAL SCIENCE (PHYS SC)****PHYS SC 010 PHYSICS AND THE MOVIES (CSU)**

3 Units (RPT 1) (Lec 3 Hrs)

*Advisory: English 028*

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 006 GENERAL PHYSICS I (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Prerequisite: Mathematics 240*

Students learn the fundamentals of Newtonian physics, such as mechanics, heat and sound. This course is designed for majors in Health and Life Sciences, Architecture, and all those needing a one year course in college physics requiring trigonometry but not calculus.

**PHYSICS 007 GENERAL PHYSICS II (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Prerequisite: Physics 006*

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 011 INTRODUCTORY PHYSICS (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Advisory: English 028 And English 67**Prerequisite: Mathematics 240*

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 012 PHYSICS FUNDAMENTALS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students learn a practical and historical overview of basic physics, including laws of motion, properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear

physics, and relativity, and is reminded of their role in technology and culture today. No mathematical preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Physics 14.

**PHYSICS 014 PHYSICS FUNDAMENTALS LABORATORY (UC/CSU)**

1 Units (Lab 3 Hrs)

*Advisory: English 021**Corequisite: Physics 012*

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 unit requirement for a Natural Science course with laboratory.

**PHYSICS 021 GENERAL PHYSICS I WITH CALCULUS (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Corequisite: Mathematics 261**Prerequisite: Physics 11 Or Highschool Physics*

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 022 GENERAL PHYSICS II WITH CALCULUS (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Prerequisite: Physics 021*

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 (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Advisory: Physics 011**Prerequisite: Mathematics 261*

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 (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Corequisite: Math 262**Prerequisite: Physics 101*

The student learns the fundamental principles and applications of introductory thermodynamics (temperature, heat, heat engines, entropy and other topics), and electricity and magnetism (electric forces, electric fields, potential, magnetism, magnetic forces and fields, capacitance, resistance, inductance, DC and AC circuits and other topics) at the beginning calculus level of mathematics. The laboratory includes both quantitative and qualitative experiments that permit students to verify, illustrate, and deduce various laws of physics.

**PHYSICS 103 PHYSICS FOR ENGINEERS AND SCIENTISTS III (UC/CSU)**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

*Corequisite: Math 263**Prerequisite: Physics 102*

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Corequisite: Physics 102**Prerequisite: Physics 101*

Students learn various aspects of astrophysics and cosmology, including elements of general relativity, the physics of pulsars, cosmic rays, and black holes. Topics include the cosmological distance scale, elementary cosmological models, and the mass density and age of the universe. Evidence for dark matter and concepts of the early universe and of galaxy formation are also presented. The student reflects on astrophysics as a probe of the extremes of physics.

**PHYSICS 185 DIRECTED STUDY PHYSICS (CSU)**

1 Units (Lec 1 Hrs)

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

**PHYSICS 285 DIRECTED STUDY PHYSICS (CSU)**

2 Units (Lec 2 Hrs)

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

**PHYSICS 385 DIRECTED STUDY PHYSICS (CSU)**

3 Units (Lec 3 Hrs)

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

**PHYSIOLOGY (PHYSIOL)****PHYSIOL 001 INTRODUCTION TO HUMAN****PHYSIOLOGY (UC/CSU)**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Prerequisite: Anatomy 001*

Study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors.

**POLITICAL SCIENCE (POL SCI)****POL SCI 001 THE GOVERNMENT OF THE UNITED****STATES (UC/CSU)**

3 Units (Lec 3 Hrs)

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy.

**POL SCI 002 MODERN WORLD GOVERNMENTS (UC/CSU)**

3 Units (Lec 3 Hrs)

Students survey several countries around the world and major concepts in comparative politics, focusing on the 'Developing World' and questions of globalization, democracy, political and economic development and major theories and concepts in comparative politics.

**POL SCI 005 THE HISTORY OF WESTERN POLITICAL THOUGHT (UC/CSU)**

3 Units (Lec 3 Hrs)

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories, relevance of theory to contemporary problems, and new approaches to political thought.

**POL SCI 007 CONTEMPORARY WORLD AFFAIRS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028*

An introduction to international relations theory with an examination of national, international, transnational, and sub national actors and their institutions, interactions and processes as they relate to global issues.

**POL SCI 014 GOVERNMENT AND POLITICS IN THE MIDDLE EAST (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: English 028*

Students survey the domestic, regional, and international factors which shape the political landscape of the Middle East. They identify and explain sources of instability and violence in



the region by focusing on the processes of state building and state disintegration. In addition, in a comparative context, they investigate particular experiences of Middle Eastern countries concerning the nature, roots, and historical evolution of the regions regimes, nationalism, leadership, and institutions. The approach is thematic, not chronological.

**POL SCI 019 WOMEN IN POLITICS (UC/CSU)**

3 Units (Lec 3 Hrs)

Students learn political theories and public policies which shape the various possibilities and strategies for women's political participation in the United States and elsewhere. They also examine the political institutions, processes, and problems of the national, state, and local government.

## PSYCHOLOGY (PSYCH)

**PSYCH 001 GENERAL PSYCHOLOGY I (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students learn the psychological principles behind behaviors such as learning, motivation, intelligence, feelings and emotions, personality, abnormal behavior and methods of adjustment. Different psychological perspectives such as psychoanalysis, neuroscience, cognitive, behaviorism and humanism will be emphasized.

**PSYCH 002 BIOLOGICAL PSYCHOLOGY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Psychology 001*

Students learn to explain psychological behavior as a result and cause of events taking place in the brain, nervous systems, and genes. Students learn to explain the relationship of biological events to psychopathology, sexuality, motivation, sleep, stress, emotions, perception, and learning.

**PSYCH 003 PERSONALITY AND SOCIAL DEVELOPMENT (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

*Prerequisite: Psychology 001*

The student focuses on self awareness and personality development. Topics considered include love, work, loneliness, death and loss, intimate relationships, sex roles and sexuality, and values in life.

**PSYCH 013 SOCIAL PSYCHOLOGY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Psychology 001*

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, gender roles, group processes, interpersonal relationships and multiculturalism.

**PSYCH 014 ABNORMAL PSYCHOLOGY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Psychology 001*

Students learn about abnormal behavior from the perspective of contemporary medical, psychosocial, and socio cultural

approaches. Students analyze abnormal disorders, evaluate their major causes, and identify treatment modalities. Topics will include criteria used for defining abnormal behavior, an overview of the basic psychological perspectives, explanations of DSM standards, and testing and assessment procedures.

**PSYCH 027 ONLINE AND SOFTWARE RESOURCES FOR HUMAN SERVICES**

1 Units (Lec 1 Hrs)

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.

**PSYCH 041 LIFE SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Psychology 001*

Students learn about physical, emotional, cognitive and social growth and change affecting individuals across the lifespan. Students follow the development of humans from conception to death, examining theories and research in the fields of personality, social, emotional, and cognitive psychology. This course will also investigate problems of development.

**PSYCH 043 PRINCIPLES OF GROUP DYNAMICS I (CSU)**

3 Units (Lec 3 Hrs)

Students learn group dynamics principles including active listening, communication models, body language principles and factors that influence group cohesion.

**PSYCH 044 PRINCIPLES OF GROUP DYNAMICS II (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Psychology 043*

Students learn the role of group processes in changing behavior, the principal modes of counseling and therapy, principles of verbal and nonverbal communication, and modes of learning.

**PSYCH 045 ISSUES IN HUMAN SERVICE CAREERS (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Psychology 081 Or Psychology 084*

Students learn how to survive in the real world of work in Human Services. This course integrates psychological theory learned in previous classes with practice. The course covers specialized areas of psychology such as crisis intervention, psychopharmacology, counseling ethics, and interviewing. Included are techniques for agency survival such as job interviewing, report writing and resource referral.

**PSYCH 052 PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY (UC/CSU)**

3 Units (Lec 3 Hrs)

Students learn information about different psychological aspects of sexual expression such as the biochemical factors, childhood experiences, gender influences and societal influences. Topics include attraction, love, marriage, the sexual response cycle, sexual orientation, paraphilias, prostitution, rape and pornography.

**PSYCH 060 STRESS MANAGEMENT (CSU)**

3 Units (Lec 3 Hrs)

Students learn to explain stress as a result of biological, interpersonal, environmental, and everyday life events. Students learn effective stress management techniques.

**PSYCH 063 ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION (CSU)**

3 Units (Lec 3 Hrs)

Students learn the strategies of prevention and education necessary to work with various populations dealing with alcohol, drug, and STI (Sexually Transmitted Infection) related problems.

**PSYCH 064 INTRODUCTION TO ALCOHOL AND DRUG ABUSE (CSU)**

3 Units (Lec 3 Hrs)

Student is introduced to the: physiology and psychopharmacology of drugs and alcohol, theories of addiction, historical overview of treatment, drug classification, social policy and drug abuse, and the issues of relapse, rehabilitation and recovery.

**PSYCH 065 CHEMICAL DEPENDENCY:INTERVENTION, TREATMENT AND RECOVERY (CSU)**

3 Units (Lec 3 Hrs)

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.

**PSYCH 066 INTRODUCTION TO CRITICAL THINKING (CSU)**

3 Units (Lec 3 Hrs)

Students apply cognitive psychology theories and research evidence to enhance the ability to effectively solve problems, make decisions and think creatively. Practice with a variety of problems and simulations take place to ensure these critical thinking skills.

**PSYCH 067 COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED (CSU)**

3 Units (Lec 3 Hrs)

Students will learn the environment of chemical dependency counseling and the issues of the paraprofessional in alcohol and drug abuse treatment facilities. Case management in a multi discipline team will be emphasized. All aspects of modern treatment techniques will be covered in class.

**PSYCH 068 BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY:DRUGS, BEHAVIOR& HEALTH (CSU)**

3 Units (Lec 3 Hrs)

The student receives comprehensive instruction on the pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including an overview of contemporary and historical drug regulation and abuse, and a detailed review of the nervous system.

**PSYCH 074 RESEARCH METHODS IN THE BEHAVIORAL SCIENCES (UC/CSU)**

3 Units (Lec 3 Hrs)

Prerequisite: Psychology 001 And 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.

**PSYCH 081 FIELD WORK I (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Corequisite: Psychology 001 And Psychology 043*

The student is introduced to the field of Human Services. Students will achieve basic counseling and communication skills and be able to apply these skills in diverse human services organizations. Students learn the 12 core functions of the human services career, and apply these skills, at a beginning level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

**PSYCH 082 FIELD WORK II (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Psychology 81*

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Human Services. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse human service organizations. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an intermediate level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

**PSYCH 083 FIELD WORK III (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Psychology 82*

Students learn more specialized skills in Human Services. This class is intended for the advanced student of the generalist option of Human Services. Students build on the skills they learned in Field Work I, and Field Work II by participating, under supervision, at various facilities in the community that offer Human Services. Students will achieve advanced counseling and communication skills and be able to apply these skills in diverse human service organizations. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an advanced level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

**PSYCH 084 FIELDWORK I, ADDICTION STUDIES (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Corequisite: Psychology 001 And Psychology 043*

The student is introduced to the field of Drug and Alcohol Studies. Students will achieve basic counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment programs. Students learn the 12 core functions of the human services career, and apply these skills, at a beginning level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

**PSYCH 085 FIELDWORK II, DRUG/ALCOHOL (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Psychology 84*

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Drug and Alcohol Treatment programs. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment settings. Students continue to develop their knowledge of the 12 core functions of drug and alcohol treatment, and apply these skills, at an intermediate level, in drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

**PSYCH 086 FIELDWORK III, DRUG/ALCOHOL (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*Prerequisite: Psychology 85*

Students learn more specialized skills in Human Services. This class is intended for the advanced student of the Drug/Alcohol option of Human Services. Students build on the skills they learned in Field Work I, and Field Work II by participating, under supervision, at various facilities in the community that offer Drug and Alcohol treatment programs. Students will achieve advanced counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment programs. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an advanced level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

**PSYCH 385 DIRECTED STUDY PSYCHOLOGY (CSU)**

3 Units (Lec 3 Hrs)

Course description not available.

---

**RADIOLOGIC TECHNOLOGY (RAD TEC)****RAD TEC 103 RADIOGRAPHIC ANATOMY AND POSITIONING SKELETAL SYSTEM (CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Students learn radiographic anatomy, positioning and selected pathology of the musculoskeletal system. Laboratory experience is included.

**RAD TEC 104 RADIOGRAPHIC ANATOMY/POSITIONING CRANIUM & VISCERAL ORGANS (CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Students learn radiographic anatomy, positioning and selected pathology of the visceral organs and cranium. Laboratory experience is included.

**RAD TEC 200 INTRODUCTION TO RADIOLOGIC TECHNOLOGY (CSU)**

3 Units (Lec 3 Hrs)

Students learn the history of radiography, organization of the hospital, the medical practitioners who work in medical facilities, and careers in the radiological sciences.

**RAD TEC 201 MEDICAL TERMINOLOGY FOR RADIOLOGIC (CSU)**

3 Units (Lec 3 Hrs)

Students learn the origins of medical terminology, word building systems, abbreviations, symbols, diagnostic and therapeutic terms. Students review simulated patient charts in order to understand radiographic orders and diagnostic report interpretation.

**RAD TEC 202 INTRODUCTION TO ELECTROMAGNETIC RADIATION IMAGE RECORDING AND PROCESSING (CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

*Prerequisite: English 28 And English 67 and Math 115 And Radiologic Technology 200 And Radiologic Technology 201*

Students learn atomic structure, characteristics of radiation, x ray production, radiation protection and photon interaction with matter.

**RAD TEC 203 RADIOGRAPHIC ANATOMY AND POSITIONING SKELETAL SYSTEM (CSU)**

4 Units (Lec 2 Hrs / Lab 4 Hrs)

*Prerequisite: Radiologic Technology 202 Or Radiologic Technology 102*

Students learn radiographic anatomy, positioning and selected pathology of the musculoskeletal system. Laboratory experience is included.

**RAD TEC 205 FUNDAMENTALS OF X RAY PHYSICS (CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

*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.

**RAD TEC 206 RADIOGRAPHIC EXPOSURE (CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

*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.

**RAD TEC 207 PATIENT CARE AND MANAGEMENT (CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

*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.

**RAD TEC 208 CROSS SECTIONAL ANATOMY AND PATHOLOGY (CSU)**

3 Units (Lec 3 Hrs)

*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.

**RAD TEC 209 PHARMACOLOGY AND VENIPUNCTURE WITH BASIC LIFE SUPPORT (BLS) (CSU)**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

*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.

**RAD TEC 210 QUALITY MANAGEMENT (CSU)**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

*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.

**RAD TEC 211 COMPUTER TOMOGRAPHY (CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Radiologic Technology 205*

Students learn the principles and operation of CT Instrumentation, procedures, ancillary devices and radiation protection.

**RAD TEC 240 RADIATION PROTECTION AND BIOLOGY (CSU)**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

*Prerequisite: Radiologic Technology 202*

Students learn the principles of radiation protection and federal and state laws pertaining to radiography.

**RAD TEC 243 PRINCIPLES AND PRACTICES OF FLUOROSCOPY (CSU)**

3 Units (Lec 3 Hrs)

Students learn the factors that influence patient and operator radiation dose during fluoroscopic procedures, fluoroscopic equipment, components and ancillary equipment.

**RAD TEC 260 INTRODUCTON TO CLINICAL EDUCATION (CSU)**

4 Units (Lec 1 Hrs / Lab 9 Hrs)

*Prerequisite: Radiologic Technology 103*

Students are oriented to the hospital environment which includes the: reception area, surgery, general radiography, emergency room, and diagnostic imaging areas. Student interns are assigned 16 hours per week in a Clinical Education Center.

**RAD TEC 280 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY I (CSU)**

6 Units (Lab 18 Hrs)

*Prerequisite: Radiologic Technology 260*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: chest, upper and lower extremities and abdominal imaging. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

**RAD TEC 281 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY II (CSU)**

12 Units (Lab 36 Hrs)

*Prerequisite: Radiologic Technology 280*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: abdominal, thoracic viscera, spine, common contrast exams, and generalized skull radiography. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

**RAD TEC 282 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY III (CSU)**

4 Units (Lab 12 Hrs)

*Prerequisite: Radiologic Technology 281*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: basic vascular procedures (angiograms), PICC and tunnel catheter line placement, 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.

**RAD TEC 283 CLINICAL EDUCATIONAL IN RADIOLOGIC TECHNOLOGY IV (CSU)**

12 Units (Lab 36 Hrs)

*Prerequisite: Radiologic Technology 282*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: other imaging modalities, therapeutic applications of radiation, tomosynthesis, mammograms, bone density, magnetic resonance imaging, computed tomography, nuclear medicine, ultrasound, and radiation therapy. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

**REAL ESTATE (REAL ES)****REAL ES 001 REAL ESTATE PRINCIPLES (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students study the principles, economic aspects, and laws of real estate, including the information needed to obtain a real estate sales/brokers license and /or for better management of personal real estate investments. Topics include legal descriptions and estates, encumbrances, agencies, contracts, financing, appraisal, escrow and title, leases, urban economics, taxation, and vocational careers.

**REAL ES 003 REAL ESTATE PRACTICES (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students solve the problems of establishing and conducting a real estate business, including establishing the office, securing listing and prospects, showing properties and closing sales, ethics and professional relationships, rentals and

leases, appraising, and the California Real Estate Act. Preparation of documents used in real estate transactions, property transfers, and exchanges is included.

**REAL ES 005 LEGAL ASPECTS OF REAL ESTATE I (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students who plan to take the state examination, which is required in order to obtain a broker license (meets optional requirements for sales license), can receive the appropriate legal background, including principles of property ownership and management in their business aspects, with special reference to law of California as it applies to community property, deeds, trust deeds, mortgages, leases, brokerage, mechanic's liens, homesteads, wills, and estates.

**REAL ES 006 LEGAL ASPECTS OF REAL ESTATE II (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

The student learns advanced issues involving real estate legal matters. Including an advanced and in depth study of agency and sub agency law, civil rights and fair housing in real estate practice, and real estate escrow and title insurance laws. Also included are the introductory studies of wills, trusts, and probate administration as they apply to real estate brokers' practice.

**REAL ES 007 REAL ESTATE FINANCE I (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students study the forms, and sources of financing real property, including purchase, construction, refinance, and other creative permanent financing approaches. Also included is an assessment of the procedures for obtaining government sponsored financing through FHA, DVA, and Cal Vet. The various loan sources currently being used in the marketplace will be evaluated including banks, savings and loans, insurance companies, mortgage brokers/bankers, pensions, credit unions, and private parties.

**REAL ES 009 REAL ESTATE APPRAISAL I (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

The student learns the purpose of appraisals, the appraisal process, and the different approaches of valuation. Additionally, the student learns methods and techniques used to determine the value of various types of properties. The market comparison and cost approaches are emphasized, plus an introduction to investment property valuation by the income approach.

**REAL ES 011 ESCROW PRINCIPLES (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students study real estate escrow responsibilities, procedures and management, such as preparing escrow instructions, loan documentation, and closing statements. Topics covered in this course also include the basics of escrow accounting, financing procedures for real property and title transfer and title insurance procedures.

**REAL ES 014 PROPERTY MANAGEMENT (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students study the nature and types of property management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners and budgets, purchasing and accounts, reporting, ethics, and legal and professional relationships.

**REAL ES 018 REAL ESTATE INVESTMENTS I (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Students study the principles of real estate investment with respect to identifying and understanding the language, basic procedures, financing, and facts essential to ownership, conveyance, environment problems, business organization involvement, and evaluation with other investments. A comparison and assessment of commercial, industrial, and residential projects, including location, feasibility studies, zoning restrictions, financing options, sale and leaseback, and preferential tax benefits

**REAL ES 021 REAL ESTATE ECONOMICS (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

The student learns fundamentals of economic trends and factors which affect the real estate market. Topics include urban structural relationships, real estate market analysis, supply and demand, economic forecasting, land use theory and problems of sub division. Additionally, the student learns the government's role in the economy and its influence upon the real estate market including the federal reserve system, taxation and land use controls including zoning, planning and fair housing legislation.

**REAL ES 060 REAL ESTATE MATHEMATICS (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

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.

---

## NURSING, REGISTERED (REGNRSG)

**REGNRSG 103 NURSING PHARMACOLOGY (CSU)**

1 Units (Lec 1 Hrs)

*Corequisite: Registered Nursing 104*

First semester nursing students acquire introductory knowledge about the most frequently prescribed medications, their side effects, and possible interactions that are used in health care settings today.

**REGNRSG 104 NURSING FOUNDATIONS (CSU)**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

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.

**REGNRSG 105 BEGINNING MEDICAL SURGICAL (CSU)**

5 Units (Lec 2.5 Hrs / Lab 7.5 Hrs)

*Prerequisite: Registered Nursing 104*

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.

**REGNRSG 106 NURSING CARE OF THE CHILDBEARING FAMILY (CSU)**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

*Prerequisite: Registered Nursing 105*

Students learn to assess and care for women through the lifespan and newborns, with emphasis on reproductive health and the childbearing year, 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.

**REGNRSG 107 NURSING CARE OF THE PEDIATRIC CLIENT (CSU)**

4 Units (RPT 1) (Lec 2 Hrs / Lab 6 Hrs)

*Prerequisite: Registered Nursing 105*

Utilizing the Roy Adaptation Model and the nursing process, students in pediatric nursing focus on the nursing care of children of various ages and their families. The student applies concepts that include disease process, medical treatments, nursing responsibilities, interventions, cultural, ethical, and legal issues to the pediatric population.

**REGNRSG 108 NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS (CSU)**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

*Prerequisite: Registered Nursing 107*

The student receives correlated theoretical knowledge and clinical experience in the care of the psychiatric patient in the acute care facility. Emphasis will be on the holistic care of clients with mental health problems, cognitive disorders, and/or difficulties in coping with problems of daily living.

**REGNRSG 109 INTERMEDIATE MEDICAL SURGICAL NURSING (CSU)**

5 Units (Lec 2.5 Hrs / Lab 7.5 Hrs)

*Prerequisite: Registered Nursing 107, Registered Nursing 106*

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.

**REGNRSG 110 ADVANCE MEDICAL SURGICAL NURSING (CSU)**

5 Units (Lec 2.5 Hrs / Lab 7.5 Hrs)

*Prerequisite: Registered Nursing 108, Registered Nursing 109*

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.

**REGNRSG 111 NURSING LEADERSHIP AND MANAGEMENT (CSU)**

4 Units (Lec 2 Hrs / Lab 6 Hrs)

*Prerequisite: Registered Nursing 110*

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.

**REGNRSG 115 NURSING SKILLS COMPETENCY I (CSU)**

1 Units (Lab 3 Hrs)

*Corequisite: Registered Nursing 104*

In this course, students will focus on the skills and knowledge needed to assess and care for a patient in the clinical setting. Emphasis will be placed on the nursing process, therapeutic communication, and providing basic care to the individual.

**REGNRSG 116 NURSING SKILLS COMPETENCY II (CSU)**

1 Units (Lab 3 Hrs)

*Prerequisite: Registered Nursing 105*

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.

**REGNRSG 117 NURSING SKILLS COMPETENCY III (CSU)**

1 Units (Lab 3 Hrs)

*Prerequisite: Registered Nursing 107*

Third semester nursing students practice and enhance, both their mental health skills and medical surgical nursing skills.

---

**RUSSIAN (RUSSIAN)****RUSSIAN 001 ELEMENTARY RUSSIAN I (UC/CSU)**

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to Russian. Develops speaking, writing, listening, and reading skills in Russian at the ACTFL Proficiency Novice Mid Level, and introduces Russian culture. Satisfies Humanities requirement for graduation.

**RUSSIAN 002 ELEMENTARY RUSSIAN II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Russian 001*

Lecture 5 hours Prerequisite: Russian 1 with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in Russian at the ACTFL Proficiency Novice High Level, and furthers understanding of Russian culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**RUSSIAN 003 INTERMEDIATE RUSSIAN I (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Russian 002*

Lecture 5 hours Prerequisite: Russian 2 with a satisfactory grade or equivalent Development of intermediate Russian in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate Mid Level, and practices interpreting Russian culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**RUSSIAN 004 INTERMEDIATE RUSSIAN II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Russian 003*

Lecture 5 hours Prerequisite: Russian 3 with a satisfactory grade or equivalent Continues the development of intermediate Russian in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate High Level and utilize knowledge of Russian culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

**RUSSIAN 008 CONVERSATIONAL RUSSIAN (UC/CSU)**

2 Units (Lec 2 Hrs)

*Prerequisite: Russian 002*

Students develop and practice conversational skills in Russian pertaining to typical situations and topics a person may encounter when traveling or living among a Russian speaking community.

**RUSSIAN 010 RUSSIAN CIVILIZATION (UC/CSU)**

3 Units (Lec 3 Hrs)

Lecture 3 hours Open to all students. Course taught in English. Focuses on the history, culture, traditions and arts of Russia and its people. The contribution of Russia to world civilization is examined. Satisfies Humanities requirement for graduation.

---

**SOCIOLOGY (SOC)****SOC 001 INTRODUCTION TO SOCIOLOGY (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028*

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.

**SOC 002 AMERICAN SOCIAL PROBLEMS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028 And English 067*

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.

**SOC 011 RACE AND ETHNIC RELATIONS (UC/CSU)**

3 Units (Lec 3 Hrs)

Sociological analysis of race, ethnicity, and racism. examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as historical and contemporary patterns of interaction between various racial and ethnic groups.

**SOC 012 MARRIAGE AND FAMILY LIFE (UC/CSU)**

3 Units (Lec 3 Hrs)

Sociological analysis of family as an institution, including historical and recent changes, present nature and the socio cultural and economic forces shaping these changes.

**SOC 022 SOCIOLOGY OF WOMEN (UC/CSU)**

3 Units (Lec 3 Hrs)

Students learn the origins, purpose, subject matter, and methods of Women's Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. Study of gender and its intersections with race, class, sexuality, dis/ability, age, religion, and other systems of difference.

**SOC 031 SOCIOLOGY OF GENDER (UC/CSU)**

3 Units (Lec 3 Hrs)

Sociological analysis of the social construction of gender, masculinity, and femininity historically and cross culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses on macro analyses of how institutions shape gender and microanalyses of how individuals are socialized and how they do and practice gender.

**SOC 032 INTRODUCTION TO CRIMINOLOGY (UC/CSU)**

3 Units (Lec 3 Hrs)

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 001 ELEMENTARY SPANISH I (UC/CSU)

5 Units (Lec 5 Hrs)

Lecture 5 hours Elementary course for student without prior exposure to Spanish. Develops speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice Mid Level, and introduces Spanish/Latin American culture. Satisfies Humanities requirement for graduation.

### SPANISH 002 ELEMENTARY SPANISH II (UC/CSU)

5 Units (Lec 5 Hrs)

*Prerequisite: Spanish 001*

Lecture 5 hours Prerequisite: Spanish 1 or Spanish 22 with a satisfactory grade or equivalent Continues the development of elementary speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice High Level, and furthers understanding of Spanish/Latin American culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

### SPANISH 003 INTERMEDIATE SPANISH I (UC/CSU)

5 Units (Lec 5 Hrs)

*Prerequisite: Spanish 002*

Lecture 5 hours Prerequisite: Spanish 2 with a satisfactory grade or equivalent Development of intermediate Spanish in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate Mid Level, and practices interpreting Spanish/Latin American culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

### SPANISH 004 INTERMEDIATE SPANISH II (UC/CSU)

5 Units (Lec 5 Hrs)

*Prerequisite: Spanish 003*

Lecture 5 hours Prerequisite: Spanish 3 with a satisfactory grade or equivalent Continues the development of intermediate Spanish in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate High Level and utilize knowledge of Spanish/Latin American culture. Satisfies Humanities requirement for graduation. Satisfies CSU and UC Language other than English requirement for Freshman.

### SPANISH 005 ADVANCED SPANISH I (UC/CSU)

5 Units (Lec 5 Hrs)

*Prerequisite: Spanish 004*

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 006 ADVANCED SPANISH II (UC/CSU)

5 Units (Lec 5 Hrs)

*Prerequisite: Spanish 005*

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 008 CONVERSATIONAL SPANISH (UC/CSU)

2 Units (Lec 2 Hrs)

*Prerequisite: Spanish 002*

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 009 CIVILIZATION OF SPAIN (UC/CSU)

3 Units (Lec 3 Hrs)

Lecture 3 hours Open to all students. Course taught in English. Focuses on the history, culture, traditions and arts of Spain and its people. The contribution of Spain to world civilization is examined. Satisfies Humanities requirement for graduation.

### SPANISH 010 LATIN AMERICAN CIVILIZATION (UC/CSU)

3 Units (Lec 3 Hrs)

Lecture 3 hours Open to all students. Course taught in English. Focuses on the history, culture, traditions and arts of Latin America and its people. The contribution of Latin America to world civilization is examined. Satisfies Humanities requirement for graduation.

### SPANISH 011 GREAT BOOKS OF SPANISH LITERATURE (UC/CSU)

3 Units (RPT 1) (Lec 3 Hrs)

*Advisory: English 28 And English 67*

*Prerequisite: Spanish 004*

Students are introduced to selections from masterpieces of Spanish Literature. Conducted in Spanish.

### SPANISH 015 GREAT BOOKS OF LATIN AMERICAN LITERATURE (UC/CSU)

3 Units (Lec 3 Hrs)

*Advisory: English 28*

*Prerequisite: Spanish 004*

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 021 FUNDAMENTALS OF SPANISH I (UC/CSU)

3 Units (Lec 3 Hrs)

*Advisory: English 28 And English 67*

Lecture 3 hours Fundamental course for students without prior exposure to Spanish. Develops speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice Low Level, and raises awareness about Spanish culture. Spanish 21 and Spanish 22 together are equivalent to Spanish 1. Both Spanish 21 and Spanish 22 must be taken for UC:CSU credit.



**SPANISH 022 FUNDAMENTALS OF SPANISH II (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Spanish 021*

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 035 SPANISH FOR SPANISH SPEAKERS I (UC/CSU)**

5 Units (Lec 5 Hrs)

This course is designed for students who have grown up speaking Spanish but have not formally studied it in an academic environment. It stresses the formal aspects of the language, including acquisition of vocabulary, spelling, and accent rules, and grammar, focusing on the present and past tenses. A high emphasis is placed on reading and writing. Students receive credit for either Spanish 2 or Spanish 35, but not both.

**SPANISH 036 SPANISH FOR SPANISH SPEAKERS II (UC/CSU)**

5 Units (Lec 5 Hrs)

*Prerequisite: Spanish 035*

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)****SUPV 001 ELEMENTS OF SUPERVISION (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 028 And English 067*

Students develop leadership abilities used in supervisory positions in business and industry.

**SUPV 012 WRITTEN COMMUNICATIONS FOR SUPERVISORS**

3 Units (Lec 3 Hrs)

*Advisory: English 028 And English 067*

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)****TV 001 INTRODUCTION TO TELEVISION (UC/CSU)**

3 Units (Lec 3 Hrs)

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.

**TV 004 TELEVISION CAMERA LIGHTING AND SOUND (CSU)**

3 Units (Lec 3 Hrs)

Students learn the basic techniques, aesthetic conventions and practical use of lighting and sound equipment in a multi camera television production environment.

**TV 006 STUDIO AND REMOTE PRODUCTION (CSU)**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Advisory: Cinema 2**Prerequisite: Television 46*

Students light and shoot remote set ups then edit those pieces for inclusion into a half hour live to tape production in the studio.

**TV 007 TELEVISION ANNOUNCING I (CSU)**

3 Units (RPT 1) (Lec 2 Hrs / Lab 3 Hrs)

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.

**TV 009 TV EQUIPMENT (CSU)**

3 Units (Lec 3 Hrs)

*Advisory: Television 004*

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.

**TV 025-1 TELEVISION AND FILM DRAMATIC WRITING I (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students learn professional methods and techniques of creating characters and stories to develop into film and TV scripts are studied, including drama and comedy, in both the single and multi camera formats. Class also deals with getting an agent and how scripts are sold.

**TV 025-2 TELEVISION AND FILM DRAMATIC WRITING II (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Television 25 1*

Students learn professional methods and techniques of advanced television and film writing for drama and comedy, for single and multiple camera formats. Scripts begun in TV 25 1 may be worked on for completion and/or revision.

**TV 046 TELEVISION PRODUCTION (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Television 009 Or Television 004*

Students write, produce, and direct a series of live switched video productions. Each student functions as talent or crew in productions produced by classmates. Production protocol learned will include: operation of studio cameras; lighting instruments and control; and operation of control room equipment including switcher, audio mixer, video recording, and character generator as well as directing, writing and producing.

**TV 048 TELEVISION PROGRAMMING & VIDEOTAPE PRODUCTION WORKSHOP (CSU)**

3 Units (RPT 1) (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Television 46*

Advanced production course that focuses on above the line production responsibilities for live to tape multi camera television productions. Positions for this course include: Producer, Director, Writer, Segment Producer, Assistant Director and Talent. TV 48 and 49 meet together at the same time. You cannot take both classes in the same semester.

**TV 049 TV PRODUCTION WORKSHOP (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Prerequisite: Television 46*

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, and Segment Editor. There is no Producing or Directing in this course. TV 48 and 49 meet together at the same time. You cannot take both classes in the same semester.

**TV 055 DIGITAL VIDEO PRODUCTION WORKSHOP I (CSU)**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

*Prerequisite: Cinema 1, Cinema 2, Television 4, Television 9*

Intermediate cinema and television students produce short video projects using digital video cameras and editing systems.

**TV 185 DIRECTED STUDY TELEVISION (CSU)**

1 Unit (Lec 1 Hrs)

*Prerequisite: Television 46*

Create a writing, mentoring or post production study project as agreed upon by the student and a supervising instructor. The time and depth of the project will align with earning 1 unit of credit.

**THEATER (THEATER)****THEATER 100 INTRODUCTION TO THE THEATER (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

A survey study and analysis of the various elements that make up the institution called the Theater. Subjects range from origins of primitive drama to contemporary structure and direction of our modern Theater.

**THEATER 105 DRAMA DIGEST (CSU)**

1 Unit (RPT 3) (Lec 1 Hrs)

The student's theatrical experience is enriched through the observation of regularly scheduled programs consisting of acting scenes and exercises from the various theatre classes. The basic program is augmented by the appearance of guest artists and theatre groups.

**THEATER 105-1 THEATER SURVEY I LITERATURE (CSU)**

1 Unit (Lec 1 Hrs)

The student learns about theater literature through an introduction and survey or observation of regularly scheduled programs consisting of acting scenes and exercises from the various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of theater literature through journal and essay writing assignments.

**THEATER 105-2 THEATER SURVEY II PERFORMANCE (CSU)**

1 Unit (Lec 1 Hrs)

The student learns theater performance through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

**THEATER 105-3 THEATER SURVEY III DESIGN TECHNOLOGY (CSU)**

1 Unit (Lec 1 Hrs)

The student learns theater performance through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

**THEATER 105-4 THEATER SURVEY IV AUDIENCE EXPERIENCE (CSU)**

1 Unit (Lec 1 Hrs)

The student learns theater performance through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

**THEATER 110 HISTORY OF THE WORLD THEATER (UC/CSU)**

3 Units (Lec 3 Hrs)

*Advisory: English 101*

Students read, discuss and analyze major works of dramatic literature from the Golden Age of Greece through contemporary. They develop an understanding and appreciation of the dramatic form 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 ANALYSIS (CSU)**

3 Units (Lec 3 Hrs)

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 THEATER (CSU)**

1 Unit (Lec 1 Hrs)

Theater students pursue directed study on a contract basis under the direction of a supervising instructor. Please refer to the 'Directed Study' section of this catalog for additional information.

**THEATER 200     INTRODUCTION TO ACTING (UC/CSU)**

3 Units (Lec 3 Hrs)

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 THEATER (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

*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 (UC/CSU)**

3 Units (Lec 3 Hrs)

The student studies the techniques of oral interpretation including phrasing, inflection, word relish, verse scansion, tempo and rhythm designed to develop the actor's interpretative skills.

**THEATER 212     INTRODUCTION TO ORAL INTERPRETATION OF SHAKESPEAREAN LITERATURE (UC/CSU)**

3 Units (Lec 3 Hrs)

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Theater 274*

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 II (UC/CSU)**

2 Units (RPT 3) (Lab 6 Hrs)

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 (UC/CSU)**

5 Units (RPT 3) (Lab 15 Hrs)

Theater students study the rehearsal and performance practices of performing in theater productions assigned as lead actors, character actors, or bit parts. Theater students study the real practices of managerial and technical theater while participating in college public performances, technical shops and theater spaces. Production work may consist of the following: Acting, carpentry, costumes, painting, lighting, sound, props and stage management. Study culminates in a college public performance entered in the American College Theater Festival.

**THEATER 240     VOICE AND ARTICULATION FOR THE THEATER (UC/CSU)**

3 Units (Lec 3 Hrs)

Students develop & practice correct voice and speech skills which emphasize clarity, precision, tone, dynamics and expressive use of language for the theater.

**THEATER 242-1     VOCAL AND PHYSICAL DEVELOPMENT LEVEL I (CSU)**

3 Units (Lab 5 Hrs)

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     VOCAL AND PHYSICAL DEVELOPMENT LEVEL II (CSU)**

3 Units (Lab 5 Hrs)

*Prerequisite: Theater 242 1*

The student learns and demonstrates knowledge, as well as skill, in vocal and physical development at a beginning level with specific emphasis on resonance, precision & dynamics, and enhanced expressiveness.

**THEATER 242-3     VOCAL AND PHYSICAL DEVELOPMENT LEVEL III (CSU)**

3 Units (Lab 5 Hrs)

*Prerequisite: Theater 242 2*

The student learns and demonstrates knowledge, as well as skill in vocal and physical development at an intermediate level with specific emphasis on diction, International Phonetic Alphabet (IPA), and dance choreographed movement.

**THEATER 242-4 VOCAL AND PHYSICAL DEVELOPMENT  
LEVEL IV (CSU)**

3 Units (Lab 5 Hrs)

*Prerequisite: Theater 242 3*

The student learns and demonstrates knowledge, as well as skill in vocal and physical development at an advanced level with specific emphasis on elevated speech & language, rhythm & gestural expressiveness, and stage combat.

**THEATER 246-1 VOCAL PERFORMANCE WORKSHOP  
LEVEL I (CSU)**

2 Units (Lab 6 Hrs)

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 the ability to vocally 'land the specific meaning of the text' with precision, clarity, and awareness through varied introductory vocal exercises, techniques, warm ups, and coaching sessions.

**THEATER 246-2 VOCAL PERFORMANCE WORKSHOP  
LEVEL II (CSU)**

2 Units (Lab 6 Hrs)

*Prerequisite: Theater 246 1*

The student learns through detailed vocal exercises, techniques, warm ups, and coaching sessions to apply 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 singing on stage and also for playing characters who are in vocal conflict.

**THEATER 246-3 VOCAL PERFORMANCE WORKSHOP  
LEVEL III (CSU)**

2 Units (Lab 6 Hrs)

*Prerequisite: Theater 246 2*

The pre professional student actor learns and demonstrates the correct application of intermediate vocal performance skills to the acting of role(s) in a Theatre Academy production from contemporary/modern full length play with focus on the 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 IV (CSU)**

2 Units (Lab 6 Hrs)

*Prerequisite: Theater 246 3*

The student learns through advanced vocal exercises, techniques, warm ups, and coaching sessions to demonstrate 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 meaning and dynamic vocal expressiveness and subtlety.

**THEATER 262 SPECIAL PROJECTS (CSU)**

2 Units (RPT 3) (Lab 4 Hrs)

*Prerequisite: Theater 270*

Advanced students are given the opportunity to plan, rehearse, stage, and produce approved all student projects for presentation before an audience.

**THEATER 270 BEGINNING ACTING (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

The student receives an introduction to the art and craft of acting. This class is the first level of the Theatre Academy's Professional Training Program's acting option. The main focus of the work will be on stage using the physical body and voice to experience the process of the actor. Topics covered include Basic Stage Technique, Movement Values, Relaxation, Body Awareness, Physical Limbering and Alignment, Pantomimic Dramatization, Play and Scene Study. You will receive an introductory appreciation of how an actor trains for a career in theatre, film and television as you develop your own skills of physical, verbal and emotional communication.

**THEATER 271 INTERMEDIATE ACTING (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

*Prerequisite: Theater 270, Theater 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 ADVANCED APPLIED ACTING LEVEL I (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

*Prerequisite: Theater 272*

The student learns to engage in greater in depth analysis of staged scenes. Emphasis is placed upon the rehearsal process and rehearsal techniques.

**THEATER 274-2 ADVANCED APPLIED ACTING LEVEL II (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

*Prerequisite: Theater 274 1*

The student learns to engage in character and text analysis of roles in staged scenes at an advanced level. Emphasis is placed upon the student's demonstration of advanced rehearsal processes and techniques.

**THEATER 275 SCENE STUDY (CSU)**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

The student learns about the similarities and differences in acting techniques applied when studying and performing scenes from Theater, Film, Television, Commercials, and New Media.

**THEATER 276-1 ACTORS' WORKSHOP LEVEL I (CSU)**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

*Prerequisite: Theater 274 2*

The student learns to analyze scenes and speeches from selected plays at an advanced level. Content emphasizes



research, characterization, playing actions/reactions, vocal development, emotional centering, discoveries, release, control and physical expressiveness.

**THEATER 276-2 ACTORS' WORKSHOP LEVEL II (CSU)**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

*Prerequisite: Theater 276 1*

The student learns to analyze scenes and speeches from selected plays at an advanced level. Content emphasizes research, characterization, playing actions/reactions, vocal development, emotional centering, discoveries, release, control and physical expressiveness.

**THEATER 277 CHARACTER ANALYSIS (UC/CSU)**

3 Units (Lec 3 Hrs)

*Prerequisite: Theater 270*

The course covers the analytical steps involved in the study of a play and the development of character preparatory for rehearsal and performance.

**THEATER 285 DIRECTED STUDY THEATER (CSU)**

2 Units (Lec 2 Hrs)

TA 285 allows students to pursue Directed Study on a contract basis under the supervision of a supervising instructor.

**THEATER 294 REHEARSALS AND PERFORMANCES IV (UC/CSU)**

4 Units (RPT 3) (Lab 12 Hrs)

*Prerequisite: Theater 270*

Students perform a role (or roles) in a public performance of a play in the Theatre Academy season integrating principles and techniques of acting, character analysis, voice and movement. Students will be introduced to rehearsal disciplines and professional work habits during the preparation for public performance and will experience audience response to their acting skills.

**THEATER 300 INTRODUCTION TO STAGE CRAFT (UC/CSU)**

3 Units (Lec 3 Hrs)

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

Students learn the function of stage managers in professional theater productions.

**THEATER 311 THEATRICAL LIGHTING (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 THEATER (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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/OPERATIONS (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students interested in the study of theory and practices used to setup production and sound equipment related materials utilized in a professional sound design for the theater. Students will practice professional sound installations and design techniques.

**THEATER 315 INTRODUCTION TO THEATRICAL SCENIC DESIGN (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 (CSU)**

3 Units (Lec 3 Hrs)

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 ADVANCED STAGE CRAFT (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 IV (UC/CSU)**

4 Units (RPT 3) (Lab 12 Hrs)

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 & PRODUCTION LAB**

1 Units (Lab 3 Hrs)

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: THEATER, FILM, AND TV (UC/CSU)**

3 Units (Lec 3 Hrs)

The student studies the design process for theatre, film, and TV. Specific topics include the relationship between text and design choices, recognition of basic compositional elements; color, mass, line, texture, rhythm, balance as used in storytelling, and the creation of design presentations through collage. Additional lecture topics include, architectural spaces of storytelling, from the proscenium arch to the sound stage, business practices of design, union affiliations for professional designers and typical business vocabulary.

**THEATER 345 TECHNICAL STAGE PRODUCTION IV (UC/CSU)**

4 Units (RPT 3) (Lab 12 Hrs)

*Corequisite: Theater 270 Or Theater 272*

Theatre Academy Advanced Acting Students study the real and theoretical practices of managerial and technical theatre while mounting an actual production in a college theater venue. Production work will consist of the collaborative synthesis of multiple departments in the creation of a theatrical performance and the techniques necessary in the management of resources towards a successful entertainment event.

**THEATER 385 DIRECTED STUDY THEATER (CSU)**

3 Units (Lec 3 Hrs)

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 (UC/CSU)**

3 Units (Lec 3 Hrs)

The student studies the changes in dress from ancient to modern times, relating social and political forces influencing costuming for stage, film, and television.

**THEATER 411 COSTUMING FOR THE THEATER (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

The student learns techniques of dyeing and surface design of fabric for theater and film and practices dyeing, tie dye, batik, stencil, screening, heat transfer, aging, antiquing and distressing.

**THEATER 414 COSTUME DRAPING AND ACCESSORIES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students study the theory and practice of creating stage and film costumes and costume accessories through draping.

**THEATER 415 COSTUME DESIGN FOR THE THEATRE (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Advisory: English 101*

Students study the techniques and practices of theatrical costume design and illustration. Topics include: analyzing the play script, costume history, textiles, research, costume plot, budget, illustrating costume design and construction of costumes for theatrical performance.

**THEATER 416 MATERIALS AND METHODS FOR THE COSTUMER (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Lecture and laboratory study of various non textile materials and techniques used by the costumer including latex, leather, plastics, glues, foam, rubber and molds.

**THEATER 417 COSTUMING FOR FILM (CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Techniques and practices of costuming for film; analyzing and breaking down the script using computer spreadsheet, creating character boards, design conferences, budgeting, preproduction planning and resourcing.

**THEATER 418 COMMUNICATING THEATRICAL DESIGN**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Students explore basic methods and techniques for the theatrical designer to communicate both scenic and costume design. Includes perspective drawing, ground plans, shading, textures, character bodies and illustration techniques using pencil and colored pencil.

**THEATER 419 ADVANCED COSTUME ILLUSTRATION**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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 (Lec 2 Hrs / Lab 2 Hrs)

Students study and practice techniques of on set costuming. Instructional activities include: interview with student directors, prepare for design conferences, prepare costumes, and work as an on set costumer for a student film project. Completed film project will be viewed as part of final evaluation.

**THEATER 425 APPLIED COSTUMING FOR THE THEATER (CSU)**

4 Units (RPT 3) (Lab 12 Hrs)

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 (UC/CSU)**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

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.

# NONCREDIT COURSE DESCRIPTIONS

## BASIC SKILLS (BSICKL)

### **BSICKL 006CE REVIEW OF BASIC ENGLISH**

0 Units (RPT) (Lec 2 Hrs)

This course is a review for students planning to take the CAHSEE. You will review: grammar, reading comprehension, literary responses, writing skills and application, and specific language used within the context of High School Level English. The curriculum is designed to assist students who are in transition, either from high school and/or a dislocated worker returning back to school. The curriculum is modifiable for the LEP student.

### **BSICKL 007CE REVIEW OF BASIC MATH**

0 Units (RPT) (Lec 2 Hrs)

This course is a review for students planning to take the CAHSEE. You will review High School Level Math. The curriculum is designed to assist a variety of students. Some who are preparing for the CAHSEE and still in High School, other in transition, from high school and/or a dislocated worker returning back to school. The curriculum is modifiable for the LEP student.

### **BSICKL 023CE COLLEGE AND SCHOLASTIC ASSESSMENT PREPARATION**

0 Units (RPT) (Lec 2 Hrs)

This course is designed to review test taking, math, reading and writing skills to prepare Students for college assessment tests as well as orient Students in note taking, study, and organizational skills required for college success.

### **BSICKL 034CE HIGH SCHOOL EQUIVALENCY TEST PREPARATION**

0 Units (RPT) (Lec 6.5 Hrs)

This course is designed to review test taking, math, reading, writing, science and social studies skills to prepare students to pass a California approved High School equivalency test.

### **BSICKL 035CE BASIC MATH SKILLS**

0 Units (RPT) (Lec 1 Hrs / Lab 2 Hrs)

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 re

### **BSICKL 037CE BOOTCAMP FOR ENGLISH**

0 Units (RPT) (Lec 27 Hrs)

Students will improve their academic writing. They will develop their understanding of purpose, audience, drafting, revision, and editing methods. Students will improve their critical reading and writing skills. This class is designed to help students place into English IO 1, a college level writing course ( or place into a higher level of English than their initial placement).

### **BSICKL 052CE CAHSEE BASIC ENGLISH I**

0 Units (RPT) (Lec 2 Hrs)

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).

### **BSICKL 053CE CAHSEE BASIC ENGLISH II**

0 Units (RPT) (Lec 2 Hrs)

This scholastic assessment preparation course is designed to prepare students for any High School Equivalency exam such as the CAHSEE, HiSET, or the General Educational Development (GED): 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.

### **BSICKL 075CE INTRODUCTION TO POST SECONDARY EDUCATION**

0 Units (RPT) (Lec 0.5 Hrs)

This course introduces students to the opportunities and benefits of post secondary education. This course provides students with essential information; strategies and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

### **BSICKL 083CE GED/HISET PREPARATION: LITERATURE AND THE ARTS**

0 Units (RPT) (Lec 3 Hrs)

Students prepare for any High School Equivalency exam such as the General Educational Development (GED), HiSET or the TASC or any high school equivalency exam: Literature and the Arts Test. The class includes critical thinking, reading comprehension. interpreting graphs, analyzing literature and the arts, lone and style/prose fiction, interpreting poetry, drama. plays. non fiction and commentaries. This course is also modifiable for Distance Learning and the LEP Population.

### **BSICKL 084CE GED/HISET PREPARATION: MATHEMATICS**

0 Units (RPT) (Lec 3 Hrs)

Students prepare for any high school equivalency exam such as the General Educational Development (GED), HiSET or TASC in Mathematics. The class covers arithmetic, the metric system, algebra, geometry, statistics, and probability problems. Depending upon the diagnostic assessment. students will be directed to an appropriate plan of study. This course is also modifiable for Distance Learning and the LEP Population.



**BSICSKL 085CE GED/HISET PREPARATION: SCIENCE**

0 Units (RPT) (Lec 3 Hrs)

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.

**BSICSKL 086CE GED/HISET PREPARATION: SOCIAL STUDIES**

0 Units (RPT) (Lec 3 Hrs)

Students prepare for any High School Equivalency exam such as the General Educational Development (GED). HiSET or the TASC and enhances students' ability to read, understand, and use information in the context of social studies. Students focus on the five basic social studies content areas: United States history, civics and government, economics and geography. This course is also modifiable for Distance Learning and the LEP Population.

**ENGLISH AS A SECOND LANGUAGE NONCREDIT (ESL NC)****ESL NC 001CE ENGLISH AS A SECOND LANGUAGE BEGINNING I**

0 Units (RPT) (Lec 3 Hrs)

Students in this entry level course will learn to develop reading comprehension, critical thinking, and vocabulary skills that will prepare them for their academic and career success. In addition, the students will develop basic reading and speaking skills by utilizing materials at the appropriate reading level.

**ESL NC 002CE ENGLISH AS A SECOND LANGUAGE BEGINNING II**

0 Units (RPT) (Lec 3 Hrs)

Students in this beginning level course will learn to develop reading comprehension, critical thinking, and vocabulary skills that will prepare them for their academic and career success. This course is designed to build upon the skills learned in ESL Beginning I. In addition, the students will continue to develop reading and speaking skills by utilizing materials at the appropriate reading level.

**ESL NC 050CE BEGINNING CONVERSATION**

0 Units (RPT) (Lec 5 Hrs)

This course is designed for students who wish to improve their listening comprehension of English and to increase their ability to make themselves understood, using conversational American English speech. This is the introductory level ESL conversation course.

**ESL CIVICS (ESLCVCS)****ESLCVCS 010CE ESL AND CIVICS I**

0 Units (RPT) (Lec 1 Hrs)

Students learn civic content and practice oral/aural skills necessary to begin the process of becoming a United States citizen. Students develop beginning listening, speaking, reading and writing skills at an introductory English as a Second Language (ESL) level.

**ESLCVCS 011CE ESL AND CIVICS II**

0 Units (RPT) (Lec 1 Hrs)

Students learn civic content and practice oral/auditory skills necessary to begin the process of becoming a United States citizen. Students develop listening, speaking, reading and writing skills in preparation to the United States Citizenship and Immigration interview at a beginning English as a Second Language (ESL) level.

**ESLCVCS 012CE ESL AND CIVICS III**

0 Units (RPT) (Lec 3 Hrs)

This competency based, open entry citizenship course introduces U.S. History and government with appropriate English Vocabulary and grammar structure for low intermediate level ESL (English as a Second Language) students who are preparing to take the U.S. citizenship examination.

**ESLCVCS 013CE ESL AND CIVICS IV**

0 Units (RPT) (Lec 3 Hrs)

In this open entry, noncredit course students will learn about integrated topics of Civics and Citizenship preparation. Students will prepare for the Citizenship test and interview. They will also learn skills to assist them with their immersion into a predominately English speaking society at an intermediate (ESL) English as a Second Language level.

**ESLCVCS 014CE ESL AND CIVICS V**

0 Units (RPT) (Lec 3 Hrs)

This competency based, open entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for high intermediate ESL (English as a Second Language) students who are preparing to take the U.S. Citizenship examination.

**ESLCVCS 015CE ESL AND CIVICS VI**

0 Units (RPT) (Lec 3 Hrs)

Students discuss civics, U.S. history and government at an advanced ESL (English as a Second Language) level. Students prepare for the Citizenship test and interview. Students apply skills to assist them in their immersion into a predominately English speaking society by using advanced vocabulary.

**ESLCVCS 030CE ENGLISH LITERACY AND CIVICS**

0 Units (RPT) (Lec 6 Hrs)

Literacy students apply the content necessary to have a functioning understanding of the English language related to the citizenship test, appropriate civics objectives and other life skills situations. Students practice a variety of English and grammar contexts to prepare them for basic survival skills in a predominately English speaking society.

**ESLCVCS 031CE ENGLISH LITERACY AND CIVICS**

0 Units (RPT) (Lec 6 Hrs)

Students at the Beginning Low Level apply the content necessary to have a functioning understanding of the English language related to the citizenship test and similar civics objectives. Students practice a variety of English and grammar contexts to prepare them for basic life skills in a predominately English speaking society.

**ESLCVCS 032CE ENGLISH LITERACY AND CIVICS**

0 Units (RPT) (Lec 6 Hrs)

This is an open entry/open exit course for ESL students at the Beginning High Level. The skills of listening, speaking, reading, writing, and grammar are integrated and taught through the content of basic life, community, job, and citizenship skills.

**ESLCVCS 033CE ENGLISH LITERACY AND CIVICS 3**

0 Units (RPT) (Lec 6 Hrs)

This is an open entry/Open exit course for ESL students at the lower intermediate level. The skills of listening, speaking, writing, and grammar are integrated and taught through the content of basic life, community, job, and citizenship skills.

## SUPERVISED LEARNING ASSISTANCE (TUTOR)

**TUTOR 001T SUPERVISED TUTORING**

0 Units (RPT) (Lab 20 Hrs)

Upon faculty/counselor referral, students receive tutoring in reading, writing and computational skills in the Learning Skills Department. Cumulative progress and attendance records will be maintained for this non credit, open entry/open exit course. No tuition, grades, or appearance on student's transcript. Student must be enrolled in a Los Angeles City College academic course.

## VOCATIONAL EDUCATION (VOC ED)

**VOC ED 002CE IN HOME SUPPORTIVE SERVICE****PROVIDERS**

0 Units (RPT) (Lec 5 Hrs)

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.

**VOC ED 003CE WORKPLACE READINESS COMPUTERS**

0 Units (RPT) (Lab 3 Hrs)

Fundamentals of computer hardware, software, and the internet for computer novices at the work place, introducing basic computer components and functions including hardware, operating systems, software applications, (e.g. word processing, spreadsheets, email) and web browsers to access information on the world wide web. The focus of this course is to prepare limited English proficient students to be competitive in securing employment, as well as retaining a job once they have acquired a job.

**VOC ED 054CE VES L FOR CD I: SPECIALIZED****VOCABULARY IN DEVELOPMENTAL THEORIES**

0 Units (RPT) (Lec 1 Hrs)

This class is designed for Child Development (CD) students who need additional assistance in mastering the specialized vocabulary and developmental theories in introductory CD coursework. In addition, students will be taught study skills strategies, reading strategies, and test taking tools contextualized for child development credit course offerings. This course is modifiable for Limited English Proficient (LEP) students and can be completed before or concurrently with CD 1.

**VOC ED 055CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE C**

0 Units (RPT) (Lec 3 Hrs)

A short term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The class focus is speaking, listening, reading, writing, and arithmetic as practiced in the workforce and covers basic employee benefits and compensation: employee centered practices and performance modes.

**VOC ED 056CE VOCATIONAL ENGLISH AS SECOND LANGUAGE FOR HEALTH CAREERS**

0 Units (RPT) (Lec 2 Hrs)

Students learn English and acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, grammar and the comprehension skills necessary for successful transition to health classes. This course is designed for Limited English Proficient students.

**VOC ED 059CE VESL FOR HOME HEALTH AID**

0 Units (RPT) (Lec 1 Hrs)

This course is designed for students who need to acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, and comprehension skills necessary for successful transition to health classes. This class is modifiable for the Limited English Proficient (LEP) Student.

**VOC ED 060CE CUSTODIAL TECHNICIAN TRAINING**

0 Units (RPT) (Lec 1 Hrs / Lab 2.5 Hrs)

This course will provide students with the knowledge and hands on training needed to apply for entry level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

**VOC ED 078CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE B**

0 Units (RPT) (Lec 3 Hrs)

A short term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing and arithmetic as practiced in the workplace and covers conduct, communication styles and relations: health and safety issues.

**VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A**

0 Units (RPT) (Lec 3 Hrs)

A short term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing, and arithmetic as practiced in the workforce.

**VOC ED 084CE YOUNG ENTREPRENEUR TRAINING PROGRAM**

0 Units (RPT) (Lec 2 Hrs)

This is a short term, Young Entrepreneur workshop, to be held over 3 weekends, Saturdays and Sundays, 6 hours each day for a total of 36 hours. It is designed to provide high school students with the basic tools on how to start a small business. Some of the topics covered include, but are not limited to: ideas for a teen business, benefits of owning a business, developing a business plan, looking at legal issues, and getting financing. Upon completion of this workshop, students will be awarded a Certificate of Completion by LA City College.

**VOC ED 093CE WORKPLACE COMMUNICATION: TEAM DYNAMICS**

0 Units (RPT) (Lec 3 Hrs)

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.

**VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE**

0 Units (RPT) (Lec 0.33 Hrs)

This short term vocational education course is designed to provide new and incumbent workers "30 Ways to Shine as a New Employee" and increase their level of customer service and colleague relations. The curriculum is modifiable for the LEP student. The topics covered but are not limited to new beginners, understanding the workplace culture and dealing with change. After completing this course the student has an option to continue their education or become gainfully employed.

**VOC ED 231CE RETAILING SMARTS 6: BUILDING SALES**

0 Units (RPT) (Lec 7 Hrs)

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.

**VOC ED 232CE CLOSING THE SALE**

0 Units (RPT) (Lec 1 Hrs)

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.

**VOC ED 233CE COMPLETING THE SALES TRANSACTION**

0 Units (RPT) (Lec 1 Hrs)

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.

**VOC ED 234CE EXPLAINING FEATURES AND BENEFITS**

0 Units (RPT) (Lec 1 Hrs)

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.

**VOC ED 235CE CUSTOMER SERVICE SMARTS:GOING THE EXTRA MILE**

0 Units (RPT) (Lec 1 Hrs)

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.

**VOC ED 236CE JOB CLUB**

0 Units (RPT) (Lec 1 Hrs)

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.

**VOC ED 237CE STRATEGIES IN MEETING YOUR CUSTOMERS NEEDS**

0 Units (RPT) (Lec 1 Hrs)

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.

**VOC ED 238CE BLUEPRINT FOR WORKPLACE SUCCESS**

0 Units (RPT) (Lec 2 Hrs)

This short term vocational education course is designed to provide new and incumbent workers with the strategies required in building a continuous relationship with the customer/client. The curriculum is modifiable for the LEP student. The topics covered but are not limited to: honoring manufacturer's warranties, understanding the company's return policy, and gracefully handling customer complaints. After completing this course the student has the option to continue their education or become gainfully employed.

**VOC ED 239CE CUSTOMER SERVICE SKILLS**

0 Units (RPT) (Lec 1 Hrs)

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 and in order to increase their employability. The curriculum is modifiable for the LEP students. 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.

**VOC ED 240CE STRATEGIES IN ADAPTING TO YOUR CUSTOMER**

0 Units (RPT) (Lec 1 Hrs)

This short term vocational education course is designed to provide new and incumbent workers with the strategies required in adapting to their customers or clients. The curriculum is modifiable for the LEP student. The topics cover learning how to greet customers, building relationships, determining a customer's needs. This course can be offered as a stand alone course or combined within the eight modules that are related to this material. After completing this course the student has an option to continue taking classes in their field of choice, or become gainfully employed.

**VOC ED 241CE GET TO KNOW YOUR CUSTOMER**

0 Units (RPT) (Lec 1 Hrs)

This short term vocational education course is designed to provide new and incumbent workers the methods and skills in how to get to know their customer. The curriculum is modifiable for the LEP students. The topics covered but are not limited to greeting customers in a winning way, building relationships, and determining a customer's needs. After completing this course the student has an option to continue their education or become gratefully employed.

**VOC ED 242 CE – BANQUET SERVER SKILLS TRAINING**

0 Units (RPT) (Lec 1 Hrs)

Banquet Server skills workshop is designed to provide new and incumbent workers with the skills needed to be the best in banquet services. Some of the topics covered include, but are not limited to: setting tables for banquets, providing beverage service, taking and serving orders, maintaining buffet tables and refreshing meeting rooms. 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.

**VOC ED 243 CE – FRONT DESK REPRESENTATIVE**

0 Units (RPT) (Lec 1 Hrs)

Front Desk Representative workshop is designed to provide new and incumbent workers with the tools to provide superior guest service. Students will learn, among other skills, how to use effective sales techniques, conduct guest check-ins, serve guests with special needs and turn customer complaints into opportunities to build great relationships with their guests. 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 Assoc. Students will also be awarded a Certificate of Completion by LA City College.

**VOC ED 244 CE – LAUNDRY ATTENDANT SKILLS TRAINING**

0 Units (RPT) (Lec 1 Hrs)

New and incumbent workers learn the skills to provide the best in guest services. Some of the topics covered include, but are not limited to: using washers & dryers, sorting and ironing linens, using mechanical flat-work iron and line-folding equipment, sewing & mending, and responding to housekeeping requests. 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 Laundry Attendant Skills Certificate provided by the Educational Institute of the American Hotel and Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

**VOC ED 245 CE – PUBLIC SPACE CLEANER SKILLS**

0 Units (RPT) (Lec 1 Hrs)

New and incumbent workers learn skills to become an effective Public Space Cleaner. Some of the topics covered include, but are not limited to: preparing public spaces for cleaning, using various cleaning tools and agents, learning different methods of cleaning. 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 Maintenance Attendant Skills Certificate provided by The American Hotel & Lodging Association (AH&LA). Students will also be awarded a Certificate of Completion by LA City College.

**VOC ED 246 CE - RESTAURANT SERVER SKILLS TRAINING**

0 Units (RPT) (Lec 1 Hrs)

The Restaurant Server course is designed to provide new and incumbent workers with the tools they need to provide the best in restaurant services. Some of the topics covered include, but are not limited to: setting up the restaurant for service, greeting and seating guests and taking beverage and food orders. 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.

**VOC ED 247 CE – KITCHEN STEWARD SKILLS TRAINING**

0 Units (RPT) (Lec 1 Hrs)

Kitchen Steward 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: Cleaning tools and surfaces. following a recycling program, washing dishes and silverware and cleaning and sanitizing working surfaces. 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.

**VOC ED 248 CE – MAINTENANCE ATTENDANT SKILLS TRAINING**

0 Units (RPT) (Lec 1 Hrs)

New and incumbent workers learn skills to become an effective Maintenance Attendant. This workshop is designed to provide the tools needed to provide the best maintenance services. Some of the topics covered include, but are not limited to: preventative maintenance, inspections, installations, repair and servicing and troubleshooting. 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 Maintenance Attendant Skills Certificate provided by The American Hotel & Lodging Association (AH&LA). Students will also be awarded a Certificate of Completion by LA City College.

**VOC ED 249 CE – RESERVATIONIST SKILLS TRAINING**

0 Units (RPT) (Lec 1 Hrs)

New and incumbent workers learn essential computer-based reservation systems for efficient service. Students will learn to take reservations by phone. printed forms. block room. process payments and effective telephone sales techniques. 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.

**VOC ED 250CE GUESTROOM ATTENDANT SKILLS TRAINING**

0 Units (RPT) (Lec .33 Hrs)

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 LA City College.

**VOC ED 279CE CAREER EXPLORATION: OFFICE ADMINISTRATION**

0 Units (RPT) (Lec .33/Lab 2 Hrs)

This course is designed to introduce prospective students to an educational track in the department of Office Administration. The occupational outlook will be highlighted and students will have a clear idea of the steps involved with regards to education, workplace responsibilities and career pathway progression.

**VOC ED 294CE INTRODUCTION TO SOCIAL MEDIA WORDPRESS BLOGS**

0 Units (RPT) (Lab 1 Hrs)

This introductory course combines demonstrations and hands on practice to provide students with the basic knowledge and skills needed to create a website using Word Press and install, configure and use social media tools and plug ins for your website and blog.



# FACULTY INFORMATION



## Credit Faculty

- Aaron, Melvin C. (2001)  
Professor of History  
B. A., University of California at Santa Barbara  
M.A., University of Washington  
Ph.D. Candidate, Howard University
- Abayachi, M. A. (1998)  
B.A., San Diego State University  
B.S., San Diego State University  
M.A., San Diego State University
- Aguilar, Hector R. (1988)  
Professor of Counseling  
B.A., University of California at Los Angeles  
M.Ed., California State University, Dominguez Hills
- Akopia, Varoujan (2004)  
Professor of Astronomy/Physics  
B.S., Yerevan State University, Armenia  
M.S., California State University, Northridge
- Aksoy, Can (2015)  
Assistant Professor of English & ESL B.A., Claremont McKenna College  
M.A., University of California at Santa Barbara  
Ph.D., University of California at Santa Barbara
- Allen, Joyce Faye (1989)  
Professor of Learning Skills  
B.A., Pitzer College  
M.A., California State University, Dominguez Hills
- Almurdaah, Ashraf (2001)  
Professor of Finance & Economics  
B.A., American University of Beirut  
M.A., University of Kansas
- Badalian, Raymond (1995)  
Professor of Mathematics  
B.S., M.S., Claremont University
- Baghdasarian, Glen (2007)  
Professor of Chemistry  
B.S., University of California at Irvine  
Ph.D., University of California at Irvine
- Bae, Youngmin (2001)  
Professor of Foreign Languages  
B.A., University of California at Los Angeles  
M.A., University of California at Davis
- Baldwin, Amy  
Associate Professor of Psychology
- Baskaran, Christiana RN (2015)  
Director, Nursing  
MSN, Ph.D, University of California at Los Angeles
- Belle, Nicole (2014)  
Assistant Professor of Photography  
B.A., New York University  
B.F.A., Rochester Institute of technology  
M.F.A., University of California at 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 at Los Angeles
- Berry, Laura RN (2009)  
Associate Professor of Nursing  
B.A., University of Arizona  
M.A., University of Illinois  
MSN, Mount St. Mary's University
- Bhakta, Jayesh (2005)  
Professor of Physics/Engineering  
B.S., Ph.D., University of Birmingham U.K.
- Blake, C. Marc (1979)  
Professor of Music  
B.A., B.M., University of Redlands  
M.M., Ph.D., University of California at Los Angeles
- Bledsoe, John (1993)  
Professor of Theater  
B.S., Woodbury University  
B.A., University of California at Los Angeles  
M.F.A., University of Southern California
- Blum, Jeffrey S. (1996)  
Professor of Psychology  
B.A., M.A., Ph.D., University of California at Los Angeles
- Boan, Terry A. (2001)  
Professor of Chemistry  
B.S., M.S., University of California at Santa Barbara
- Caballero, Jesse (2000)  
Professor of Administration of Justice  
B.S., California State University, Los Angeles  
M.P.A., Pepperdine University  
C.P.P., American Society of Industrial Security

## FACULTY INFORMATION

---

- Cairns, Nancy J. (2000)  
 Professor of Kinesiology /Health  
 B.S., M.S., California State University, Northridge
- Cano, Thomas (1996)  
 Professor of Kinesiology/Health  
 B.A., California State University, Los Angeles  
 M.A., Azusa Pacific University
- Cano, Thomas (1996)  
 Professor of Kinesiology/Health  
 B.A., California State University, Los Angeles  
 M.A., Azusa Pacific University
- Cenquizca, Lee (2005)  
 Assistant Professor of Life Science
- Clark, Anthony (2005)  
 Professor of Sociology  
 A.A., Los Angeles Valley College  
 B.A., M.A., California State University, Northridge
- Cohen, Arax (1997)  
 Associate Professor of Dental Technology  
 C.D.T., National Board of Certification of Dental Technology  
 B.S.B.M., University of Phoenix
- Cons-Diller, Andrea M. (2016)  
 Assistant Professor of English & ESL  
 B.A., Eastern Washington University  
 M.A. University of California at Irvine  
 Ph.D., University of California at Irvine
- Cortez-Ortiz, Luisa Y. (2007)  
 Associate Professor of Counseling  
 B.A., California State University, Long Beach  
 M.S., California State University, Long Beach
- Crachiolo, Sarah B. (2015)  
 Assistant Professor of Communication Studies  
 B.A., Georgia State University  
 M.A., California State University, Long Beach
- Dakduk, Shawk (1999)  
 Professor of Computer Science  
 B.S., Texas A&M University  
 M.S., California State University, Northridge
- Daniel, Blythe (1991)  
 Professor of Psychology
- Dauzat, Brian P. (1996)  
 Professor of Computer Science  
 B.A., University of California at Los Angeles
- Dinh, Kim-Lien Thi (2013)  
 Associate 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
- Eckford, Wendel (2005)  
 Professor African American & U.S. History  
 B.A., University of Texas  
 M.A., California State University, Dominguez Hills  
 M.A., Claremont Graduate University  
 M.A., University of California at Los Angeles  
 Ph.D., Claremont Graduate University
- Elahi, Nadia K. (2013)  
 Associate Professor of English & ESL  
 B.A., University of Louisiana at Monroe  
 M.A. University of Louisiana at Monroe
- Escalante, Mario (2013)  
 Associate Professor of Counseling  
 B.A., University of California at Riverside  
 M.A., San Diego State
- Farrell, Michael (2009)  
 Associate Professor of Geography  
 B.S., University of California at Santa Barbara  
 M.A., San Diego State University
- Ferreira, Leslie (1997)  
 Professor of Theatre Arts  
 B.A., University of California at Berkeley  
 M.F.A., Carnegie-Mellon University
- Fiazi, Kiormas (1972)  
 Professor of Psychology  
 B.A., University of California at Los Angeles  
 M.S., University of Southern California
- Flores, Luis (1985)  
 Professor of Computer Science  
 B.A., University of Southern California  
 M.S., University of California at Los Angeles
- Flores, Oscar (2016)  
 Assistant Professor of Counseling  
 B.A., University of California at Los Angeles  
 M.S., California State University, Los Angeles
- Fonseca, Israel (2013)  
 Associate 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 at Los Angeles
- Fuhrmann, Dorothy (1985)  
 Professor of Library Science  
 B.S., Northern Montana College  
 M.L.I.S., University of Southern California
- Garcia, Martin  
 Associate Professor of Life Science
- Gendelman, Michele M (2005)  
 Professor of Cinema/TV  
 B.A., Bryn Mawr College  
 M.A., University of California at Los Angeles
- Gengaro, Christine (2006)  
 Professor of Music  
 B.A., M.A., Hunter College, City University of New York  
 Ph.D., University of Southern California
- Gevanyan, Aykanush (2012)  
 Associate Professor of Kinesiology and Health  
 A.A., Los Angeles City College  
 B.A., M.A., Azusa Pacific University
- Glickman, Daniel C. (1996)  
 Professor of Kinesiology  
 B.A., San Francisco State University  
 M.A., San Francisco State University
- Gnerre, Elizabeth (2010)  
 Associate Professor of Library Science  
 B.A., Lewis and Clark College  
 M.L.S., University of California at 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 at Riverside
- Goulet, Camille  
 Title IX Coordinator  
 Assistant Professor of Law
- Gray, Kamale E. (2010)  
 Associate Professor of Counseling  
 B.A., University of California at 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

- HaMilton, Katharine . (2016)  
Assistant Professor of Library Science B.A.,  
Barnard College  
M.L.I.S., Long Island University
- Hastley, Raymond (2001)  
Professor of Business Administration  
B.A., California State University, Fullerton  
M.B.A., M.S., Chapman University
- Heisser, Christina (2012)  
Associate Professor of World History  
B.A., Valparaiso University  
M.A., Indiana University  
Ph.D., Indiana University
- Hendricks, Sharon (2006)  
Associate Professor of Speech  
B.A., Seattle Pacific University M.S., University of Washington
- Hentschel, Donald H. (1996)  
Professor of Mathematics  
B.A., California State University, Fullerton  
M.A., California State University, Fullerton
- Hicks, Donald R. (1992)  
Professor of Microbiology  
B.S., Auburn University  
M.S., Florida Atlantic University
- Hicks, Jeffrey (2016)  
Assistant Professor of English & ESL  
B.A., Chico State University  
M.A. Chico State University,  
Ph.D., University of California at Riverside
- Holzner, Julie E. (1996)  
Professor of Economics  
B.A., M.A., California State University, Long Beach
- Hong, Mickey (1999)  
Professor of Korean  
B.S., University of California at Santa Cruz  
M.A., University of California at Los Angeles
- Hsieh, M. "Shae" (2013)  
Associate Professor of Communication Studies
- Igoudin, Lane (2010)  
Associate Professor of English & ESL  
M.A., California State University, Long Beach  
Ph.D., Stanford University
- Kalustian, Michael (2005)  
Professor of Communication Studies  
B.A., M.A., California State University, Los Angeles
- Kaviani, Kian (1992)  
Professor of Mathematics  
Ph.D., University of Southern California
- Kelly, Kevin (2006)  
Professor of Music  
B.A., West Chester University  
Ph.D., University of Pennsylvania
- Kendall, Evan (2006)  
Professor of English  
B.A., University of California at Los Angeles  
M.F.A., California Institute of the Arts
- Kendis, Ronald (1984)  
Professor of Mathematics  
B.A., University of California at Los Angeles  
M.S., San Fernando Valley State College  
Ph.D., University of California at Los Angeles
- Khollesi, Khalil (2005)  
Professor of Life Science
- Kiley, Derrick T. (2012)  
Associate Professor of Physics and Astronomy  
B.S., University of California at Davis  
Ph.D., University of California at Davis
- Kim, Irene (2000)  
Professor of Music  
B.A., M.M., University of California at Los Angeles  
Ph.D., University of Arizona
- Kirov, Milen (2016)  
Assistant Professor of Music  
B.F.A., California Institute of the Arts  
M.M., California State University, Northridge  
D.M.A., California Institute of the Arts
- Kronis, Tina (2015)  
Assistant Professor of Theatre Arts  
M.F.A., Carnegie Mellon University  
B.F.A., New York University
- Lakatos, Catherine (2010)  
Assistant Professor of Counselor  
CalWORKs Program
- Lapp, Ron (1988)  
Professor of English & ESL  
M.A., ESL, University of Hawaii
- Lee, Vincent (1988)  
Professor of Mathematics  
B.A., University of Texas, Austin  
M.S., California State University, Los Angeles  
M.S., University of Southern California
- Lemon, William R. (2016)  
Assistant Professor of English & ESL  
B.A., California State University, San Marcos  
M.A. California State University, San Marcos
- Lewis, Richard P. A. (2001)  
Professor of Law  
B.S.L., Western State University  
J.D., Western State University
- Light, Nathan (2015)  
Assistant Professor of Music  
B.M., University of Miami  
M.M., University of Southern California
- Lopez, Boris (2000)  
Professor of Counseling  
B.A., M.S., M.A., California State University, Los Angeles
- Lopez, Calixto (2002)  
Professor of Philosophy  
B.A., St. John's Seminary  
M.A., DePaul University
- Lopez, Elizabeth  
Assistant Professor of Art (2015)  
B.A., Pomona College  
M.A., University of California at Los Angeles  
Ph.D., University of California at Los Angeles
- Ma, Thi Thi (2014)  
Assistant Professor of English & ESL  
B.A., Claremont McKenna College  
M.A. University of California at Santa Barbara  
Ph.D., University of California at Santa Barbara
- Maeck, Alexandra T. (1991)  
Professor of English  
B.A., Dartmouth College  
M.A., Columbia University
- Magee, Iris (2000)  
Professor of Mathematics  
B.A., University of Redlands  
M.A., California State University, San Bernardino
- Maggio, Anthony C. (2015)  
Assistant Professor of Theatre Arts  
B.A., California State University, Los Angeles  
M.A., California State University, Los Angeles
- ManouS, Michael (2015)  
Assistant Professor of English/ESL  
B.A., University of California at Berkeley  
M.A., University of California at Berkeley  
Ph.D., University of California at Riverside
- Mardirosian, Robert (1996)  
Professor of Mathematics  
B.S., University of Southern California  
M.S., Mathematics, Claremont Graduate School



## FACULTY INFORMATION

---

- 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
- Martinez, Sandra P. (1996)  
 Professor of English  
 B.A., University of California at Los Angeles  
 M.A., University of Michigan, Ann Arbor
- Meyer, Joseph N. (1991)  
 Professor of Political Science  
 B.A., M.A., Marquette University
- Mezynski, Andrzej (2001)  
 Professor of Library Science  
 B.A., San Diego State University  
 M.S.L.I.S, University of Illinois at Urbana-Champaign
- Miklos, Michael J. (2005)  
 Professor of English  
 B.A., University of California at Irvine  
 M.A., Ph.D., University of Southern California
- Miller, Kelli (2002)  
 Professor of Child Development  
 B.A., University of California at Riverside  
 M.A., California State University, Los Angeles
- Moton, Kylowna A. (2016)  
 Assistant Professor of English & ESL  
 B.A., California State University, Los Angeles  
 M.A. California State University, Los Angeles  
 M.A., California State University, Northridge
- Muller, Danielle N. (2002)  
 Professor of English  
 B.A., University of California at Santa Barbara  
 M.A., Ph.D., University of Southern California
- Niemeyer, Susan (2001)  
 Professor of English & ESL  
 B.A., Iowa State University  
 M.A., University of Illinois at Urbana Champaign
- Nishimura, Jeffrey (2005)  
 Professor of English & ESL  
 B.A., University of California at Santa Barbara  
 M.A., University of California at Davis
- Okamura, Linda (2001)  
 Professor of Photography  
 B.A, University of Southern California  
 B.F.A, Art Center
- Pak, Joseph (2010)  
 Assistant Professor of Philosophy
- Paley, Laurel (2009)  
 Associate Professor of Art and Design  
 B.A., Smith College  
 M.F.A., Claremont Graduate University
- Parada, Yelgy (1995)  
 Professor of Foreign Language  
 A.A., Los Angeles City College  
 B.A., California State University, Los Angeles  
 B.S., Universidad de Oriente  
 M.A., California State University, Los Angeles
- Park Christine (2006)  
 Professor of Music  
 B.M., California State University, Northridge  
 M.A., M.M., California State University, Northridge  
 M.M. Dalcroze Certificate, the Juilliard School
- Parsakar, Sandy (1999)  
 Professor of Counseling  
 B.A., M.A., California State University, Northridge
- Pashazadeh Monajem, Mohamad (1989)  
 Professor of Computer Science  
 B.S., Tabriz University  
 M.S., Stanford University
- Patthey, G. Genevieve (1989)  
 Professor of English and ESL  
 B.A., University of California at Los Angeles  
 M.A., Ph. D., University of Southern California  
 Postdoctoral Fellow, National Academy of Education
- Pavlik, April (2008)  
 Associate Professor of Psychology
- Payne, Naeemah (2002)  
 Professor of Mathematics  
 B.S., M.S., California State Polytechnic University, Pomona
- Phommasaysy, Sean (2005)  
 Professor of Life Science
- Piday, Mary L. (1995)  
 Professor of Theatre Arts  
 B.A., University of Southern California  
 M.F.A., University of Southern California
- Plotquin, Hector (2001)  
 Professor of Mathematics  
 B.S., M.S., the University of Buenos Aires
- Portugal, Adriana RN (2007)  
 Associate Professor of Nursing  
 B.S.N., University of Southern California  
 MSN, Mount St. Mary's University
- Raymond, Kristina (2016)  
 Assistant Professor of Music  
 B.M., University of Cincinnati  
 M.F.A., California Institute of the Arts
- Reed, Billy (1996)  
 Professor of Counseling  
 B.A., University of California at Santa Barbara  
 M.A., Point Loma University
- Rossiter, Christopher (2010)  
 Associate Professor of Cinema/TV  
 M.F.A., Cinema, American Film Institute Conservatory
- Rountree, Jennifer (1990)  
 Professor of Theater  
 B.A., University of California at Santa Cruz  
 M.F.A., University of California at Los Angeles
- Rozenkopf, Francine (1989)  
 Professor of French  
 A.A., Los Angeles City College  
 B.A., M.A., C. Phil, University of California at Los Angeles
- Ruiz, Daniel (2010)  
 Associate Professor of English & ESL
- Ryan, Joseph (1989)  
 Professor of English & ESL
- Salazar, Juliet  
 Associate Professor of Mathematics  
 B.S., University of California at Los Angeles  
 M.A., University of California at Los Angeles
- Sambrano, Robert (2005)  
 Associate Professor of CAOT  
 B.A., Trinity University  
 M.B.A., University of Texas
- Samplewala, Robert  
 Professor of Computer Science
- Schenck, Lawrence (1979)  
 Professor of Business Administration  
 B.B.A., Nichols College  
 M.B.A., Suffolk University
- Sechooler, Rochelle L. (1978)  
 Professor of Psychology  
 B.A., M.A., Ph.D., University of California at Los Angeles
- Sedghi, David M. (2010)  
 Associate Professor of Psychology
- Shields, Dylan (2012)  
 Associate Professor of Cinema/TV  
 B.A., University of Nevada, Las Vegas  
 M.F.A., American Film Institute Conservatory
- Simpson Turk, Joycelyn (2007)  
 Associate Professor of Nursing  
 M.S.N, R.N., F.N.P., California State University, Dominguez Hills
- Skousen Radford, Mary (2005)  
 Assistant Professor of Child Development  
 B.A., California State University, Los Angeles  
 M.A., Pacific Oaks College

Song, Edward Bird (2013)  
Associate Professor of Counseling  
B.A., University of California at Berkeley  
M. Ed., University of California at Los Angeles

Soto-Bair, Carmen S.  
Professor of Counseling

Sow, Nili (2002)  
Professor of Mathematics  
B.A., M.A., University of Dakar, Senegal

Suovanen, Charles (2000)  
Professor of Music  
B.M., M.A., California State University, Northridge

Sweetman, Timothy N. (1996)  
Professor of Administration of Justice  
B.S., Cal Poly Pomona University  
M.P.A., California State University, Northridge

Tamayo, Flavia (2002)  
Professor of English & ESL  
B.A., University of Southern California  
M.A., Stanford University  
M.F.A., California State University, Long Beach

Tavakoli, Moshgan (1986)  
Professor of Computer Science  
B.S., M.A., California State University, Los Angeles  
M.S., Azusa Pacific

Tchen, Bernadette (1991)  
Professor of English & ESL  
B.A., Université de Paris–Sorbonne (Paris IV)  
M.A., Université de Paris–Sorbonne (Paris IV)  
M.A., M.S., University of Southern California  
M.A., Antioch University at Los Angeles  
Ph.D., University of Southern California

Tinberg, Christine (2002)  
Professor of Kinesiology/Health  
B.S., M.S., Pepperdine University  
M.S. Arizona State University

Vargas, Wilhelm I.  
Assistant Professor of Law  
B.S. California State University, Long Beach  
J.D. Southwestern University, School of Law

Varner, Joni K. (1995)  
Professor of Cinema/TV  
B.A., University of North Carolina, Greensboro  
M.A., State University of New York, Buffalo

Vasquez, Barbara Jean (1996)  
Professor of Library Science  
B.A., California State University, Fullerton  
M.S.L.S., California State University, Fullerton

Vaughn, Jen (2013)  
Associate Professor of Cinema/TV  
B.A. M.A., San Francisco State University

Walzer, Andrew (2005)  
Associate Professor of Humanities  
B.A., University of California at Santa Cruz  
Ph.D., University of Minnesota

Wanner, Daniel (2002)  
Professor of Music  
B.A., M.A., Columbia College  
D.M.A., Columbia University

Ward, Jerold M. (2001)  
Professor of Counseling  
B.A., California State University, Northridge  
M.Ed., Suffolk University, Boston  
Ph.D., California Graduate Institute

Washburn, Nancy (2000)  
Professor of Child Development  
B.A., M.A., California State University, Los Angeles

Wiesenfeld, Alexandra (2010)  
Associate Professor of Art  
B.F.A., Pomona College  
M.F.A., Montana State University

Windsor, Kevin R. (2000)  
Professor of Mathematics  
B.A., California State University, Stanislaus  
M.S., California State University, Northridge

Wolf, Roger (1977)  
Professor of Mathematics  
B.S., United State Military Academy  
M.A., University of California at Los Angeles

Yazdaniyan, Mahmood (2006)  
Assistant Professor of Electrical Engineering  
M.S., University of Southern California

Yonge, Wanda (2010)  
B.S., Eastern Michigan University, Ypsilanti  
M.B.A., University of Phoenix, Fountain Valley

## Noncredit Faculty

Amaro, Angel (2005)  
Lecturer, ESL Civics  
B.A., York College, City University of New York

Amsberry, Adrian (2011)  
Lecturer, ESL Civics & Noncredit ESL  
B.A., University of California at San Diego  
Adult Education Teaching Credential

An, Hannah (2012)  
Lecturer, ESL Civics & Noncredit ESL  
B.A., University of California at Los Angeles  
M.A., University of California at Los Angeles

Arellano, Patricia (2007)  
Lecturer, ESL Civics  
B.A., University of California at Berkeley

Bernhard, Gregory (2008)  
Lecturer, Basic Skills (Mathematics)  
B.S., Frostburg State University

Cheshmedzhyan, Anna (2002)  
Lecturer, ESL Civics  
B.A., Pedagogical Institute of Russian & Foreign Languages of V. Brussov

Delgado, Carmen L. (2010)  
Lecturer, Vocational Education  
B.A., California State University, Los Angeles

Delgado, Maria Luz (2011)  
Lecturer, ESL Civics & Noncredit ESL  
B.A., California State University, Los Angeles  
Adult Education Teaching Credential

Duarte, Armando (2015)  
Lecturer, Vocational Education  
B.S., California State Polytechnic University, Pomona

Gorence, Justin (2014)  
Lecturer, Noncredit ESL  
B.A., Nazareth College  
Adult Education Teaching Credential

Jang, Helen (2010)  
Lecturer, Vocational Education  
B.S., Korea National Open University  
B.A., International Christian University  
M.S., South Baylo University  
Ph.D., American Liberty University

Karol, Pamala (2013)  
Lecturer, Noncredit ESL  
M.F.A., University of California at Los Angeles  
Adult Education Teaching Credential

Kim, Hyo I. (1998)  
Lecturer, Vocational Education  
Ph.D., Temple University

Lopez, Roland G. (2006)  
Adjunct Associate Professor, ESL Civics & Noncredit ESL  
B.A., Pennsylvania State University  
M.A., University of Phoenix  
Adult Education Teaching Credential

Márquez, René (2008)  
Adjunct Associate Professor, Vocational Education  
B.S., California State University, Long Beach  
M.B.A., Pepperdine University

Martí, Karla Vanessa (2007)  
Lecturer, ESL Civics & Vocational Education  
B.A., California State University, Fullerton

Mojica, Maria (2011)  
Lecturer, Vocational Education  
A.A., A.S., East Los Angeles College  
Registered Nurse

Nava, Mireya (2008)  
Lecturer, Vocational Education & ESL Civics  
B.S., California State University, Los Angeles

Sam, Nellie (2010)  
Lecturer, Basic Skills (Mathematic)  
B.S., University of California at Los Angeles  
M.A., Concordia University

Torres-Rezzio, Alejandro (2014)  
Lecturer, ESL Civics  
A.A., Los Angeles City College  
B.A., University of California at Los Angeles

Valencia, Sandra E. (2009)  
Lecturer, Vocational Education  
B.S., University of Manizales, Colombia

Williams, Winnie (2007)  
Adjunct Assistant Professor, Vocational Education & Noncredit ESL  
B.A., University of California at Irvine  
TESOL, University of California at Los Angeles Extension

Yalamova, Vania (2007)  
Adjunct Associate Professor, Vocational Education  
B.S., California State University, Northridge  
M.B.A., University of Redlands

## Emeriti

---

MS. ADENIYI ADELEYE  
MR. HENRY ALVAREZ, International Studies Center 2010  
MR. ROBERT ANDERSON  
MR. CALVIN W. ANDERSON, Library Science 1992  
DR. VICTOR ARAI, Life Science 2005  
MS. CHERYL ARMSTRONG-TURNER, Counseling 2013  
MR. DARWIN ARONOFF, Library Science 1994  
MR. DEAN ARVIDSON  
MS. PAMELA ATKINSON  
MR. ENRIQUE AUZA, Social Sciences 2009  
MS. CARMEN BAPRAWski, Counseling 2010  
MR. GARY L. BARAN, Philosophy 2001  
MR. FOREST L. BARKER, Computer Technology 1989  
MR. DOYLE R. BATES,  
MS. KATHLEEN BEAUFIT, Communication Studies 2015  
MS. BERNICE BEDFORD, Life Science 2005  
MS. BRENDA BELL  
MRS. BARBARA C. BENJAMIN, Foreign Language 1995  
MS. KATHLEEN BIMBER, Child Develop./  
Fam. & Cons., Studies 2013  
DR. WENDELL C. BLACK  
MS. ROSA BLACKISTON, Mathematics 2004  
MS. FRANCES BLEMKER, Consumer Science 1993  
MS. JANE BLOMQUIST, Music 2009  
MS. ARMIDA T. BOLTON, English & ESL 1995  
MRS. MARIANNE BORETZ GRIFFITH, English & ESL 2002  
MR. GEORGE T. BOWDEN, Radio/TV/Film 1995  
DR. REGINALD BRADY, Int'l. Students 2014  
DR. KERRY BROOKS, Counseling 2010  
MS. LOUISE BROWN  
MS. HELEN BUNN  
MR. JOHN BURNS, Mathematics 2005  
MR. RONALD BURTON, Media Arts 1995  
MS. LUCY A. CADE-WILSON, Counseling 1995  
MR. LUIS CARLOS, Foreign Language 1994  
MRS. CHARLENE M. CARNACHAN, Office Administration 1993  
MS. ELAINE CARTER, Chemistry 2015  
MR. HENRY CATALDO, Mathematics 1995

MS. PATRICIA CAUFLIED, Art 20015  
MR. JAMES CHARNES, English & ESL 2009  
MS. EIKO CHATEL, Foreign Languages 2015  
DR. ROBERT T. CHENG, Law 1999  
MS. BARBARA CHING, Business Administration 2008  
MS. PENELOPE CHOY, English & ESL 2007  
MR. ARMANDO P. CISNEROS, Social Sciences 2002  
MRS. DANA COHEN  
MR. RENATO COLANTONI, Math/CTEL 2007  
MR. GARY COLOMBO, English & ESL 2015  
MR. MARK CONTA, Law/AJ 2014  
MR. JEFF COOPER  
MR. DANIEL COWGILL  
MR. MIKE CRITELLI, Philosophy 2010  
MS. MARY T. CROCKETT, American Culture 1999  
MR. LASZLO CSER, Music 2005  
MR. RAOUL DE LA SOTA, Art 1997  
MRS. MARYANNE DES VIGNES  
MR. JOSEPH DOJCSAK, Media Arts 2005  
MR. MIKE DOMBROWSKI, Physics 2007  
MR. ELMER W. DOUGLAS, Physical Education 1992  
DR. THOMAS DUFFY, Law/AJ 2014  
MS. JEANNE DUNPHY, Communication Studies 2014  
MR. HENRY EALY, American Cultures 2004  
MR. MERRILL EASTCOTT, Administration 2013  
MR. RANDALL EDWARDS, Theater Arts 1995  
MR. AUSTIN EGREGOR  
MR. SAMUEL EISENSTEIN, English & ESL 2017  
MR. JOHN ERDHAUS, Physical Education 2010  
MRS. RUTH B. EVANS, Health 1986  
MR. DONALD V. FARRAND, Physics 1989  
MR. FRANCES FARRAND  
MR. FRED FATE, Theatre Arts 2012  
MRS. LUCILLE P. FERNANDEZ, Nursing  
MR. ROGER FERNANDEZ, Foreign Language 1995  
DR. STELLE FEUERS, President 1988  
MR. KIOMARS FIAZI  
MS. JACKQUELYNN FINNEY, Rad. Tech 2014  
MRS. HELEN FOGELQUIST, English & ESL 1983  
MR. HORACIO R. FONSECA CABELLO  
MR. CARL FRIEDLANDER, English & ESL 2015  
MS. ELIZABETH GALLAGHER, Counseling 2004  
MS. REBECCA GAVALDON, Child Development Ctr 2011  
MR. JEAN-PIERRE GEUENS, Cinema/TV 2010  
MS. CAROLYN E. GLASIER, Physical Education 1995  
MRS. ROSALIND GODDARD  
MR. FRED GREENE  
DR. LUTHER GUYNES, Business Administration 2005  
MR. FREDDIE HARRIS, English 2013  
DORIAN HARRIS  
MRS. TIU P. HARUNK, Physical Education 1995  
MS. EVY HASEGAWA, Counseling 2015  
MR. DONALD HICKS  
DR. JANICE S. HOLLIS, Mathematics, Academic Affairs, 2005  
MR. GEORGE HOLMES  
MRS. ROBERTA D. HOLT, Staff & Organizational  
Development 2001  
DR. ORA M. HOOK, Psychology 1992  
MRS. ANN V. HOXIE, Office Administration 1989  
MRS. JOAN HUDIBURG, Family & Consumer Studies 1995  
DR. JACKIE IRELAND, Academic Affairs 2007  
MS. MIRIAM JANNOL

DR. EVE S. JONES, Psychology 1992  
 MRS. ALLISON JONES  
 MS. ELIZABETH KELLER, Chemistry 2001  
 MR. DARYL KINNEY, English & ESL 2017  
 MR. JONATHAN KUNTZ  
 DR. FRANK LAFERRIERE, English 1995  
 BJORN LANDBERG  
 MR. KENNETH C. LANZER, Law/AJ 2011  
 MRS. MELBA B. LAWRENCE, Speech 1989  
 DR. MIKE LAZARE, Psychology 2007  
 MR. SHENG LEE, Mathematics & CSIT 2011  
 MR. MEL LESSER, Social Science 1988  
 MRS. DARLENE LEVY  
 MR. RICHARD LIAO  
 MR. JOSEPH LINGREY, Photography 1994  
 MR. DONALD N. LIPMAN, English & ESL 2004  
 MS. ALICE F. LOGRIP, Life Science 2003  
 MR. ROBERT LOTT, Social Sciences 1995  
 MR. JAMES G. LUTER, Jr., Speech 2002  
 MS. PAULINE BETSY MANCHESTER, Nursing 2013  
 MR. GALUST MARDIRUSSIAN, English 2013  
 MR. HORACIO MARTINEZ, English & ESL 2007  
 MR. RENEE MARTINEZ  
 MS. SUSAN MATRANGA  
 DR. EMILY MAVERICK, Chemistry 1989  
 MRS. JAN McEVEETY  
 REV. BETTY MCKIVER, Counseling 2007  
 MR. ARNOLD McMAHON, Philosophy 2009  
 MS. JANE MELTON, Child Development Center 2010  
 MR. ROLF MENDEZ, Cinema/TV 2013  
 DR. DAVID MILLER, Physics 1995  
 MR. DENNIS MITCHELL, Chemistry 2009  
 DR. NOAH F. MODISSETT, Speech 1995  
 MR. WILLIAM B. MONROE, Real Estate 2001  
 MR. JAMES MOODY  
 MR. DAVID V. MOODY, Speech  
 MRS. MATTIE MOON, Social Science 2012  
 MRS. MARGARET MOORE  
 MS. LESLIE JOYCE MOORE, Administration 2011  
 MS. NINA MOOTS-KINCAID, English & ESL 2009  
 MRS. CHARLENE MORIMOTO, Business/CAOT 2014  
 MR. JOSE MORIN  
 MS. PHYLLIS MULDAVIAN, Art/Architecture 2009  
 MS. REMEDIOS NAZARENO, Office of Special Services 2011  
 MS. BEVERLY NELSON, English & ESL 1995  
 DR.. MARK S. NEWTON, Earth Science 1993  
 MR. HAYWARD NISHIOKA, Physical Education, 2013  
 MR. VAUGHN OBERN, Cinema/TV 2012  
 MR. PAT D. OWEN, English 2000  
 MR. BENNIE J. PADILLA, International Student Center 1995  
 MR. CHARLES PALLOS, Communication Studies 2014  
 MRS. GAYLE PARTLOW  
 MR. RON PELTON, Social Science 2004  
 MR. E.L. PETERSON  
 MR. FRED PIEGONSKI, Public Information Officer 2007  
 MR. RON PORTILLO, Counseling 2006  
 MR. STEPHEN PRITKO, Physical Education 1986  
 MS. RERI PUMPHREY  
 MS. MARIA REISCH, Physical Education 2013  
 MS. HARRIETT D. RICE, Business Administration 1995  
 MARIO RIVERA  
 MR. FERNANDO RODRIGUEZ, Social Science 2015  
 MR. HOWARD ROGERS  
 MR. CHARLES ROMERO, Speech 2004  
 MS. GERTHA ROSARIO, CAOT 2007  
 MS. SHARON ROSE, CAOT 2007  
 MRS. ELNORA ROSS, Family & Consumer Studies 1989  
 MR. ALFRED ROSSI, Theatre 2015  
 MARY RUEDA  
 MS. EVANGELINE RUIZ, Child Development Center 2012  
 MS. EUDORA F. RUSSELL, Dev. Com. 1987  
 MS. ANA LYA SATER, Library 2009  
 MRS. AURA SBURLAN  
 MR. STANLEY L. SCHALL  
 DR. JOHN SCHELLKOPF, Speech 2004  
 MRS. LINDA SCHER-PADILLA, CAOT 2004  
 MS. PATRICIA SCHMOLZE, Child Development 2011  
 MS. LAURA SCHOOR, Child Development 2011  
 MS. NORMA W. SCHWAB  
 MR. JOHN M. SEELY  
 MRS. RUTH R. SHERMAN, Chemistry 1995  
 MS. GAYLE F. SIDES, Physical Education 2002  
 MS. MYRA B. SIEGEL, Administration 2009  
 DR. GERALD SILVER, Business Administration 1995  
 DR. GERAL SILVER  
 MR. DONALD SIMPSON, Music 1994  
 MS. DIANE SISCO  
 DR. MARTHA SKLAR, Mathematics 2004  
 MS. ANDREA SMITH, Office of Special Services 2010  
 MS. BERNADETTE SOLIS, Counseling 2014  
 MR. PETER E. SOTIRIOU, English & ESL 2017  
 DR. THOMAS STEMPEL, Cinema/TV 2011  
 MS. ZONA GALE SWAN, Library Science 1985  
 DR. MIGUEL TIRADO, Foreign Language 1987  
 MRS. DONNA L. TOLLEFSON, Theater Arts 1995  
 MR. JOHN TONKOVICH, Transportation  
 MR. PETER G. TRIPODES, Mathematics 1999  
 MS. DARLENE UPSHAW  
 MS. CARO VAN STRYK, Nursing 1987  
 MR. ROBERT VANGOR  
 MR. ED C. VASQUEZ, Radiologic Technology 2007  
 MRS. BERNICE G. VINCENT, Office Administration 1989  
 MR. WILLIAM WAGNER, Electronics Cable Television 1995  
 MS. KAYOKO WAKITA, Music 1989  
 MS. LEANNA WATTS, Child Development Ctr 2009  
 MS. CHERYL WERBLE, Child Development 2012  
 MR. LA MONTE WESTMORELAND, Art/Architecture 2009  
 MR. LEE WHITTEN, Art 2006  
 MR. DONALD D. WICKENKAMP, Dental Technology 2000  
 MR. EDWIN W. WILLIAMS, Speech 1989  
 MRS. MAXINE WILSON, Business Administration 1989  
 MR. ROBERT C. WINTERS, Social Sciences 1995  
 MS. LILLIAN YAMAOKA, Physical Education (M) 2007  
 MS. MATTIE YOUNG, Radiological Technology 1999  
 MS. JANICE YOUNG  
 DR. EDWIN A. YOUNG, Administration 1991  
 MS. SONIA YOUNGLOVE, Mathematics 2005  
 MS. ARLENE ZIMMERLY, CAOT 2007  
 DR. MAE LEE ZISKIN, Psychology 1981  
 MR. ROBERT H. ZUBER, Physical Education 1995

LOS ANGELES CITY COLLEGE  
 **LACC**  
The City's College.