

**C O L L E G E  
C A T A L O G**



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## Accuracy Statement

The Los Angeles City College (LACC) catalog contains the academic and administrative policies and regulations that govern enrollment of students at LACC. Students are responsible for knowing the 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.

Although the college strives to assure the accuracy of the information in this catalog, the college and Los Angeles Community College District (LACCD) reserve the right to make modifications and updates as necessary.

Catalogs are published for each academic year. The catalog's academic year is indicated in the catalog's title (for example, 2024-2025). Addenda to the catalog are published to include mid-year changes.

This new catalog takes effect at the start of the fall 2024 semester.

The catalog and schedule of classes are available on the college website at [www.lacc.edu/academics/class-schedules](http://www.lacc.edu/academics/class-schedules)

## Student Responsibility To Be Informed

While LACC provides numerous support services to assist students, it remains the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures.

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

## Catalog Rights and Continuous Attendance

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms. Having "Catalog Rights" means students may choose to be held to the graduation requirements listed in the catalog at the time their enrollment begins in the Los Angeles Community College District (LACCD), or for any subsequent catalog year during which they maintain continuous attendance.

"Continuous attendance" means attending at least one term (fall, winter, spring, summer) each academic year at any United States regionally accredited post-secondary institution. Courses with a "W" (withdrawal) count towards determining continuous attendance. Credit and Noncredit coursework both count toward attendance.

Students granted a "MW" (military withdrawal) or an "EW" (excused withdrawal) under the provisions of BP 4230 Grading and Academic Record Symbols, will be considered to be in "continuous attendance" for their required period of military service or excused withdrawal.

Exceptions to the Catalog Rights requirements may be made at the discretion of the Articulation Officer on a case-by-case basis.

## Alternative Publication Formats

Students with verifiable disabilities who require alternate formats of college publications should contact the Vice President of Student Services at (323) 953-4000 ext. 2460. The college will provide information in alternate text formats upon request in the time-liest manner possible.

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## Campus Map

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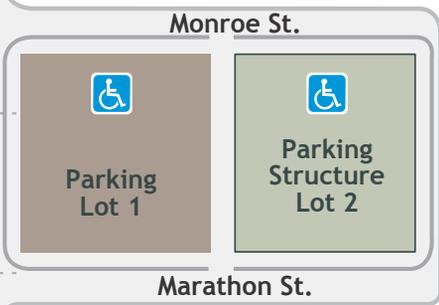
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or dial #3 on any campus phone.

### B6 - Student Services Building:

- Admissions & Records
- Business Office
- CalWORKs
- Career / Transfer Centers
- Counseling
- EOPS / CARE / NextUp
- Financial Aid
- First Year Experience
- Foster & Kinship Care Education
- Health & Wellness Center
- Office of Special Services
- TRIO
- Upward Bound
- Welcome Center



**Fall 2023**  
Revised August 21, 2023

# WELCOME TO LOS ANGELES CITY COLLEGE

Dear Students,

We're delighted that you're considering Los Angeles City College (LACC) for your educational journey. Whether you're aiming to start a new career path, enhance your existing skills, obtain certification, or complete an associate degree for immediate employment or further education at a four-year institution, LACC presents an array of cost-effective and varied educational and professional opportunities.

For more than 90 remarkable years, Los Angeles City College has been a cornerstone of education within the Los Angeles community. We take pride in our diverse student population and the dedicated team of staff and faculty committed to nurturing your aspirations in academics, your professional path, and personal ambitions.

Enclosed within this catalog you'll find essential resources at your fingertips, including vital campus contacts, a comprehensive guide to student services, detailed course offerings, and essential information on district, state, and federal guidelines. Whether you're aiming to attain an associate degree or certificate, transition to a university, or acquire skills for career enhancement, LACC is here to support your journey. We offer a multitude of career pathways, skill development courses, basic education improvements, and opportunities for personal growth and continuous learning.

Our flexible class scheduling includes daytime, evening, and weekend options, as well as online and blended formats to accommodate various lifestyles and learning preferences.

Our programs are meticulously crafted to yield tangible outcomes. We facilitate seamless transfers to four-year degrees through articulation agreements and offer career-ready programs in skilled trades, allied health, and computer science. Beyond academics, LACC students can engage in a variety of student organizations and clubs. Comprehensive support services such as academic advising, career counseling, and financial aid are at your service to address any questions and aid in your class enrollment process.

All new first-time students are entitled to two years of tuition-free education courtesy of the Promise Program. Additionally, our Financial Aid office is at hand to guide you through the various state and federal financial assistance options. The fall 2024 course schedule offers a variety of classes with the flexibility of online or on-campus attendance.

As one of the nine colleges in the Los Angeles Community College District, LACC is known as "The City's College." The true measure of our success is reflected in our alumni who continue to make significant contributions to society. On behalf of the Los Angeles Community College District Board of Trustees, the chancellor, our faculty, and staff, we invite you to engage with us, explore what we have to offer, and select LACC as your partner in education.

I eagerly anticipate welcoming you to the LACC community as both a student and a future esteemed alumnus.

Sincerely,

Dr. Amanuel Gebru

President



## Los Angeles City College Mission

The mission of Los Angeles City College is to promote accessible and equitable learning to benefit the diverse local and global communities we serve. We empower students to achieve their educational and career goals by providing pathways to support their completion of associate degrees, certificates, transfer requirements, career and technical education, and foundational skills programs.

# TABLE OF CONTENTS

|  |          |   |    |
|--|----------|---|----|
| Accuracy Statement . . . . .                                     | 1        | Financial Aid Enrollment Status . . . . .   | 17 |
| Student Responsibility To Be Informed . . . . .                  | 1        | Full-Time Definition . . . . .  | 17 |
| Catalog Rights and Continuous Attendance . . . . .               | 1        | Federal Recalculation Requirements. . . . .   | 17 |
| Alternative Publication Formats . . . . .                        | 1        | Federal Financial Aid . . . . .   | 17 |
| Campus Map . . . . .   | 2        | California Financial Aid . . . . .  | 17 |
| <b>WELCOME TO LOS ANGELES CITY COLLEGE . . . . .</b>             | <b>3</b> | Scholarships . . . . .  | 17 |
| <b>ABOUT LACC</b>  |          | Determining Financial Need . . . . .  | 17 |
| Who We Are . . . . .   | 8        | 2024-2025 Cost of Attendance: CA Residents* . . . . .   | 18 |
| History . . . . .  | 8        | 2024-2025 Cost of Attendance: Non-Resident* . . . . .   | 18 |
| Accreditation and Professional Program Approvals . . . . .       | 9        | Estimating the Cost of Education at LACC . . . . .  | 18 |
| Student Right-To-Know Disclosure . . . . .                       | 9        | Satisfactory Academic Progress Policy . . . . .   | 18 |
| Los Angeles County Sheriff and Campus Security Reports . . . . . | 9        | General Information . . . . .   | 18 |
| Campus Security Reports . . . . .                                | 9        | Satisfactory Academic Progress Standards . . . . .  | 18 |
| Academic Year . . . . .  | 10       | Fraud. . . . .  | 18 |
| Academic Calendar . . . . .                                      | 10       | <b>MATRICULATION</b>  |    |
| <b>ABOUT OUR ACADEMIC PATHWAYS</b>                               |          | Admissions . . . . .  | 19 |
| What is a Pathway? . . . . .                                     | 11       | Online Orientation . . . . .  | 19 |
| What is a program of study? . . . . .                            | 11       | Counseling/Student Educational Planning . . . . .   | 19 |
| <b>GETTING ONTO YOUR CAREER<br/>AND ACADEMIC PATHWAY</b>         |          | Matriculation Exemptions . . . . .  | 19 |
| <b>ADMISSIONS</b>  |          | <b>REGISTRATION</b>   |    |
| Admission Application . . . . .                                  | 12       | Registration Appointments . . . . .   | 19 |
| Readmission Policy . . . . .                                     | 12       | Assistance With Enrolling . . . . .   | 19 |
| High School Enrollment. . . . .                                  | 12       | Considerations for Enrollment . . . . .   | 19 |
| Admission Eligibility Requirements . . . . .                     | 12       | Loss of Priority Registration . . . . .   | 20 |
| Residency Classification . . . . .                               | 12       | Appealing Loss of Priority Registration and Loss of California<br>College Promise Grant . . . . . | 20 |
| California Residency . . . . .                                   | 12       | Late Registration . . . . .   | 20 |
| Non-Resident . . . . .   | 12       | Limitations on Enrollment. . . . .  | 20 |
| Appeal of Residency Status . . . . .                             | 12       | Online Distance Education States . . . . .  | 20 |
| Non-Resident Tuition Exemptions . . . . .                        | 12       | Concurrent Course Enrollment . . . . .  | 20 |
| Unit Limit . . . . .   | 13       | Auditing Classes . . . . .  | 20 |
| Planning Your Program/Major . . . . .                            | 13       | Wait List . . . . .   | 20 |
| Using GI Bill® Education Benefits . . . . .                      | 13       | Fourth Attempt Petition. . . . .  | 21 |
| General Education Credit for Military Service . . . . .          | 14       | Cancellation of Classes. . . . .  | 21 |
| Selective Service . . . . .                                      | 14       | Dropping Classes and Withdrawing From College . . . . .   | 21 |
| International Students . . . . .                                 | 15       | Excused Withdrawal (EW) . . . . .   | 21 |
| Admission Process and Required Documents . . . . .               | 15       | Prerequisites, Corequisites, and Advisories . . . . .   | 21 |
| A) Initial Student Checklist . . . . .                           | 15       | Satisfactory Grade. . . . .   | 22 |
| B) Transfer Student Checklist . . . . .                          | 15       | Clearing a Prerequisite or Corequisite. . . . .   | 22 |
| <b>FINANCIAL AID</b>   |          | Challenging a Prerequisite or Corequisite. . . . .  | 22 |
| Financial Aid Office . . . . .                                   | 16       | <b>FEES</b>   |    |
| What is Financial Aid? . . . . .                                 | 16       | Student Fees . . . . .  | 22 |
| Eligibility for Federal Aid and Cal Grants . . . . .             | 16       | Enrollment Fees for California Residents . . . . .  | 22 |
| Ability to Benefit. . . . .                                      | 16       | K-12 Students. . . . .  | 22 |
| Apply for Financial Aid . . . . .                                | 16       | Fee for Out-of-State Non-Residents. . . . .   | 22 |
| Priority Dates and Deadlines . . . . .                           | 16       | Fee for Residents of a Foreign Country. . . . .   | 22 |
| Verification . . . . .   | 16       | Health Fee . . . . .  | 22 |
| Requirement to Return Federal Financial Aid . . . . .            | 17       | Parking Fee (Optional). . . . .   | 22 |
| Post-Withdrawal Disbursements . . . . .                          | 17       | Associated Student Government Fee . . . . .   | 23 |
|  |          | F-1 Visa Student Fees . . . . .   | 23 |
|  |          | Instructional Materials Fee. . . . .  | 23 |
|  |          | Enrollment Fee Waiver - California College Promise Grant . . . . .                                | 23 |
|  |          | Loss of California College Promise Grant . . . . .  | 23 |
|  |          | Summary of Fees. . . . .  | 23 |

|  |    |   |    |
|--|----|---|----|
| Fee Refund Policies . . . . .  | 23 | High School Student Programs . . . . .                                    | 31 |
| <i>Full-Term Course Fees</i> . . . . .   | 23 | <i>Dual Enrollment</i> . . . . .  | 31 |
| <i>Short-Term Course Fee</i> . . . . .   | 23 | <i>Outreach and Recruitment</i> . . . . .                                 | 32 |
| <i>Non-Resident Tuition Fee</i> . . . . .  | 23 | <i>TRIO/Upward Bound</i> . . . . .  | 32 |
| <i>Student Representation Fee</i> . . . . .  | 23 | International Student Program . . . . .                                   | 32 |
| <i>Parking Fee</i> . . . . .   | 24 | LACC Extension . . . . .  | 33 |
| Academic and Progress Probation . . . . .  | 24 | LACC Foundation . . . . .   | 33 |
| Probation and Loss of Fee Waiver . . . . .   | 24 | Lost and Found . . . . .  | 33 |
| <i>Removal from Probation and Reinstatement of Fee Waiver</i> . . . . .                          | 24 | Mathematics, Engineering, Science Achievement (MESA)<br>Program . . . . . | 33 |
| Probation: Dismissal, Appeal of Dismissal, and<br>Readmission . . . . .                          | 24 | Scholarships . . . . .  | 33 |
| <i>Dismissal - Academic Probation</i> . . . . .  | 24 | Office of Special Services (OSS) . . . . .                                | 34 |
| <i>Dismissal - Progress Probation</i> . . . . .  | 24 | <i>Disability Parking</i> . . . . .                                       | 34 |
| Appeal of Dismissal . . . . .  | 24 | <i>Closed Captioning/Accessible Videos</i> . . . . .                      | 34 |
| Readmission After Dismissal . . . . .  | 24 | <i>Service Animal Accommodation</i> . . . . .                             | 34 |
| <b>ENGLISH, ESL, AND MATH PLACEMENT</b>  |    | Office of Student Life . . . . .  | 34 |
| English Placement . . . . .  | 25 | Puente Program . . . . .  | 34 |
| <i>English as a Second Language (ESL) Placement</i> . . . . .                                    | 25 | Resources for Success . . . . .   | 34 |
| Math Placement . . . . .   | 25 | Transfer Center . . . . .   | 34 |
| Guided Self-Placement . . . . .  | 26 | TRIO/Student Support Services . . . . .                                   | 35 |
| Math Competency for Continuing Students . . . . .  | 26 | UMOJA . . . . .   | 35 |
| Pre-/Corequisites and Major Requirements . . . . .   | 26 | Veterans Resource Center (VRC) . . . . .                                  | 35 |
| <i>Math</i> . . . . .  | 26 | Welcome Center . . . . .  | 35 |
| <i>English</i> . . . . .   | 26 | <b>ACADEMIC SUPPORT SERVICES</b>  |    |
| <b>LEARNING IN YOUR CAREER AND<br/>ACADEMIC PATHWAY</b>  |    | Cranium Cafe . . . . .  | 36 |
| Learning Outcomes . . . . .  | 27 | Office of Economic Development and Workforce Education                    | 36 |
| <i>Course Student Learning Outcomes (CSLOs)</i> . . . . .  | 27 | ESL Lab . . . . .   | 36 |
| <i>Program Student Learning Outcomes (PSLOs)</i> . . . . .                                       | 27 | General Tutoring . . . . .  | 36 |
| <i>Institutional/General Education Student Learning Outcomes<br/>    (ISLOs/GELOs)</i> . . . . . | 27 | Library . . . . .   | 36 |
| Assessment of Learning Outcomes . . . . .  | 27 | Noncredit Adult Education Program . . . . .                               | 37 |
| <b>STAYING ON YOUR CAREER AND<br/>ACADEMIC PATHWAY</b>   |    | Online Education . . . . .  | 37 |
| <b>STUDENT SERVICES</b>  |    | Pi-Shop (Math Tutoring) . . . . .   | 37 |
| Admissions and Records . . . . .   | 28 | Ralph Bunche Scholars Program . . . . .                                   | 37 |
| Associated Student Government (ASG) . . . . .  | 28 | Learning Center . . . . .   | 38 |
| Business Office . . . . .  | 28 | Writing Support Center . . . . .  | 38 |
| CalWORKs . . . . .   | 28 | <b>STUDENT HANDBOOK</b>   |    |
| Career Center . . . . .  | 28 | <b>ACADEMIC POLICIES</b>  |    |
| Child Development Center . . . . .   | 29 | Attendance . . . . .  | 39 |
| City Cares Network . . . . .   | 29 | Final Examinations . . . . .  | 39 |
| Counseling . . . . .   | 29 | Academic Honors . . . . .   | 39 |
| Cub Store Bookstore Services . . . . .   | 29 | <i>Dean's Honor List Requirements:</i> . . . . .                          | 39 |
| Office of Diversity, Equity, Inclusion and Accessibility . . . . .                               | 29 | <i>President's Honor List Requirements:</i> . . . . .                     | 39 |
| Extended Opportunity Programs and Services (EOPS) . . . . .                                      | 30 | Grading Symbols and Definitions and Conditions for Use . . . . .          | 39 |
| Financial Aid . . . . .  | 30 | Explanation of Symbols Without Impact on                                  |    |
| First Year Experience (FYE) . . . . .  | 30 | Grade Point Average . . . . .   | 40 |
| Foster and Kinship Care Education . . . . .  | 30 | <i>I - Incomplete</i> . . . . .   | 40 |
| Foster Youth Programs . . . . .  | 30 | <i>IP - In Progress</i> . . . . .   | 40 |
| <i>Guardian Scholars</i> . . . . .   | 30 | <i>RD - Report Delayed</i> . . . . .                                      | 40 |
| <i>NextUp</i> . . . . .  | 31 | <i>W - Withdrawal</i> . . . . .   | 40 |
| Fresh Success Program . . . . .  | 31 | <i>MW - Military Withdrawal</i> . . . . .                                 | 40 |
| Health and Wellness Center . . . . .   | 31 | <i>EW - Excused Withdrawal</i> . . . . .                                  | 40 |
|  |    | Pass/No Pass Option . . . . .   | 40 |
|  |    | <i>Recording of Grade</i> . . . . .                                       | 41 |
|  |    | <i>Grade Point Calculation</i> . . . . .                                  | 41 |
|  |    | <i>Conversion to Letter Grade</i> . . . . .                               | 41 |

Grades and Grade Changes . . . . . 41

Academic Renewal . . . . . 41

Auditing. . . . . 42

Repeatable Courses . . . . . 42

*Limits on Active Participatory Courses* . . . . . 42

Conditions to Repeat a Course. . . . . 42

*Course Repetition to Remove a Substandard Grade*. . . . . 42

*Duplicative Credit*. . . . . 42

*Repetition of Courses In Which a Satisfactory Grade Was Recorded* . . . . . 42

Course Families . . . . . 43

Limitations on Awarding Credit. . . . . 43

Credit for courses completed at other institutions inside the United States . . . . . 43

*Pass Along Credit*. . . . . 44

Credit for courses completed at institutions outside the United States . . . . . 44

Credit for Prior Learning . . . . . 44

Credit for Military Service . . . . . 44

Academic Transcripts . . . . . 44

**STUDENT CODE OF CONDUCT**

*Standards of Student Conduct*. . . . . 45

Student Discipline Procedures. . . . . 46

*General Policy* . . . . . 46

*Disciplinary Action*. . . . . 46

**ADDITIONAL POLICIES AND INFORMATION**

*Alcohol and Drug-Free Campus* . . . . . 47

*Educational Environment Policy*. . . . . 47

*Health Risks* . . . . . 47

*Legal Sanctions* . . . . . 47

*Other Risks* . . . . . 47

*Sex Offender Registration*. . . . . 47

*Smoking Policy*. . . . . 47

*Workforce Diversity* . . . . . 47

*Counseling, Treatment, and Rehabilitation*. . . . . 47

Title IX . . . . . 47

*New Regulations* . . . . . 47

*Filing a complaint*. . . . . 47

*Reporting to Law Enforcement*. . . . . 47

*LACCD Title IX Policy & Procedure* . . . . . 48

Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy. . . . . 48

Academic Freedom . . . . . 48

Student Rights and Grievances . . . . . 48

*Statue of Limitations*. . . . . 48

Family Education Rights and Privacy Act. . . . . 49

Free Speech Areas and Campus Access . . . . . 50

*I. Background* . . . . . 50

*II. Accessing the Free Speech Area* . . . . . 50

Free Speech Area Time, Place, and Manner Regulation . . . 50

**COMPLETING YOUR CAREER AND ACADEMIC PATHWAY: GRADUATION REQUIREMENTS**

TYPES OF PROGRAMS OFFERED. . . . . 52

**ASSOCIATE DEGREES**

Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T). . . . . 53

Associate of Arts (AA) and Associate of Science (AS) . . . . . 53

General Education for Associate Degrees

    The Purpose and Philosophy of General Education . . . . . 53

**TYPES OF GENERAL EDUCATION**

*LACCD General Education* . . . . . 53

*California State University General Education Breadth (CSU GE Breadth and CSU GE-Breadth for STEM)* . . . . . 54

*Intersegmental General Education Transfer Curriculum (IGETC and IGETC for STEM)* . . . . . 54

Graduation Competency Requirements for Associate Degrees . . . . . 54

Credit for External Examinations . . . . . 55

Double Counting of Coursework. . . . . 55

General Education Requirements for Students with Prior Degrees. . . . . 55

Requirements for LACCD General Education. . . . . 55

Requirements for California State University General Education Breadth (CSU GE Breadth). . . . . 56

Requirements for Intersegmental General Education Transfer Curriculum (IGETC and IGETC for STEM) . . . . . 57

How to Certify General Education Requirements for Transfer. . . . . 58

How to Receive an Associate Degree . . . . . 59

Additional and Concurrent Associate Degrees . . . . . 59

**TRANSFER**

Transfer to the California State University (CSU). . . . . 59

Transfer to the University of California (UC). . . . . 60

Transfer to Private Universities. . . . . 60

Transfer to Historically Black Colleges & Universities. . . . . 60

**CERTIFICATES**

Certificate of Achievement. . . . . 61

*Requirements*. . . . . 61

*Students Who Take Classes at Multiple Colleges in the LACCD* . 61

*How to Receive a Certificate of Achievement* . . . . . 61

Skills Certificate . . . . . 61

*Requirements*. . . . . 61

*How to Receive a Skills Certificate*. . . . . 61

Noncredit Certificates . . . . . 61

*Requirements*. . . . . 61

*How to Receive a Noncredit Certificate*. . . . . 61

---

## CAREER AND ACADEMIC PATHWAYS

|   |         |
|---|---------|
| CREDIT PROGRAMS (LIST) . . . . .  | 62      |
| NONCREDIT PROGRAMS (LIST) . . . . .   | 65      |
| SCHOOL OF BUSINESS, SCIENCE, TECHNOLOGY,<br>ENGINEERING, AND MATH (BSTEM) . . . . . | 66      |
| SCHOOL OF HEALTH, CHILD AND FAMILY SCIENCES . .                                     | 101     |
| SCHOOL OF LANGUAGE ARTS, SOCIAL AND<br>BEHAVIORAL SCIENCES. . . . .                 | 121     |
| SCHOOL OF VISUAL, PERFORMING, AND<br>ENTERTAINMENT ARTS . . . . .                   | 162     |
| SCHOOL OF NONCREDIT AND ADULT EDUCATION . . . .                                     | 195     |
| COURSE INFORMATION . . . . .  | 215     |
| <i>Course-Subject abbreviations</i> . . . . .                                       | 215     |
| <i>How to read a course description</i> . . . . .                                   | 216     |
| CREDIT COURSES . . . . .  | 217-341 |
| NONCREDIT COURSES . . . . .   | 342-361 |

## FACULTY AND ADMINISTRATION

|                                     |         |
|-------------------------------------|---------|
| FULL-TIME FACULTY LISTING . . . . . | 362-367 |
| EMERITI FACULTY LISTING . . . . .   | 368-370 |
| ADMINISTRATION . . . . .            | 371     |

# ABOUT LACC

## Who We Are

Los Angeles City College is The City's College.

LACC has been part of the fabric of the city of Los Angeles for more than 90 years, with both UCLA and Cal State Los Angeles originating on the LACC campus. As a diverse college and a vehicle for increasing social and economic mobility for our city, LACC remains the destination for students to believe, achieve, and succeed.

Established in 1929, LACC is one of the oldest of the California Community Colleges. Located in the heart of Hollywood on 49 acres, LACC provides a dynamic innovative learning environment offering more than 100 vocational and professional programs including degrees, transfer programs, and certificates to more than 18,000 students. Our student body is one of the most diverse in the country. Students range in age from late teens to seniors and come from many ethnic groups, cultures, and countries in the world.

LACC has always risen to the challenges presented by a world undergoing rapid and confusing changes.

LACC provides an innovative and engaging learning environment, offering degrees, transfer programs, and certificates to our students. We have reimagined remote education; expanded services to students in need of food, emergency financial aid, laptops, and services; and implemented initiatives to continue to fulfill our commitment in the pursuit of racial and social justice. LACC offers an array of on-campus and online classes and remains committed to helping students achieve their educational and personal goals.

As The City's College, we are committed to providing a welcoming, inclusive, supportive, and accepting community where all who come know they belong.

## History

One of nine college campuses of the Los Angeles Community College District, what is now LACC was originally a farm outside of Los Angeles. When the Pacific Electric Interurban Railroad connected downtown Los Angeles and Hollywood in 1909, the area began to develop rapidly. In 1914, the Los Angeles Board of Education moved the California State Normal School, a school to train teachers, from downtown Los Angeles to Vermont Avenue in Hollywood.

In 1917, UC Regent Edward A. Dickson and Ernest Carroll Moore, Director of the Normal School, began working together to lobby the State for the second University of California campus. On May 23, 1919, their efforts were rewarded when Governor William D. Stephens signed Assembly Bill 626 into law, which turned the school facilities into the Southern Branch of the University of California and added its general undergraduate program, the College of Letters and Science. The Southern Branch campus opened on September 15 of that year, offering two-year undergraduate programs to 250 Letters and Science students and 1,250 students in the Teachers College, under Moore's continued direction.

In need of more space, the Southern Branch of the University of California, what is today UCLA, moved to its present location in 1929 and the LA Board of Education bought the Vermont site for \$700,000. On September 9, 1929, Los Angeles Junior College

opened its doors for the first time with over 1,300 students and 54 teachers. It later changed its name in 1938 to Los Angeles City College.

The Chief Executive Officers of LACC since its was founded:

|                                       |              |
|---------------------------------------|--------------|
| 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         | 2018-2023    |
| Dr. Amanuel Gebru, President          | 2023-Present |

## Accreditation and Professional Program Approvals

Los Angeles City College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 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 [accjc.org/complaint-process/](http://accjc.org/complaint-process/)

Contact information for the ACCJC:

Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges  
331 J Street Suite 200  
Sacramento, CA 95814  
Telephone: (415) 506-0234  
Email: [accjc@accjc.org](mailto:accjc@accjc.org)  
Website: [accjc.org](http://accjc.org)

LACC programs are also accredited or approved by:

- Addiction Studies: California Consortium of Addiction Programs and Professionals ([ccapp.us](http://ccapp.us))
- Certified Dietary Managers: Association of Nutrition and Food-service Professionals ([anfponline.org](http://anfponline.org))
- Child Development Center: NAEYC Accreditation of Early Learning Programs ([NAEYC.org/accreditation](http://NAEYC.org/accreditation))
- Dental Laboratory Technician: Commission on Dental Accreditation of the American Dental Association ([coda.ada.org/en\\_ada.org](http://coda.ada.org/en_ada.org))
- Nursing: The California Board of Registered Nursing ([rn.ca.gov](http://rn.ca.gov))
- Paralegal Studies: American Bar Association ([americanbar.org](http://americanbar.org))
- Radiologic Technology: Joint Review Committee on Education in Radiologic Technology ([jrcert.org](http://jrcert.org))

## Student Right-To-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2019, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

For the fall 2019 cohort (first-time, full-time students seeking a certificate, degree, or transfer; tracked over three years):

- Completion rate: 23.61%
- Transfer rate: 7.97%

(Source: Student Right to Know website: <http://srtk.cccco.edu/741/srtk22.htm>)

Based upon the cohort defined above, a completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from fall 2019 to spring 2022. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from spring 2020 to spring 2022, are transfer students.

For Student Right-To-Know information, visit the LACC website at: [www.lacc.edu/about/disclosures](http://www.lacc.edu/about/disclosures)

## Los Angeles County Sheriff and Campus Security Reports

The Los Angeles Community College District has a contract with the LA County Sheriff's Office to provide services for the protection of students, staff, visitors, and other persons on campus. They are also responsible for the protection of the District's buildings and property. The sheriff's will respond to a variety of personal emergencies, including emergency notification (in compliance with the privacy act), lost and found property, and police escort upon request. For further information, contact the Sheriff's Office at (323) 953-4005.

### Campus Security Reports

Pursuant to the Clery Act, the College's Security Reports are published at [www.lacc.edu/campus-life/campus-safety/jeanne-clery](http://www.lacc.edu/campus-life/campus-safety/jeanne-clery). Students may obtain a paper copy of the report upon request from the Sheriff's Office.

## Academic Year

The academic year is divided into four sessions:

- Fall Semester (16 weeks, August - December)
- Winter Session (5 weeks, January - February)
- Spring Semester (16 weeks, February - June)
- Summer Session (5-week and 8-week sessions, June - August), subject to approval by the Board of Trustees

## Academic Calendar

Fall 2024 Semester: August 26 - December 15, 2024

|                              |   |
|------------------------------|---|
| Online schedule available    | April 8, 2024                           |
| Priority registration begins | April 15, 2024                          |
| Open enrollment              | May 6, 2024                             |
| No penalty drop date         | September 8, 2024                       |
| Last day to drop with a "W"  | November 17, 2024                       |
| Final exam days              | December 9, 2024 -<br>December 15, 2024 |

Winter 2025 Session: January 6 - February 9, 2025

|                              |                    |
|------------------------------|--------------------|
| Online schedule available    | September 25, 2024 |
| Priority registration begins | October 21, 2024   |
| Open enrollment              | November 11, 2024  |

Spring 2025 Semester: February 10 - June 9, 2025

|                              |                                |
|------------------------------|--------------------------------|
| Online schedule available    | October 14, 2024               |
| Priority registration begins | October 21, 2024               |
| Open enrollment              | November 11, 2024              |
| No penalty drop date         | February 23, 2025              |
| Last day to drop with a "W"  | May 11, 2025                   |
| Final exam days              | June 3, 2025 -<br>June 9, 2025 |

Summer 2025 Semester: June 16 - August 31, 2025

|                           |  |
|---------------------------|--|
| Online schedule available | Check the LACC Academic Calendars website* |
| Registration begins       | Check the LACC Academic Calendars website* |

\*[www.lacc.edu/academics/calendars](http://www.lacc.edu/academics/calendars)

Dual enrollment and short-term classes with varying start and end dates may have a different calendar. For more information contact Admissions and Records at: [www.lacc.edu/admissions](http://www.lacc.edu/admissions)

# ABOUT OUR CAREER AND ACADEMIC PATHWAYS

## What is a Pathway?

A collection of programs of study and support services that enable a student to satisfy graduation, transfer, and employment requirements or earn industry-recognized credentials.

### Pathway Team

A team located in each pathway that will work with students on their journey to academic and career success, including an Academic Affairs dean, embedded counselor, and success coach.

- Counselors: support students in choosing classes and making educational goals.
- Success Coaches: connect with a caseload of students through individual and group meetings, offering personalized guidance.

## What is a program of study?

A program of study is comprised of a structured sequence of course(s), within a specified field of study, that culminates in an industry-recognized credential, Certificate of Achievement, Associate of Art or Science (AA/AS) degree, transfer readiness, and/or IGETC/CSU Certification.

| <u>Academic Pathways</u>                             |
|--|
| 1. Science, Technology, Engineering, and Math (STEM) |
| 2. Business  |
| 3. Social and Behavioral Sciences                    |
| 4. Languages, Humanities, and Communications         |
| 5. Visual, Performing, and Entertainment Arts        |
| 6. Health Sciences, Child and Family Sciences        |
| 7. Noncredit and Adult Education                     |

Make sure to work with an LACC Counselor to confirm your pathway and develop an education plan. For more information about the programs of study under each pathway, visit: [www.lacc.edu/academics/pathways](http://www.lacc.edu/academics/pathways).

# GETTING ONTO YOUR PATHWAY

## ADMISSIONS

### Admission Application

The first step to becoming a college student is to submit a college application at: [www.lacc.edu/admissions/apply](http://www.lacc.edu/admissions/apply)

- The college application is for new, returning, or high school students wanting to take classes for college credit.
- The noncredit application is for students wishing to enroll in no-cost (0 unit) courses that provide lifelong learning and career preparation opportunities. Noncredit also serves as a first point of entry and a transition point to credit instruction.
- International students should contact the International Student Program for information on how to apply to the college at [iss@lacitycollege.edu](mailto:iss@lacitycollege.edu) or visit the website at [www.lacc.edu/student-services/spr/international](http://www.lacc.edu/student-services/spr/international)

After the submission of a college application, the applicant will receive a Student ID and instructions on how to access the Student Information System portal and college email. In general, college applications will be processed in 1-2 business days.

For assistance in completing the online application, prospective students should visit the campus Welcome Center located in the Student Services Building or online in live chat at <https://laccd.zoom.us/j/3239532455>.

### Readmission Policy

If you missed two or more consecutive semesters (fall or spring) you must file a new application and submit to an academic counselor for review and approval. The counselor will send the approved petition to admissions for processing.

*Required form:* [Readmission Petition](#)

*Email to:* [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

### High School Enrollment

To enroll in LACC courses as a high school student (concurrent/dual enrollment), you will need to reach out to your school counselor, apply to LACC, and complete a K-12 supplemental application. Visit the Dual Enrollment Program website at [www.lacc.edu/admissions/dual-enrollment](http://www.lacc.edu/admissions/dual-enrollment) to see the steps you need to follow.

### Admission Eligibility Requirements

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

Prospective students who do not possess a high school diploma or its equivalent are 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
- Be 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 for course enrollment. In addition, the residency status is used to determine student eligibility for the California College Promise Grant.

#### 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 at any given semester.

#### Non-Resident

Students who do not meet the California residency status requirement will be classified as non-residents. Students with non-resident classification must pay the additional non-resident fee established by the LACCD Board of Trustees. International students with F-1 or M-1 Visa status are classified as non-resident and subject to the required non-resident fees. Visit the fee section in this catalog for more information.

### Appeal of Residency Status

Except for F-1 Visa 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 a Residency Questionnaire form (with supporting documents as listed on the form) and submit it to the Admissions and Records office. The Residency Questionnaire form is available online at the Admissions and Records office web page at [www.lacc.edu/admissions](http://www.lacc.edu/admissions). 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.

*Required form:* [Supplemental Residency Questionnaire Form](#)

*Email to:* [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

### Non-Resident Tuition Exemptions

California Non-resident Tuition Exemption, commonly known as AB 540, exempts certain students from paying non-resident tuition (higher than resident tuition) and/or allows them to apply and receive state aid at certain California public and private colleges.

For this exemption, you must satisfy either items 1 or 2 (time and coursework requirements):

1. Three (3) or more years of full-time attendance or attainment of equivalent credits earned in California from the following schools (or any combination thereof):
  - a. High School \*
  - b. Adult School \*
  - c. Community College (credit or non-credit courses) \*\*

\*Full-time attendance = minimum of 420 hours/school year

\*\*Credit courses = full-time attendance is a minimum of 12 units semester/quarter per year.

\*\*Non-credit courses = full-time attendance is a minimum of 420 hours/school year

OR

2. Three (3) or more years of full-time high school coursework and attended a combination of elementary, middle and/or high school in California for a combined total of three (3) or more years.

AND

must satisfy any from item 3 (graduation and/or transfer requirement)

3. Graduation and/or transfer requirements:
  - a. Graduate from a California high school, or
  - b. Obtain a GED, HiSET, or TASC in California, or
  - c. Attain an associate degree from a California Community College, or
  - d. Fulfilled the minimum transfer requirements to transfer from a California Community College to a University of California or California State University.

The following items must also be met to qualify for AB 540 status:

4. You will register or enroll in an accredited and qualifying California college or university, and
5. If applicable, you must complete an AB 540 affidavit stating that you will legalize your immigration status as soon as you are eligible (see the Admissions and Records office at your college), and
6. You must not hold a valid non-immigrant visa (A, B, C, D, E, F, J, H, L, etc.), except persons granted Temporary Protected Status (TPS) or hold a U Visa.\*\*\*

If you meet the requirements above, you should complete the CA Dream Act Application for financial aid. (A certified GPA is also necessary for Cal Grant consideration.)

The college is responsible for verifying your AB 540 eligibility. Check with Admissions and Records office early in the summer before the fall term starts to complete the required AB 540 affidavit.

For more information, contact the Admissions and Records office at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu).

Required form: [California AB540 Non-Resident Tuition Exemption Request](#)

Email to: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Unit Limit

Students should work with an academic counselor to 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 should contact the Counseling Office (in the Student Services Building, 2nd Floor) to petition to take excess units or visit the counseling department website at [www.lacc.edu/student-services/counseling](http://www.lacc.edu/student-services/counseling).

In general, students may receive no more than 30 semester 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."

## Planning Your Program/Major

See the Graduation Requirements section of this catalog for detailed information on the requirements for completing programs at LACC. See a counselor or visit the Transfer Center for more information.

## Using GI Bill® Education Benefits

*GI Bill®* is a registered trademark of the U.S. Department of Veterans Affairs (VA)

More information about education benefits offered by VA is available at the official US government website at [benefits.va.gov/gibill](http://benefits.va.gov/gibill).

To use GI Bill® Education Benefits, you must:

1. Submit admissions application to LACC. Determine your eligibility for GI Bill® and apply for education benefits at: [va.gov/education/eligibility/](http://va.gov/education/eligibility/). You will receive a Certificate of Eligibility letter (COE) if you have been determined eligible to use education benefits.
2. Submit to VA (mail or online) Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
3. Meet with a Veterans Resource Center (VRC) counselor to complete a comprehensive student education plan. The Veterans Administration will not pay for courses that are not included in a veteran's or dependent's education plan.
4. Enroll in courses as indicated on the student education plan.
5. Submit the following forms to the Veterans Resource Center:
  - Chapter 31 (Veteran Readiness and Employment/VR&E): VRE Authorization Form (to be sent from VR&E Counselor directly to college), DD214, new VRC student intake form, certification request form.
  - Chapters 30 (Montgomery) & 33 (Post-9/11): Certificate of Eligibility, DD214, new VRC student intake form, certification request form.
  - Chapter 35 (Survivors & Dependents): Certificate of Eligibility, SSN of veteran providing benefits, new VRC student intake certification request form.
  - Chapter 1606 (Montgomery Selected Reserve): Certificate of Eligibility, DD2384, new VRC student intake form. certification request form.
  - New VRC student intake and certification request forms can be found at [www.lacc.edu/student-services/spr/veterans](http://www.lacc.edu/student-services/spr/veterans)

Important: Veterans and dependents must submit a certification request form for EVERY semester they wish to use GI Bill® Benefits. Adds and drops for veterans and dependents must be reported to the LACC Veterans Resource Center as soon as possible. Failing to do so may result in an overpayment or underpayment.

\*\*\*AB 1899 allows U and T visa holders to also apply for state financial aid. (T visa holders should file a FAFSA, U visa holders should file a CA Dream Act Application).

**Other Notes:**

1. To maintain eligibility, veteran students must maintain standards of academic progress as indicated in this catalog.
2. The Veterans Administration will not pay for courses that are not included in a veteran's educational plan, and will not pay for out-of-state tuition fees.
3. 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.
4. 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.

**General Education Credit for Military Service**

Upon verification of completion of a Basic Training course in any of the armed services, LACCD General Education Area E Health and Physical Education general education requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

See Academic Policies, Credit for Military Service, and Elective Credit for Military Training. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

**Selective Service**

Under Veterans Affairs, Duration Code section 66500, male applicants under the age of 26 must register with the Selective Service.

## International Students

The college is certified by the Department of Homeland Security to issue I-20's to non-immigrant visa students seeking to obtain an F-1 visa.

The Department of Homeland Security 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.

### Admission Process and Required Documents:

Review the information below to understand the admission process to Los Angeles City College as a full-time F-1 visa international student.

#### Step 1

Complete the LACC Online International Application (CCC Apply) at [lacc.edu/Students/openccccapplyint/applylacc/Pages/default.aspx](http://lacc.edu/Students/openccccapplyint/applylacc/Pages/default.aspx)

#### Step 2

Review the checklists A) and B) below, to determine which checklist applies to you, and gather all the necessary documents.

| <b>A) Initial Student Checklist</b><br>(for students currently living outside of the United States or residing in the United States on a B Visa)  | <b>B) Transfer Student Checklist</b><br>(for students currently living in the United States)  |
|---|---|
| <p>Students who are applying from abroad as a new F-1 visa student must submit the following documents:</p> <ol style="list-style-type: none"> <li>1. F-1 Student Supplemental Application Form found at: <a href="http://lacc.edu/sites/lacc.edu/files/2022-08/Supplemental-Application_Fillable-2021-22.pdf">lacc.edu/sites/lacc.edu/files/2022-08/Supplemental-Application_Fillable-2021-22.pdf</a></li> <li>2. Proof of Funds - Current proof of funding must be in the form of a bank letter or a bank statement (with an official signature/seal). All bank verifications should indicate U.S. currency and dated within 6 months of the term start date. An estimated yearly expense is \$23,000 U.S. dollars.</li> <li>3. Affidavit of Support Form (if you have a financial sponsor)</li> <li>4. Proof of English Proficiency*</li> <li>5. Copy of Transcripts or Equivalent (i.e., certificate of completion, diploma). Students under the age of 18 must provide proof of high school completion.</li> </ol> | <p>Students who are currently in the United States on an F-1 visa and wish to transfer to Los Angeles City College must submit the following documents:</p> <ol style="list-style-type: none"> <li>1. F-1 Student Supplemental Application Form found at: <a href="http://lacc.edu/sites/lacc.edu/files/2022-08/Supplemental-Application_Fillable-2021-22.pdf">lacc.edu/sites/lacc.edu/files/2022-08/Supplemental-Application_Fillable-2021-22.pdf</a></li> <li>2. Proof of Funds - Current proof of funding must be in the form of a bank letter or a bank statement (with an official signature/seal). All bank verifications should indicate U.S. currency and dated within 6 months of the term start date. An estimated yearly expense is \$23,000 U.S. dollars.</li> <li>3. Affidavit of Support Form (If you have a financial sponsor): <a href="http://lacc.edu/sites/lacc.edu/files/2022-08/Affidavit-of-Support-Form_Fillable.pdf">lacc.edu/sites/lacc.edu/files/2022-08/Affidavit-of-Support-Form_Fillable.pdf</a></li> <li>4. Proof of English Proficiency*</li> <li>5. Copy of Transcripts or Equivalent (i.e., certificate of completion, diploma). Students under the age of 18 must provide proof of high school completion.</li> <li>6. Copy of I-20 from current school</li> <li>7. Copy of Passport and Visa stamp</li> <li>8. Intent to Transfer-In Form: <a href="http://lacc.edu/sites/lacc.edu/files/2022-08/Intent-to-Transfer-In-Form_Fillable.pdf">lacc.edu/sites/lacc.edu/files/2022-08/Intent-to-Transfer-In-Form_Fillable.pdf</a></li> <li>9. I-94 (if you are applying for Change of Status)</li> </ol> |

International students are required by the LACCD to have medical insurance through the District.

For more information visit the website at [www.lacc.edu/student-services/spr/international](http://www.lacc.edu/student-services/spr/international)

Do you want to attend LACC as an international student?

Submit an inquiry at: [www.lacc.edu/student-services/spr/international/our-services/live-chat](http://www.lacc.edu/student-services/spr/international/our-services/live-chat)

\*For ways to satisfy the English Proficiency requirement visit: [www.lacc.edu/student-services/spr/international/prospective-students/english-proficiency](http://www.lacc.edu/student-services/spr/international/prospective-students/english-proficiency)

# FINANCIAL AID

## Financial Aid Office

Student Services Building, 1st Floor  
(888) 930-5222

[www.lacc.edu/financial-aid](http://www.lacc.edu/financial-aid)

Federal School Code: 001223

## What is Financial Aid?

Financial Aid are financial resources from federal, state, institutional, and private 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.

## Eligibility for Federal Aid and Cal Grants

To be considered for federal and state financial aid, you must generally meet the following minimum requirements:

- Be a US citizen, or an eligible non-citizen, a permanent resident who has valid documentation from the US Department of Homeland Security verifying that their stay in the US is for other than temporary purposes or be classified as an AB540 for state aid eligibility only.
- Demonstrate 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 enrolled as a regular student in an eligible program
- Have a valid social security number (only required for eligibility for federal aid)
- Demonstrate an Ability to Benefit (as defined in this section)

## Ability to Benefit

If you meet one of the qualifications listed below, you will have to demonstrate 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)

If you are unable to demonstrate an Ability to Benefit, you should still apply for financial aid as you may qualify for the California College Promise grant.

## Apply for Financial Aid

If you are a U.S. citizen or non-citizen who holds eligible immigration documents, you can apply for all federal and state financial aid programs by completing a Free Application for Federal Student Aid (FAFSA). Apply online at: <https://studentaid.gov/h/apply-for-aid/fafsa>

Students who are classified AB540 by the LACC Admissions Office may apply for California financial aid programs by completing a CA Dream Act Application (CADAA). Apply online at: <https://dream.csac.ca.gov/landing>

You will need a User ID and password to “sign” your FAFSA or CA Dream Act application. If you are a dependent student, your parent will also need a User ID and password. The option to create your User ID and password will be presented to you when you first begin your application. If you choose not to create your User ID and password at the beginning of the application, the option will be presented to you again when you get ready to submit. The financial aid application process is free, and you should never pay for federal or state financial aid. You will need to submit additional applications and/or forms for federal direct loans, emergency loans, or scholarships.

## Priority Dates and Deadlines

| TYPE OF AID                      | DEADLINE   |
|----------------------------------|--|
| Pell Grant,<br>Cal Grant, loans  | Financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period.<br><br>To be considered for Cal Grant, the FAFSA or CADAA must be submitted no later than March 2 for the subsequent award year. Students planning to attend a community college have a secondary deadline of September 2 to apply for Cal Grant. |
| California College Promise Grant | June 30 of the award year  |
| Federal Work Study and FSEOG     | Submit a FAFSA application by May 1 and have a completed file by June 1  |

Dates and deadlines are subject to change.

## Verification

If you are selected for verification by the U.S. Department of Education or the California Student Aid Commission when your application is processed, the Financial Aid Office will request that you submit additional documents. Check your student portal for any required documentation to complete your financial aid. Documents are submitted online in the Financial Aid Portal at <https://lacitycollege.studentforms.com>.

## Requirement to Return Federal Financial Aid

If you receive financial aid and withdraw from ALL courses at the institution in the first 60% of the term, you may have to return all or a portion of the funds received prior to withdrawal. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and you will be billed and must return any “unearned” federal grant funds received. You may also have to return any state financial aid funds received in full. Failure to return these funds may result in the denial of future financial aid.

## Post-Withdrawal Disbursements

If you completed your financial aid file but withdrew from all your courses before receiving any disbursements from federal aid, you may be eligible for a post-withdrawal disbursement. If you are eligible for such a disbursement, you will be notified by email.

You are advised to contact the Financial Aid Office before withdrawing from your classes.

## Financial Aid Enrollment Status

Some financial aid awards will be adjusted based on the student’s enrollment. The Pell Grant uses the enrollment intensity, and the Cal Grants use enrollment status. The table below shows proration rules for these student aid programs:

| PELL GRANT PRORATION BY ENROLLMENT INTENSITY | UNITS | PERCENTAGE RECEIVED   |
|--|-------|---|
| 100%   | 12    | 100%  |
| 92%  | 11    | Three Quarter Time (75%)                                      |
| 83%  | 10    |   |
| 75%  | 9     |   |
| 67%  | 8     | Half Time (50%)   |
| 58%  | 7     |   |
| 50%  | 6     |   |
| 42%  | 5     | Less than Half Time (Cal Grant requires a minimum of 6 units) |
| 33%  | 4     |   |
| 25%  | 3     |   |
| 17%  | 2     |   |
| 8%   | 1     |   |

## Full-Time Definition

A study program of 12 units or more is considered a full-time study program for the fall or spring semesters. Full-time students are eligible to receive the maximum Pell Grant.

For financial aid enrollment status evaluation, winter semester units are added to the fall unit load.

## Federal Recalculation Requirements

Disbursements are adjusted if there are changes in the enrollment status on the Pell Recalculation Date (PRD). Disbursements will be adjusted if enrollment increases or decreases. Disbursement for late-starting classes cannot be issued until the class begins. After the PRD of each semester, no further award adjustments can be made based on late enrollment. The only exception to this rule is the winter semester courses, which start after the PRD and are eligible for disbursement. Students must complete the courses to be eligible for the disbursement.

## Federal Financial Aid

LACC offers the following federal financial aid programs. Detailed information about each program can be found at [www.lacc.edu/financial-aid](http://www.lacc.edu/financial-aid)

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Iraq and Afghanistan Service Grant
- Teacher Education Assistance for College and Higher Education (TEACH) Grant
- Federal Work Study (FWS)
- Direct Student Loans

## California Financial Aid

LACC offers the following California financial aid programs. Detailed information about each program can be found at [www.lacc.edu/financial-aid](http://www.lacc.edu/financial-aid).

- CA College Promise Grant (CCPG)
- Cal Grant
- Cal Grant for Students with Dependents
- Chafee Grant Program
- Student Success Completion Grant (SSCG)
- Learning-Aligned Employment Program (LAEP)
- Dream Act Service Incentive Grant (DSIG)

## Scholarships

For information about scholarships, visit: [www.lacc.edu/financial-aid](http://www.lacc.edu/financial-aid).

## Determining Financial Need

The type of financial aid and amount awarded will be determined by the LACC Financial Aid Office according to federal, state, and institutional regulations. Most financial aid awards are based on demonstrated financial need, which is calculated using this formula:

$$\text{Cost of Attendance} - \text{Student Aid Index} = \text{Unmet Need}$$

Financial aid reduces your unmet need, which is the gap between your Cost of Attendance (COA) and your Student Aid Index (SAI). By utilizing federal and state aid programs, along with scholarships and other sources of aid, the Financial Aid Office aims to meet 100% of your unmet need.

**2024-2025 Cost of Attendance: CA Residents\***

| CATEGORY  | AT HOME         |                | AWAY FROM HOME  |                 |
|---|-----------------|----------------|-----------------|-----------------|
|   | FALL & SPRING   | SUMMER         | FALL & SPRING   | SUMMER          |
| Enrollment & Fees (13 units)                          | \$1,238         | \$616          | \$1,238         | \$616           |
| Books & Supplies                                      | \$1,062         | \$531          | \$1,062         | \$531           |
| <b>Total Direct Costs (paid to the college)</b>       | <b>\$2,300</b>  | <b>\$1,147</b> | <b>\$2,300</b>  | <b>\$1,147</b>  |
| Housing & Meals                                       | \$12,753        | \$4,251        | \$25,407        | \$8,469         |
| Transportation  | \$1,791         | \$597          | \$1,962         | \$654           |
| Personal  | \$4,059         | \$1,353        | \$4,968         | \$1,656         |
| <b>Total Indirect Costs (not paid to the college)</b> | <b>\$17,343</b> | <b>\$5,781</b> | <b>\$29,016</b> | <b>\$9,672</b>  |
| <b>Total Resident</b>                                 | <b>\$20,903</b> | <b>\$7,348</b> | <b>\$34,637</b> | <b>\$11,926</b> |

**2024-2025 Cost of Attendance: Non-Resident\***

| CATEGORY  | AT HOME         |                 | AWAY FROM HOME  |                 |
|---|-----------------|-----------------|-----------------|-----------------|
|   | FALL & SPRING   | SUMMER          | FALL & SPRING   | SUMMER          |
| Enrollment & Fees                                     | \$10,572        | \$5,283         | \$10,572        | \$5,283         |
| Books & Supplies                                      | \$1,062         | \$531           | \$1,062         | \$531           |
| <b>Total Direct Costs (paid to the college)</b>       | <b>\$11,634</b> | <b>\$5,814</b>  | <b>\$11,634</b> | <b>\$5,814</b>  |
| Housing & Meals                                       | \$12,753        | \$4,251         | \$25,407        | \$8,469         |
| Transportation  | \$1,791         | \$597           | \$1,962         | \$654           |
| Personal  | \$4,059         | \$1,353         | \$4,968         | \$1,656         |
| <b>Total Indirect Costs (not paid to the college)</b> | <b>\$17,343</b> | <b>\$5,781</b>  | <b>\$29,016</b> | <b>\$9,672</b>  |
| <b>Total Resident</b>                                 | <b>\$30,237</b> | <b>\$12,015</b> | <b>\$43,971</b> | <b>\$16,593</b> |

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

A dependent childcare allowance of \$1,000 may be added to the cost of attendance for students with childcare expenses. Students with a spouse attending the same school will receive one childcare allowance per family.

**Estimating the Cost of Education at LACC**

Use the net price calculator to help you estimate the total cost of education at: <https://misweb.cccco.edu/npc/741/npcalc.htm>

**Satisfactory Academic Progress Policy****General Information**

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain satisfactory academic progress (SAP) as they work toward completing their educational objective (certificate, AA or AS degree, or transfer program). The Los Angeles Community College District (LACCD) has established guidelines to promote timely completion of its educational programs, which are applied to all classes taken in the LACCD. These standards apply to all students who apply for and receive both federal and state financial aid.

Students receiving financial aid must be enrolled in an eligible program. Eligible programs are:

- A program that leads to an associate degree
- A program that is at least a two-year academic transfer program acceptable for full credit toward a bachelor's degree
- A program that leads to an approved certificate of achievement

**Satisfactory Academic Progress Standards**

- You must maintain a 2.0 cumulative GPA
- You must complete your program within 150% of the published units that are required for its completion
- You must complete 66.5% of all coursework attempted

**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.

## MATRICULATION

The matriculation process helps students identify and accomplish their educational goals by accomplishing the following steps: admission, online orientation, self-placement into Math and English courses, counseling, and follow-up services. As part of the process, students declare a specific educational goal and major, attend class regularly, complete assigned course work, and maintain satisfactory progress toward the achievement of their educational goal.

### Admissions

Students can complete an admissions application online at [www.lacc.edu/Students/opencccapply/applylacc/Pages/default.aspx](http://www.lacc.edu/Students/opencccapply/applylacc/Pages/default.aspx) (See the 'Admissions' section in this catalog for more information). Students can also speak to an Outreach staff member at the Welcome Center (located on the 1st floor of the Student Services building) or at their high school (as applicable in the LACC service area) for assistance in completing the admissions application and to receive general campus information.

### Online Orientation

The LACC online orientation introduces students to campus policies, procedures, resources, academic expectations, financial assistance, support services, and college programs which are available to help students make better, more informed educational and career choices. Students will need to log into their portal in order to access the LACC online orientation. Students can complete the online orientation 24 hours a day/ 7 days a week from any computer with a browser and Internet access. Completing orientation is a necessary condition for priority registration. You can also go into the Welcome Center to get assistance with completing orientation from the Outreach staff.

Complete your online orientation at:  
[www.lacc.edu/admissions/matriculation/orientation](http://www.lacc.edu/admissions/matriculation/orientation)

### Counseling/ Student Educational Planning

LACC's Career and Academic Pathways can be found at: [www.programmap.lacitycollege.edu/academics](http://www.programmap.lacitycollege.edu/academics)

Counselors are available to help students identify an academic path (foundational skills, certificate, associate degree, associate degree for transfer, and/or pathway for university transfer) and enroll in courses that will align with their general education, competency and major requirements reflected on the student education plan (SEP).

Ideally, students should meet with a counselor early in their enrollment at LACC to create an SEP that maps out the courses needed to graduate and/or transfer. A counselor will help students evaluate and develop a sequence of courses that will take into consideration prerequisites, corequisites, transcript evaluation,

financial means, schedule, and career and academic goals. Failure to complete a student educational plan will impact priority enrollment.

### Matriculation Exemptions

Students may be exempt from matriculation core services if they:

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

## REGISTRATION

Registration is given in the following order to new and continuing students who are in good academic standing and completed college orientation and an educational plan. LACC follows Board Policy 2900 for enrollment procedures.

- Priority Registration Tier 1: CalWORKs, DSPS/OSS, 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: Open Enrollment, including K-12 Special Admits

For specific registration dates, visit the Academic Calendar website at [www.lacc.edu/academics/calendars](http://www.lacc.edu/academics/calendars).

### Registration Appointments

Students continuing from the prior semester will automatically receive an email notification and reminder on their student portal. New and returning students are issued a registration appointment when the application for admission is approved. A registration appointment is not required during the open enrollment period.

### Assistance With Enrolling

If you need help enrolling in a class, email the Admissions and Records office at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu) from your student email account. Use "Add Class" for a subject line and include your name, student number, course name, course number, and permission number from the instructor (if necessary).

### Considerations for Enrollment

A number of factors may prevent a student from enrolling in a course:

- Enrollment holds (non-payment of fees, academic dismissal)
- Not having completed a prerequisite
- Concurrent admission form has not been processed (for high school students)

- The student's portal indicates that they are an "alumni," meaning they do not have an active application on file because they have not been enrolled in the last two regular full-term semesters
- The student obtained a grade of A, B, C, CR, P, or I in a previous attempt of a non-repeatable class

## Loss of Priority Registration

With the exception of current and former foster youth, a student may lose their priority registration if:

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

### Appealing Loss of Priority Registration and Loss of California College Promise Grant

After each regular term, the college will send an email notification to students who are subject to the loss of priority registration and California College Promise Grant (CCPG). Students may petition to appeal the loss of priority registration or CCPG by submitting a Petition to Appeal Loss of Enrollment and CCPG that comes with the notification.

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

1. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
2. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
3. The student demonstrated significant academic improvement. Significant academic improvement is defined 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 CCPG 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 CCPG Committee shall be final.

**Required form:** [Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal](#)

**Email to:** [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Late Registration

(LACCD Administrative Procedure 5070)

If a class has available space, students can enroll in the class through the second day of the semester.

If a class is full and the wait list is full, 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 permission number from the instructor or send an email to the instructor. Instructor's emails can be found in the Directory at [www.lacc.edu/about/directory](http://www.lacc.edu/about/directory). Students can use the permission number to register through the Student Information System ([mycollege.laccd.edu](http://mycollege.laccd.edu)).

## Limitations on Enrollment

(LACCD Board Policy 4260)

Unless specifically exempted by statute or regulation, every course offered is fully open for enrollment and participation by any person who has been admitted to LACC and who meets the prerequisites (California Code of Regulations Title 5 §55200-55202). Enrollment in specific courses may be limited.

### Online Distance Education States

Students from the following states are eligible to take online classes at LACC: Alabama, Arizona, California, Georgia, Hawaii, Idaho, Louisiana, Maine, Mississippi, Montana, Nebraska, New Hampshire, New Jersey, North Carolina, Ohio, South Carolina, South Dakota, Tennessee, Texas, Vermont, Washington, West Virginia, Wisconsin.

Plus US military bases and territories: Armed Forces in the Americas; Armed Forces in Africa, Canada, Europe, and the Middle East; Armed Forces in the Pacific, Marshall Islands.

## 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 Kinesiology classes on a limited basis. 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). Enrolling in classes scheduled or conducted during overlapping times is not permitted. Violation of this regulation will result in loss of transfer credit. Consult with the department for additional information.

## Auditing Classes

Students who have completed an application and who are authorized to register may be permitted to audit a class.

For more information, see the Auditing entry in the "Student Handbook" section of this catalog.

**Required form:** [Audit Enrollment Request](#)

**Email to:** [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Wait List

If a class is full and a wait list option is available, a student can use the student portal to indicate they would like to be placed on the wait list. As enrolled students drop from the class, students on the wait list will be automatically added to the class.

Students are limited to 12 units of wait list classes. Note that the wait list stops running the Sunday before the class starts; therefore if you are not enrolled by the first day of class, contact the instructor to request permission to enroll.

Students who are moved from the wait list to an open seat will be removed from a non-repeatable class if they obtained a grade of A, B, C, CR, P, or I in a previous attempt of the same course.

## Fourth Attempt Petition

A student may enroll and receive a grade of “W, D, F, NCR, or NP” in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances which are defined as “verified cases of accidents, illness, or other circumstances beyond the control of the student.” Petitions will be reviewed on a case-by-case basis and must be approved by both the appropriate academic chair and a counselor.

Fourth Attempt Petitions will be considered for spring and fall semesters only:

- Spring semester: October 1 to December 1
- Fall semester: April 1 to May 1

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. Section transfers can only occur when both classes have the same start and end dates.

You can request a section transfer by emailing your current instructor, who will submit the request to the Admissions and Records office. Consent must be granted by the new instructor for the new class and may involve instructor-to-instructor transfer of grade records.

*Required form:* [Fourth Attempt Petition](#)  
*Email to:* [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## 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.

## Dropping Classes and Withdrawing From College

(LACCD Administrative Procedure 5075)

Students may add and drop classes during the designated add/drop period. Each class has unique drop dates. Go to [mycollege.edu](http://mycollege.edu) to log in to your class schedule. Click on Manage Classes. Go to View My Classes. Click on the Class number. Click on Enrollment Information to see the drop deadlines. Contact Admissions and Records at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu) for any drop date inquiries.

Consult with an academic counselor when considering withdrawal from classes and/or the college. Clearance of the record in courses where equipment has been issued is required when a student separates from such classes. Students may drop individual classes from their student portal. Students who cease attending class or classes, officially or unofficially, are subject to the following regulations:

1. Dropping or withdrawing officially from a class prior to the 20% of a term (10% point in short-term summer, winter, and late-start classes) 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 on the student's permanent record. It

is the student's responsibility to drop before the deadline dates. Excessive “W” grades may lead to financial aid disqualification and college 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 student academic performance during the period of attendance. Students may receive a failing grade in courses in which they stop attending and fail to officially drop or withdraw from the class.
4. Students seeking withdrawal from a class after the “W” deadline for extenuating circumstances should file a general petition in the Office of Admissions and Records. The petition should clearly state the extenuating circumstances and provide supporting documentation.

The Admissions and Records office will review student petitions and notify the student of a decision. The following criteria will be applied: Verification of cases of accidents, illness, or other circumstances beyond the control of the student (i.e., death of an immediate family member, natural disaster, and/or other extenuating circumstances that prevented a student from complying with college course withdrawal policy).

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

A “W” (Withdrawal) counts as attempted enrollment. Students are limited to three attempts to repeat the same course.

It is a student's responsibility to drop classes they no longer wish to attend. Failure to drop a class may result in fee charge and/or having grades of “W” or “F” recorded on the official student transcripts.

### Excused Withdrawal (EW)

Excused Withdrawal (EW) is withdrawal from a course after the final drop deadline when extenuating circumstances (accidents, illness, or others beyond your control) prevent you from completing it. To request an EW, complete and submit this form to the Office of Admissions and Records. You may do so during the term in which the course(s) are in session, or any time thereafter.

*Required form:* [Emergency Withdrawal Request](#)  
*Email to:* [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Prerequisites, Corequisites, and Advisories

**PREREQUISITE:** A condition of enrollment that a student is required to meet in order to demonstrate readiness before enrolling in a course.

**COREQUISITE:** A course that a student is required to enroll simultaneously with (or, in some cases, may be allowed to enroll in the corequisite prior to) the primary course.

**ADVISORY:** A course that a student is advised, but not required, to take in conjunction with or prior to a course. Condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program.

### **Satisfactory Grade**

All prerequisites must be completed with a satisfactory grade. "Satisfactory grade" means the grade you earned must be an A, B, C, or Pass. If you are currently enrolled in a course that is used as a prerequisite for the subsequent course, you can enroll in the next course while the prerequisite is in progress.

### **Clearing a Prerequisite or Corequisite**

(LACCD Administrative Procedure 4260)

Prerequisite clearance is not automatic when you send official transcripts from an institution outside of LACC to our Admissions and Records office. You can simply provide a counselor a copy of an unofficial transcript verifying your name, the accredited college, the course, and the grade earned for review.

Steps for prerequisite clearance:

1. Email the college at [prereqs@lacitycollege.edu](mailto:prereqs@lacitycollege.edu)
2. In the subject line add: "Your Name - Student ID# - the LACC course(s) you intend to take"
3. Attach a copy of your transcript (unofficial is acceptable) that clearly shows the college name, your name, the course title, the term taken, and the final grade received
4. A counselor will evaluate if your coursework meets the stated pre- or corequisite and will clear you accordingly

### **Challenging a Prerequisite or Corequisite**

(LACCD Administrative Procedure 4260)

If you do not meet a stated prerequisite, corequisite, or the equivalent, or you are not permitted to enroll due to a limitation on enrollment, but if you can provide satisfactory evidence, you may seek entry into the course if space is available in a course when you file a challenge to the prerequisite or corequisite. If no space is available in the course when your challenge is filed, the challenge must be resolved prior to the beginning of registration for the next term(s) and, if the challenge is upheld, you will be permitted to enroll if space is still available in the subsequent term(s).

Submit your prerequisite/corequisite challenge to the appropriate Department Chair.

You have grounds for challenging a pre- or corequisite course if (Title 5 Section 55003 subdivision (p)):

1. The prerequisite or corequisite has not been made reasonably available
2. The prerequisite was established in violation of district approved processes
3. The prerequisite is discriminatory or applied in a discriminatory manner
4. The student has knowledge or ability to succeed in the course despite not meeting the prerequisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available
6. Other grounds for challenge may be established by the district governing board.

Regardless of the grounds for challenge, you have the obligation to provide satisfactory evidence that the challenge should be upheld.

However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

Required form: [Prerequisite Challenge Petition](#)

Email approved forms to: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu) from your laccd student email.

## **FEES**

(LACCD Board Policy 5030)

### **Student Fees**

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.

#### **Enrollment Fees for California Residents**

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

#### **K-12 Students**

Concurrently enrolled middle/high school students are exempt from paying enrollment fees provided they enroll in 11 units or less. If the students enroll in more than 11 units, they will have to pay the enrollment fee.

#### **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 \$342 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 \$342 per unit. (Note: Fees subject to change by the California legislature.)

#### **Health Fee**

The Los Angeles Community College District charges \$19 per semester (and a \$16 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.

#### **Parking Fee (Optional)**

The parking fee is \$20 for fall or spring semester and \$10 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. Read all posted signs.

### Associated Student Government Fee

LACC students are encouraged to join the ASG by paying the ASG fee of \$7 for fall or spring and \$3 for summer or winter session. By joining the ASG, students will get preferred parking in one of the three student lots. Check with the ASG office for information about membership benefits.

### F-1 Visa Student Fees

- Application processing fee: One-time \$50 fee (non-refundable)
- SEVIS Fee: A \$25.00 non-refundable fee is added to the enrollment charges 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.
- International Medical Insurance (IMED): Summer \$371.04; Winter \$257.98; Fall/Spring \$773.94.

Note: Fees subject to change.

### Instructional Materials Fee

Students may be required to pay (out of pocket) for instructional and other material required for some courses.

### Enrollment Fee Waiver - California College Promise Grant

(Formerly known as Board of Governor's (BOGG) Fee Waiver)

If at the time of enrollment a student is receiving benefits under the Temporary Assistance for Needy Families (TANF), the Supplemental Security Income (SSI) or State Supplementary programs (SS), or the General Assistance Program (GAP), or has 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), the California Dream Act Application, or the CCPG form available on the LACC Financial Aid website.

### Loss of California College Promise Grant

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

### Summary of Fees

| 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                                     | \$359/unit                           | \$359/unit  |
| Non-Resident Tuition for International Student and/or F-1 VISA                      | \$359/unit                           | \$359/unit  |
| Application Fee (one-time)  | \$50                                 | \$50        |
| SEVIS Processing Fee (each semester)  | \$25                                 | \$25        |
| International Student Medical Insurance (IMED) (each semester)                      | Summer: \$371.04<br>Winter: \$257.98 | \$773.94    |
| Audit Fee   | \$15                                 | \$15        |
| Health Services Fee   | \$16                                 | \$19        |
| Associated Student Government (ASG) Membership Fee (Optional)                       | \$3                                  | \$7         |
| Student Representation Fee (Mandatory)  | \$2                                  | \$2         |
| Parking Fee – Standard All Student Lots   | \$10                                 | \$20        |
| Transcripts (All fees owed must be paid before transcripts will be released.)       |                                      |             |
| Regular Processing (Mailed out within 7 to 10 business days)                        | \$3/copy                             | \$3/copy    |
| Rush Processing (Same Day Pickup)   | \$10/copy                            | \$10/copy   |

### Fee Refund Policies

#### Full-Term Course Fees

A student will automatically 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. 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.

#### Short-Term Course Fee

A student will automatically 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. A student will automatically receive a full refund of the enrollment fee if they drop by the refund deadline.

#### Student Representation Fee

A \$2 student representation fee provides independent support for student-elected governmental affairs representatives to express on your behalf the opinions and viewpoints of community college students regarding education and social issues before city, county and district government offices and agencies at the local, state, and federal level.

This fee helps ensure students have a voice in the government process. Opting out of the \$2 student representation fee reduces the ability of local and state student body organizations to lobby in support or against education-related issues on behalf of students.

### **Parking Fee**

Parking permits may be returned and refunded on or before the semester Drop Deadline. In order to get a refund, permits must be returned, and a refund form available at the Business Office.

## **Academic and Progress Probation**

(LACCD Board Policy 4250, Administrative Procedure 4250)

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 enrolled in the LACCD shall be placed on academic or progress probation under the following conditions:

- a. 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).
- b. Progress Probation. The student has enrolled in a total of at least 12 semester units, and the percentage of all units in which the student has enrolled with recorded entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit), or "NP" (No Pass) reaches or exceeds fifty percent (50%).
- c. California Promise Grant – loss of eligibility. A student eligible to receive a California Promise Grant shall lose eligibility if they are placed on academic or progress probation for two consecutive semesters. Loss of eligibility shall become effective at the first registration opportunity after such determination is made. Foster youth, or former foster youth under the age of 24, are exempt from the loss of fee waiver due to academic or progress probation.

### **Removal from Probation and Reinstatement of Fee Waiver**

A student shall be removed from academic or progress probation and have their fee waiver restored upon meeting the following criteria:

- a. Removal from Academic Probation - A student shall be removed from academic probation when his/her cumulative grade point average is 2.0 or higher.
- b. Removal from Progress Probation - A student shall be removed from progress probation when the percentage of units for which entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) or "NP" (No Pass) are recorded drops below fifty percent (50%).

A student may retain or reinstate the California Promise Grant based on achieving the minimum grade point average or progress standard defined above in removal from academic probation/removal from progress probation.

## **Probation: Dismissal, Appeal of Dismissal, and Readmission**

(LACCD Administrative Procedure 4255)

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.

"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. However, a student who is on progress probation, and during a semester for which symbols of "W", "I", "NC", and "NP" entered for units enrolled is fewer than 50%, shall not be dismissed as long as the 50% threshold is not surpassed during that term.

"Consecutive semesters" are those where a break in the student's enrollment does not exceed one full primary term.

## **Appeal of Dismissal**

(LACCD Administrative Procedure 4255)

Students subject to dismissal have the right to file a written petition with the Admissions and Records office to appeal a proposed dismissal action if they experienced extenuating circumstances beyond their control which warrant an exception to the proposed dismissal.

## **Readmission After Dismissal**

(LACCD Board Policy 4250, Administrative Procedure 4255)

A student who has been dismissed must wait two semesters before requesting readmission. The student shall submit a written petition requesting readmission to his/her home college. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures and subject to fulfillment of conditions prescribed in AP 4255. Readmitted students are returned to probationary status.

## ENGLISH, ESL, AND MATH PLACEMENT

In order for you to achieve your degree, certificate, or transfer more quickly, California community colleges, including LACC, have changed their methods for placement in required Math, English, and ESL (English as a Second Language) courses. You will no longer need to take a placement exam as in the past. Instead, your U.S. high school grades and coursework in Math and English will count toward your placement (for more information, visit [assessment.cccco.edu](https://assessment.cccco.edu)).

What if you do not have your high school records, did not complete at least 11th grade in a U.S. high school, or graduated from a high school outside of the United States? You can still enroll in Math and English courses but should consult with a counselor to see which level of Math or English would be most appropriate to start with.

If you are an international student or speak a language other than English, you will complete an ESL Guided Self-Placement Survey.

Once you know your recommended Math, English, and ESL courses, you can enroll in the classes and get on your educational path. You can learn about the ESL guided self-placement process at [www.lacc.edu/academics/esl/placement](http://www.lacc.edu/academics/esl/placement). Students interested in completing this process can email [assessment@lacitycollege.edu](mailto:assessment@lacitycollege.edu).

When you apply using CCCApply or update your placement information using the LACCD MMAP Web Form on your To-Do Checklist, you will be placed into the appropriate course.

### English Placement

According to California law, you can start in ENGLISH 101, our transfer-level course. However, you might feel the need for some academic support. As a result, you can use your high school GPA and coursework to determine which support courses, if any, you should take in order to increase your chances of success.

Below is the chart we have devised to help with your decision:

| TIER | PLACEMENT CRITERIA   | COURSE      | RECOMMENDED SUPPORT COURSE        |
|------|--|-------------|-----------------------------------|
| 1    | HSGPA greater than/equal to 2.6                                  | ENGLISH 101 |                                   |
| 2    | HSGPA between 1.9 and 2.6  | ENGLISH 101 | ENGLISH 101Z                      |
| 3    | HSGPA less than 1.9  | ENGLISH 101 | ENGLISH 101Z (highly recommended) |
| 4    | Insufficient data to apply the above (see Guided Self-Placement) |             |                                   |

HSGPA = U.S. high school cumulative grade point average

English 101Z is an equivalent transfer-level four-unit course with a lecture and a three-hour lab. If English is not your native language, you may consider the ESL pathway, with E.S.L. 008 being the last sequential course before moving into ENGLISH 101. There is also a transfer-level E.S.L. 110 course, equivalent to English 101 and transferable to the CSUs, which ESL students can take instead of English 101.

| COURSE   | DESCRIPTION   |
|--|---|
| ENGLISH 101 College Reading and Composition I                | A transfer-level English composition course that is required for all degrees and all transfer patterns. The course is also a prerequisite for all other transfer-level ENGLISH courses. The course includes tutoring. |
| ENGLISH 101Z College Reading and Composition plus 3-hour Lab | An equivalent transfer-level college English course with a lecture and three-hour lab.  |
| E.S.L. 008 Advanced ESL Composition                          | A below-transfer-level course intended to prepare English language learners. This course does not meet any transfer or degree requirement.  |
| E.S.L. 110 College Composition for Non-Native Speakers       | A transfer-level composition course designed for non-native English speakers, equivalent to ENGLISH 101 and transferable to CSUs.   |

Along with the support course, we have support services, such as embedded tutoring in our stand-alone ENGLISH 101 and E.S.L. 110 courses, the Writing Support Center and ESL Lab, and free, two-week English boot camps, to help you with your critical reading and writing skills. Consult with the English/ESL department chair for more information about these services.

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

If you are an international student or speak a language other than English, we have the ESL Guided Self-Placement Survey to see which level of ESL courses will be best for you. Simply email [assessment@lacitycollege.edu](mailto:assessment@lacitycollege.edu) to request a time to complete the ESL guided self-placement process. For information on the Survey and ESL placement, contact General Counseling or the English/ESL department. You can also visit [www.lacc.edu/academics/esl/placement](http://www.lacc.edu/academics/esl/placement) to get started.

### Math Placement

Students are responsible for submitting official transcripts and/or AP or IB exam score data, or in its absence, any available self-reported high school coursework and grade data for Math placement.

| PRIOR COURSEWORK OR MILESTONE   | MINIMUM SCORE OR YEAR-END GRADE | PLACEMENT LEVEL                      | COURSES  |
|---|---------------------------------|--------------------------------------|--|
| IB HL Mathematics Analysis and Approaches Exam (2021 or later) or Mathematics Exam (prior to 2021)  | 5                               | Calculus I                           | MATH 261, 261S   |
| High School Calculus, or Pre-Calculus, or Trigonometry AND Math Analysis or Integrated Math 4       | C/P                             |                                      |  |
| Integrated Math 4 or Math Analysis (but not Trigonometry)   | C/P                             | Business Calculus                    | Math 236; and all transfer-level SLAM*   |
| Intermediate Algebra, Integrated Math 3, or Trigonometry  | C/P                             | Pre-Calculus                         | Math 260, 260S; and all transfer-level SLAM*   |
| None of the above are true AND completed US High School Diploma, GED, or CA Equivalency Certificate |                                 | Transfer-level prior to Pre-Calculus | Math 245, 258<br>*Transfer-level SLAM: Math 215, 227, 227S, 229, 230; BUS 015; SOC 125 |

\*Codes appended with "S" will be applied to students with high school GPA <=2.6. At this placement level validated concurrent support (MATH 202 or TUTOR 001) are highly encouraged for students who feel they need additional support.

The following courses may satisfy requirements for Business, Science, Technology, Engineering, and Mathematics (BSTEM):

- MATH 236 Calculus for Business and Social Science
- MATH 245 College Algebra
- MATH 258 Geometry and Trigonometry
- MATH 260 Pre-calculus
- MATH 260S Pre-calculus with Support

The following courses may satisfy requirements for Statistics and Liberal Arts Math (SLAM) courses:

- MATH 215 Principles of Mathematics I
- MATH 227 Statistics
- MATH 227S Statistics with Support
- MATH 229 Statistics for Data Science
- MATH 230 Math for Liberal Arts Students

MATH 202 (Mathematics Workshop) and TUTOR 001 are available for students who feel they need additional support.

## Guided Self-Placement

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If you are not able to provide enough information for automated placement, have been away from high school for more than 10 years, or did not attend or graduate from a U.S. high school or earn a GED or CA High School Proficiency certificate, you 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 to help you with placement:

- Courses taken and grades received
- 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
- Students' rights under the AB705 and AB1705 laws

## Math Competency for Continuing Students

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If you started taking classes prior to fall 2019, maintained continuous enrollment, and have placed into any transferable-level math course, you have met math competency for all eligible associate degrees (does not include Associate Degrees for Transfer). If you were admitted in fall 2019 or later, you will have met competency by verifying earning a C- grade or better in intermediate algebra, its equivalent or higher at a U.S. regionally accredited high school or college, or by other means defined in LACCD Administrative Regulation E-79.

## Pre-/Corequisites and Major Requirements

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Prerequisites, corequisites, advisories, and limitations are necessary to ensure that you succeed in your coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and limitations do not constitute unjustifiable obstacles towards your access and success. If you place into a course that is part of a sequence you do not need to take any course lower in that sequence. This includes any course that is a pre- or corequisite to any course in the same subject or any other subject, or is a prerequisite or requirement for any program.

### Math

If you place into MATH 215, 227, 227S, 229, 230, 236, 245, 258, 260, or 260S you are not required to take any lower-level math course. If you plan to earn an associate degree and cannot meet math competency through any other approved means, you are required to pass a college course prior to graduation.

### English

If you place into ENGLISH 101 you are not required to take any lower-level English course. Since there is no prerequisite for our transfer-level course, you can begin with ENGLISH 101. If you feel you have met this English requirement through another means, such as taking an equivalent class at another college outside our district consult a counselor, the articulation officer, or the English/ESL department. Otherwise, you will need to enroll and pass this course in order to graduate with an associate degree and/or transfer.

If you are an ESL student, you will need to take the guided self-placement survey to determine which level of E.S.L. classes to enroll in.

See a counselor for more information regarding English, ESL, and math placement.

# LEARNING IN YOUR CAREER AND ACADEMIC PATHWAY

## Learning Outcomes

A learning outcome is a statement that describes what students will 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 Student Learning Outcomes (CSLOs)

Course student learning outcome describe the skills and abilities a student will have once they have successfully completed a course. Course student learning outcomes can be found on the course syllabus that you receive in each class section.

### Program Student Learning Outcomes (PSLOs)

Program student learning outcomes describe the learning obtained across multiple courses. They describe the skills and abilities you will have once you have successfully completed all the courses and requirements of a program. Program student learning outcomes are listed in this catalog.

### Institutional/General Education Student Learning Outcomes (ISLOs/GELOs)

Institutional student learning outcomes describe the skills and abilities that students are expected to have acquired once they complete an associate degree at LACC. Students will achieve the following 11 outcomes:

1. Broad & Integrative Knowledge. Consolidate broad knowledge that bridges multiple areas of learning and fields of study.
2. Civic Engagement. Have the knowledge, skills, and values necessary to help promote the quality of life in diverse communities through both political and non-political processes.
3. Diverse Perspectives. Display the intellectual flexibility that enables perception of the world through varied cultural customs, practices, and viewpoints of different identities.
4. Ethical Reasoning. Rationally reflect and evaluate ethical systems and codes of conduct.
5. Aesthetic Awareness. Ability to create, categorize, appreciate, and analyze artistic objects and the aesthetic responses of audiences.
6. Communication Competency. Produce verbal and written communication that is clear, logical, organized, and adapted to effectively meet the needs of various audiences.
7. Critical & Creative Thinking. Use appropriate reasoning, analytic, and problem-solving strategies to draw logical conclusions or formulate creative solutions.
8. Information Competency. Research, evaluate, use, and communicate information in various formats.

9. Quantitative Competency. Represent and logically interpret mathematical information visually, numerically, and verbally.
10. Lifelong & Applied Learning. Apply skills to address unscripted problems and practice intellectual curiosity that values diversity of thought.
11. Technical Proficiency. Demonstrate specific proficiencies with respect to the major field of study.

## Assessment of Learning Outcomes

Student learning is assessed on a continuous basis to ensure that students are learning the course and program objectives and content as well as acquiring the understanding, skills, and/or knowledge desired by student support services and administrative services.

Through a systematic student learning outcomes assessment process, faculty members review their courses and make adjustments to improve student achievement. Student support services and administrative services review the effectiveness of the services provided and make improvements as needed.

# STAYING ON YOUR CAREER AND ACADEMIC PATHWAY

## STUDENT SERVICES

Online assistance with student services including Admissions and Records, Counseling, and Financial Aid can be found at Cranium Café ([www.laccd.craniumcafe.com/login](http://www.laccd.craniumcafe.com/login)). Register with your LACC student email account and password.

### Admissions and Records

Student Services Building, First Floor  
(888) 930-LACC or (888) 930-5222  
Email: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)  
[www.lacc.edu/admissions](http://www.lacc.edu/admissions)

The mission of the Admissions and Records Office is to uphold the academic policies of the college and maintain the academic records of students. Through the Admissions and Records Office you can receive assistance with:

- Admissions application
- Registering for classes
- Residency reclassification
- Transcript and enrollment verification request
- Graduation petition
- Student record
- Information changes (such as name, address)
- Petitions: Fourth Attempt, Loss of California College Promise Grant (BOGW), Loss of Priority, Repeating Courses, Prerequisite Challenges

### Associated Student Government (ASG)

Student Union Building, Office of Student Life  
(323) 953-4000 ext. 2450  
Email: [studentlife@lacitycollege.edu](mailto:studentlife@lacitycollege.edu)  
[www.lacc.edu/campus-life/asg](http://www.lacc.edu/campus-life/asg)

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 Board Policies 5400, 5410, and 5420.

LACC students are encouraged to join the ASG by paying the ASG fee of \$7.00 per semester.

Benefits of being an ASG member:

- Upgrade to the Preferred Student Parking Lot (while permits are available)
- Free Admission and food to all ASG Events
- 20 Free Prints or Copies in the Student Union Computer Lab
- Discounted Poster Printing
- \$10 AMC Movie Tickets (available at the Business Office)

For volunteer and other information send us an email at: [studentlife@laccd.edu](mailto:studentlife@laccd.edu)

### Business Office

Student Services Building, Second Floor  
(323) 953-4000 ext. 2180  
Email: [businessoffice@lacitycollege.edu](mailto:businessoffice@lacitycollege.edu)  
[www.lacc.edu/offices/business](http://www.lacc.edu/offices/business)

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.
- Issuance of 1098 Form for students who pay fees out of their pocket

### CalWORKs

Student Services Building, Third Floor  
(323) 953-4000 ext. 2599/2856  
(323) 953-4000 ext. 2586  
[www.lacc.edu/student-services/spr/calworks](http://www.lacc.edu/student-services/spr/calworks)

The California Work Opportunities and Responsibility for Kids (CalWORKs) provides access to educational programs for student-parents receiving public assistance. We 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 with:

- Greater Avenues for Independence (GAIN) documents to receive books and supplies free of cost
- Counseling/case management
- Work Study placement
- Tutoring
- Childcare

### Career Center

Student Services Building, Second Floor  
(323) 953-4000 ext. 2267  
[www.lacc.edu/student-services/ecs/career-center](http://www.lacc.edu/student-services/ecs/career-center)

The mission of the Career Center is to educate and serve students in major exploration and career planning.

The Career Center provides students with:

- Career & major exploration through career assessments and counseling
- Career assessments & assessment interpretation
- Assistance with labor market research to help students make informed choices of occupational fields and employment trends

- Job preparation, including assistance with resumes, cover letters, and interviewing skills
- Career workshops
- Education and career planning

## Child Development Center

Child and Family Studies Building, First Floor  
Gayane Panosyan, Director (323) 953-4000 ext. 2220  
[www.lacc.edu/student-services/spr/cdc](http://www.lacc.edu/student-services/spr/cdc)

The LACC Campus Child Development Center, distinguished by its accreditation from the National Association for the Education of Young Children (NAEYC), offers an enriching environment dedicated to supporting the educational aspirations of LACC student-parents through premier care and educational services for their children. This commitment extends to families within the community, embodying a comprehensive approach to early childhood education. LACC Child Development Center makes quality education accessible to children aged 2 to 5, either free of charge or at a minimal cost. Our core philosophy is centered around providing activities that are meticulously tailored to cater to the holistic development of each child, fostering emotional, social, physical, and intellectual growth in a nurturing setting.

We welcome and encourage you to visit our center. Email us at [cdc@lacitycollege.edu](mailto:cdc@lacitycollege.edu) or call to make an appointment for a tour.

Interest forms are available online at: [www.lacc.edu/student-services/spr/cdc/enrollment](http://www.lacc.edu/student-services/spr/cdc/enrollment)

## City Cares Network

Student Union 225  
(323) 953-4000 ext. 2190  
Email: [caresnetwork@lacitycollege.edu](mailto:caresnetwork@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/lacc-cares](http://www.lacc.edu/student-services/spr/lacc-cares)

The City Cares Network is Los Angeles City College's basic needs center, and the home of several programs that provide essential resources to students from every corner of the campus community. LACC and the LACC Foundation work together under the City Cares umbrella to offer students a variety of services and aid, depending on the student body's evolving needs.

In addition, LACC's City Cares Network administers its own branch of the Fresh Success program. Visit its website for a description and a list of services offered.

## Counseling

Student Services Building, Second Floor  
(323) 953-4000 ext. 2250  
[www.lacc.edu/student-services/counseling](http://www.lacc.edu/student-services/counseling)

General Counseling is a "one-stop shop" to help facilitate your educational endeavors which we hope will culminate in you graduating from LACC and/or transferring to a university. Through our online and in-person services you will be able to:

- Identify your academic path and goals (e.g., certificate, associate degree, associate degree for transfer)
- Enroll in courses that align with your general education and major requirements which are mapped and reflected in your student education plan (SEP)
- Be more knowledgeable and aware of campus policies, processes, procedures, and resources to help you complete your academic path and goals

## Cub Store Bookstore Services

Student Union Lobby  
(323) 953-4000 ext. 2142  
Email: [bookstore@lacitycollege.edu](mailto:bookstore@lacitycollege.edu)  
[www.laccbookstore.com](http://www.laccbookstore.com)

The mission of the LACC Cub Store is to support the educational experience by providing students, faculty, and staff with the course materials and resources requisite for student success.

The LACC Cub Store offers a wide variety of textbooks (print, digital, loose-leaf etc.), supplies and course materials that assist LACC students in reaching their full educational potential. The store also offers a variety food and beverages, along with imprinted school merchandise.

The LACC Cub Store obtains information from faculty for needed textbooks and materials and provides these items for purchase by LACC students and the LACC community.

The cost of textbooks by term and course is available online at the bookstore web page and low cost/no cost book options are portrayed in the live schedule of classes. Visit our website for more information.

## Office of Diversity, Equity, Inclusion and Accessibility

Deputy Title IX and DHR Coordinator  
Los Angeles Community College District Office  
(213) 891-2315

LACC prohibits discrimination, harassment, and retaliation (DHR) based on sex and gender (including sexual harassment, gender identity, and gender expression), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, sexual orientation, medical condition (cancer related), age (40 and 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 students.

To address Title IX and DHR issues, LACCD has designated a Compliance Investigator for LACC who is specially trained to work with individuals who report DHR complaints based on a protected class or sexual misconduct and provide information about resources, support services, and procedural options. 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 ODEIA for City, Stephanie Green via email [greens@email.laccd.edu](mailto:greens@email.laccd.edu) or by phone at 213-891-2315. Students may also wish to file a complaint using the online link here: <https://laccd.guardianconduct.com/incident-reporting>.

- Copies of Administrative Regulations C-14 and C-15, LACCD's Title IX and DHR policies and procedures and relevant forms may be obtained online at <https://www.laccd.edu/offices/diversity/title-ix>.

## Extended Opportunity Programs and Services (EOPS)

Student Services Building, Third Floor  
(323) 953-4000 ext. 2300

Email: [eops@lacitycollege.edu](mailto:eops@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/eops-care-cafyes](http://www.lacc.edu/student-services/spr/eops-care-cafyes)

EOPS is a state-funded comprehensive academic counseling program designed to provide additional support to eligible students. Our mission is to enhance student success by providing “over and above” services to students who experience economic and academic barriers to their education. Services include priority registration, orientation, academic counseling, books, individualized tutoring, transfer application fee waivers, meal vouchers, and more.

Single parents/heads of household receiving public assistance (CalWORKS/TANF) who have at least one child under the age of 18 can receive assistance through the CARE program. Additional services include transportation passes/parking permits, books, supplies, meal vouchers, and technology assistance.

Current or former foster youth under the age of 26 may be eligible for the NextUp program, previously known as CAFYES. Additional services include housing assistance, transportation passes/parking permits, technology, and resources to help ameliorate food insecurity.

## Financial Aid

Student Services Building, First Floor  
(888) 930-LACC or (888) 930-5222  
Email: [finaid@lacitycollege.edu](mailto:finaid@lacitycollege.edu)  
[www.lacc.edu/financial-aid](http://www.lacc.edu/financial-aid)

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.

The Financial Aid office provides assistance with applying for:

- Federal and state financial aid grants
- Work-study job opportunities
- Student loans
- Scholarships

## First Year Experience (FYE)

Student Services Building, Second Floor  
[www.lacc.edu/student-services/fye](http://www.lacc.edu/student-services/fye)  
[www.lacc.edu/student-services/fye/sye](http://www.lacc.edu/student-services/fye/sye)

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. We offer:

- Priority registration
- College Promise - First year of classes is free for qualifying students
- Priority enrollment in Math and English classes
- Dedicated faculty members committed to your success
- 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

FYE students who continue their education have the option to receive assistance through the Second Year Experience (SYE).

Visit the website for the application to FYE, events, internships, and live chat.

## Foster and Kinship Care Education

Student Services Building, Third Floor  
(323) 953-4000 ext. 2335  
Email: [LACC-FosterCare@lacitycollege.edu](mailto:LACC-FosterCare@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/fkce](http://www.lacc.edu/student-services/spr/fkce)

The Foster and Kinship Care Education program provides quality education and support opportunities for caregivers. Through trainings, caregivers learn how to 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 trainings in areas such as:

- Parenting skills: child development, behavior management, grief and loss, cultural diversity, self-esteem, safety issues, CPR, and 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 and alcohol exposure, child abuse, physical disabilities, learning disabilities, substance abuse issues, attachment issues
- Special Care Increment (SCI) training: Formally known as D-Rate and F-Rate, SCI is for Resource Parents who care for medically challenged foster children and/or behaviorally challenged foster children

Visit the website for registration, information on trainings, and live chat.

## Foster Youth Programs

Student Services Building, Third Floor  
(323) 953-4000 ext. 2345

### Guardian Scholars

Email: [guardianscholars@lacitycollege.edu](mailto:guardianscholars@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/guardian-scholars](http://www.lacc.edu/student-services/spr/guardian-scholars)

The Guardian Scholars Program (GSP) serves students of all ages who are current, former, or emancipated foster youth. 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 degree, and/or transfer to a university.

The program supports current former and emancipated foster students as they transition into adulthood and pursue their educational/vocational goals. GSP 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 program's primary function is to support and assure that each foster youth is adequately guided and mentored throughout their entire educational process.

## NextUp

Email: [lacc-eops@lacitycollege.edu](mailto:lacc-eops@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/eops-care-cafyes](http://www.lacc.edu/student-services/spr/eops-care-cafyes)

Guardian Scholars Program students who meet further eligibility requirements are eligible for additional support services through NextUp. The purpose of NextUp is to support the recruitment, enrollment, retention, graduation, and transfer of current and former foster youth students under 26 at LACC. The NextUp program (formerly known as CAFYES), is an extension of services for educationally disadvantaged students provided by Extended Opportunity Programs and Services (EOPS).

Services offered include:

- Academic/transfer counseling
- Priority enrollment/registration
- Book and supply grants
- Meal vouchers
- Unmet need grants (if budget permits)
- Transportation assistance
- Health and mental health service referrals
- Career/life skills workshops
- Field trips and networking opportunities

Eligibility requirements:

- Be a resident of California
- Be enrolled in at least one class and is working towards enrollment in 9 units (6 units if in OSS)
- Qualify to receive a BOG fee waiver (low-income) and be educationally disadvantaged
- Be a current or former foster youth in California whose dependency was established or continued by the court on or after the student's 13th birthday, and be younger than 26 years of age at the beginning of the academic school year
- Provide a copy of the "Dependency Verification Letter" (also known as Ward of the Court Letter)

## Fresh Success Program

Student Union Building, Second Floor 218  
 (323) 953-4000 ext. 2190

Email: [freshsuccess@lacitycollege.edu](mailto:freshsuccess@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/lacc-cares/fresh-success](http://www.lacc.edu/student-services/spr/lacc-cares/fresh-success)

The Fresh Success Program at LACC focuses on addressing existing socio-economic barriers that impact student persistence, retention, and completion. The program is dedicated to providing basic essential resources alongside a wide range of academic, personal and career support services to LACC students receiving CalFresh (SNAP) benefits and pursuing a Career Technical Education (CTE), vocational, basic skills, English Language Learning, or basic education degree or certificate. Check our website for eligibility requirements.

Eligible LACC Fresh Success students have access to resources such as:

- Textbook and supply vouchers
- Emergency rent or utility assistance
- Minor auto repair assistance
- Transportation assistance
- Career-related testing fees
- Academic counseling and proactive case management

Fresh Success is made possible by a partnership between CalFresh and the Foundation for California Community Colleges.

## Health and Wellness Center

Student Services Building, First Floor 120  
 (323) 953-4000 ext. 2485

Email: [healthctr@lacitycollege.edu](mailto:healthctr@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/health-wellness-center](http://www.lacc.edu/student-services/spr/health-wellness-center)

The Health and Wellness Center provides all currently enrolled students with physical and mental health services to facilitate academic success at LACC by promoting healthy lifestyles and caring for your physical and/or psychological needs. We provide basic, high quality, and cost-effective services in a comfortable and compassionate environment. A mandatory Student Health Fee of \$19 per semester is payable at the time of registration. Appointments can be made to see a medical provider or mental health professional.

The Health and Wellness Center provides the following services:

- Basic primary and non-emergency care
- Health care counseling
- Emotional and behavioral counseling
- Family planning
- Referrals
- TB skin test
- Oral dental screenings
- Other laboratory tests and immunizations (TD, Hep B, MMR), some of which carry additional fees

## High School Student Programs

### Dual Enrollment

Student Union, Second Floor  
 FYE Window #33  
 (323) 953-4000 ext. 1335  
 Email: [dualenrollment@lacitycollege.edu](mailto:dualenrollment@lacitycollege.edu)  
[www.lacc.edu/admissions/dual-enrollment](http://www.lacc.edu/admissions/dual-enrollment)

Dual Enrollment is a partnership between the college and local high schools. Dual Enrollment allows students to take college-level courses and earn credit concurrently for both high school and college. This program provides students with the opportunity to experience college-level academics while still in high school. Here's an overview of how a dual enrollment program typically works:

- **Course Selection:** High school partners select courses every semester to be offered at the school site. These courses can vary widely, covering subjects like mathematics, sciences, humanities, social sciences, and more.
- **Eligibility/Application:** Students should demonstrate readiness for college-level work. To join a course students should speak to their high school counselor, apply to the college, and complete a K12 form.
- **College Credit:** Upon successful completion of the course, students earn credits that can be applied toward both college credit and potentially high school graduation requirements. These credits are usually UC and CSU transferable, but policies may vary.
- **Cost:** Dual enrollment courses are free to K12 students.
- **Academic Rigor:** Dual enrollment courses are designed to challenge students academically and provide a preview of the demands of college-level coursework. This experience can better prepare students for the transition from high school to higher education.
- **Benefits:** Participating in a dual enrollment program can have several benefits. It allows students to earn college credits early, potentially reducing the time and cost required to earn

a college degree. Courses are transferable to UC and CSU systems. Students can earn credit towards high school graduation requirements. Additionally, it provides exposure to the academic expectations of college, helping students make more informed decisions about their future educational and career paths.

- Student Support: High schools typically provide support and guidance to students enrolled in dual enrollment programs. This can include academic advising, counseling services, and assistance with navigating the college admissions process. Students can also access all LACC programs and services including the library, the writing lab, and tutoring.

The Dual Enrollment Program is an excellent opportunity for motivated high school students to accelerate their academic progress and gain valuable college experience before formally entering higher education. It can open doors to future educational and career opportunities while easing the transition from high school to college.

### Outreach and Recruitment

Student Services Building Second Floor 211  
(323) 953-4000 ext. 4002  
Email: [outreach@lacitycollege.edu](mailto:outreach@lacitycollege.edu)  
[www.lacc.edu/admissions/outreach-initiatives](http://www.lacc.edu/admissions/outreach-initiatives)

The Outreach and Recruitment office at 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 LACC. Outreach services include:

- LACC application for admissions
- Online or group orientation
- Navigating the student portal
- Registering for classes
- Instruction on how to make fee payments
- Information regarding student services and programs
- Education on financial aid resources
- Concurrent enrollment (for high school students)
- Identifying registration holds
- Student photo ID (Cub Card)
- College fairs
- Campus tours
- High school visits
- Workshops/presentations
- Referrals

### TRIO/Upward Bound

Student Services Building, Second Floor 242  
(323) 953-4000 ext. 2315  
Email: [lopezme@lacitycollege.edu](mailto:lopezme@lacitycollege.edu)  
[www.lacc.edu/admissions/outreach-initiatives/upward-bound](http://www.lacc.edu/admissions/outreach-initiatives/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 bachelor's 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.

### International Student Program

Administration Building, AD 109  
(323) 953-4000 ext. 2470  
Email: [iss@lacitycollege.edu](mailto:iss@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/international](http://www.lacc.edu/student-services/spr/international)

The International Student Program (ISP) assists international students with completing the paperwork needed to apply for an F-1 Visa. Through the ISP, students receive:

- Academic counseling, educational plans, and transfer assistance
- International student orientation for all incoming and transfer students
- U.S. immigration advisement
- Travel authorization and advisement regarding application for new visas
- Authorization and advisement on how to apply for optional practical training and extension of programs
- Liaison with U.S. and foreign embassies/consulates
- Assistance with matters of cultural adjustment
- Informational workshops, programming, and cultural activities
- Networks for international students to assist one another

Students in the ISP may apply to be part of the Language Academy (Intensive English Program), which helps students improve their English skills so they can excel in their college courses. Contact [la@lacitycollege.edu](mailto:la@lacitycollege.edu) for more information.

Visit the website for live chat, F-1 Visa status requirements, forms related to F-1 Visa status, workshops, and other information regarding the program.

## LACC Extension

Administration Building, AD 109  
(323) 953-4000 ext. 2651  
Email: [laccextension@lacitycollege.edu](mailto:laccextension@lacitycollege.edu)  
[www.lacc.edu/academic-programs/extension](http://www.lacc.edu/academic-programs/extension)

LACC Extension is a not-for-credit program that offers a wide array of classes and programs available to anybody in the community. Focused on giving you the opportunity to build new skills or grow in the skills you already have, Extension class offerings range from courses that are fun and recreational to those that are more career-focused.

Through reasonably-priced classes, LACC Extension engages the community to participate in lifelong multi-generational learning no matter what level of education you have previously received. Our classes provide individuals easy access to learning, both in the registration process and through our diverse offerings catered to meet the community's interests and needs.

To register for classes, visit our website or contact us by phone.

## LACC Foundation

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

The Foundation is a non-profit, tax-exempt corporation designed to receive gifts for the Los Angeles City College from individuals, corporations, and private foundations.

The Los Angeles City College Foundation develops philanthropic support to increase the capacity for accessible educational opportunities providing academic and vocational excellence for the students of Los Angeles City College, as well as enriching the cultural, economic, and civic life of Los Angeles.

To ensure the success of LACC students:

1. The Foundation expands programs, employing strategies to meet students' basic needs including food, housing, utilities, transportation, and access to healthcare.
2. The Foundation seeks to enable low-income students to enroll, persist, and succeed in Los Angeles City College's postsecondary education.
3. The Foundation annually provides students with over \$1 million in the form of scholarships, awards, book vouchers, emergency loans, and other means of financial support to allow them to continue to excel in their educational endeavors.

## Lost and Found

Cesar Chavez Administration Building, Room 111  
(323) 953-4005 or #3 from an on-campus telephone  
[www.lacc.edu/campus-life/campus-safety/sheriffs-office/lost-found](http://www.lacc.edu/campus-life/campus-safety/sheriffs-office/lost-found)

Inquiries about personal belongings lost on campus should be directed to the Sheriff's Office. The sheriffs 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.

## Mathematics, Engineering, Science Achievement (MESA) Program

Location: Life Science Room  
[www.lacc.edu/academic-programs/mesa](http://www.lacc.edu/academic-programs/mesa)

The LACC MESA Program serves students that are educationally and financially disadvantaged who are on a STEM track to transfer to a four-year institution pursuing a STEM degree in either Chemistry & Biochemistry, Computer Science, Information Systems and Application, Data Science, Earth Science (Geology), Engineering, Life Science (Biology), Life Science (Biology), Mathematics, or Physics.

Benefits:

- Increase the number of underrepresented students who graduate with degrees in math, science, and engineering
- Increase college retention and transfer rate to four-year institutions
- Build community within your STEM discipline
- Provide academic support that can boost your academic performance
- Provide peer to peer mentoring & faculty mentoring
- Provide conference attendance and field trips related to major.
- Provide student stipends

## Scholarships

Financial Aid Office:  
[www.lacc.edu/financial-aid/scholarships](http://www.lacc.edu/financial-aid/scholarships)

LACC Foundation:  
[www.laccfoundation.org/students/apply-for-scholarships/](http://www.laccfoundation.org/students/apply-for-scholarships/)

Merit scholarship opportunities are available to LACC students through the Financial Aid Office and the LACC Foundation. Criteria may include evidence of leadership in various academic departments and/or student activities, citizenship, financial need, and scholastic ability.

## Office of Special Services (OSS)

Student Services Building, First Floor Room 100  
(323) 953-4000 ext. 2270  
Email: [oss@lacitycollege.edu](mailto:oss@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/oss](http://www.lacc.edu/student-services/spr/oss)

The Office of Special Services/Disabled Students Programs and Services works with students who have physical, mental health, learning, and other disabilities to ensure equal access to academic programs and success at LACC (Administrative Procedure 5140). Students meet with their counselor or specialist to discuss how their disability impacts their education and to provide professional documentation of their disability. They work together to identify and authorize the appropriate services and accommodations the student needs which may include:

- Sign language interpreters
- Assistive/adaptive technology and training
- Alternate text (audio books, Braille, large print, etc.)
- Learning disabilities assessment and support
- Priority (early) registration
- Referrals (on/off campus resources)
- Specialized academic counseling: education and academic accommodation plans
- Learning Foundations classes
- Alternative testing
- Specialized tutoring
- 

### 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 requires 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

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Students and visitors with disabilities who require the assistance of a service animal are encouraged to contact the campus ADA Coordinator for more information.

## Office of Student Life

Student Union Building 219  
(323) 953-4000 ext. 2450  
Email: [studentlife@lacitycollege.edu](mailto:studentlife@lacitycollege.edu)  
[www.lacc.edu/campus-life/student-life](http://www.lacc.edu/campus-life/student-life)

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.

Services include:

- Peer 2 Peer mentor program
- Dean's Honor Tea
- Student Leadership Academy
- Commencement information
- Student basic needs support
- Student clubs and organizations

## Puente Program

Location: Student Services Building, Second Floor  
Phone Number: (323) 953-4000 ext. 2250  
Email: [garcia@lacitycollege.edu](mailto:garcia@lacitycollege.edu)  
[www.lacc.edu/Academics/Counseling/Department-Home](http://www.lacc.edu/Academics/Counseling/Department-Home)

Puente means "bridge" in Spanish. The mission of the Puente Program is to increase the number of educationally underrepresented students who transfer to four-year colleges and universities, earn degrees, and return to their communities as leaders and mentors to future generations. Puente is open to all students.

List of services provided: Students in the Puente program work closely with a Puente counselor until they transfer to a four-year college or university. Each cohort takes an English 101 and Counseling course and receives support from mentors in the local professional community.

## Resources for Success

Student Services Building, Third Floor  
(323) 953-4000 ext. 1302  
[www.lacc.edu/campus-life/student-life](http://www.lacc.edu/campus-life/student-life)

This special program addresses the basic needs of college students who are participating in EOPS, CalWORKs, TRIO SSS, and OSS.

Some of our services include:

- Textbook and school supply support
- Academic tutoring
- Housing support including (utilities)
- Food resources
- Financial support for an identified cohort of students with the greatest unmet financial need
- Case management

## Transfer Center

Student Services Building, Second Floor  
(323) 953-4000 ext. 2215  
[www.lacc.edu/student-services/transfer-center](http://www.lacc.edu/student-services/transfer-center)

The mission of the Transfer Center is to assist you in preparing for transfer to a four-year college or university by providing you with accurate, up-to-date information and a set of coordinated resources, activities, and services that support your transfer process.

Some of our services include:

- Advising and Counseling - General information and advising is available on a walk-in basis. Limited transfer counseling appointments may also be available. Call or visit office for availability.
- Application assistance - Get help with your 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, and transfer guarantee are available throughout the year
- Representative 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

Check our online calendar frequently for an updated list of scheduled events and activities.

## TRIO/Student Support Services

Student Services Building, Third Floor  
(323) 953-4000 ext. 2466  
Email: [wooten@lacitycollege.edu](mailto:wooten@lacitycollege.edu)  
[www.lacc.edu/academic-services/trio-sss](http://www.lacc.edu/academic-services/trio-sss)

The Trio/SSS program provides services that assist students in obtaining an associate degree and transfer to four-year institution within four years at LACC.

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

## UMOJA

Student Services Building Second Floor, Room 270  
(323) 953-4000 ext. 2462  
Email: [umoja@lacitycollege.edu](mailto:umoja@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/gendiversity-multicultural-center/umoja](http://www.lacc.edu/student-services/spr/gendiversity-multicultural-center/umoja)

Umoja (a Kiswahili word meaning “unity”) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. We believe that when the voices of histories of students are deliberately and intentionally recognized, the opportunity for self-efficacy emerges and a foundation is formed for academic success. Umoja actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American diasporas.

Services include:

- Supportive environment
- Counseling
- Tutoring
- Cultural workshops and events
- Leadership development
- Academic workshops
- Faculty and staff mentoring
- Historically Black Colleges and Universities (HBCU) tours
- Transfer agreements with UCs and HBCUs

## Veterans Resource Center (VRC)

Life Sciences Building, Room 101  
(323) 953-4000 ext. 2125  
Email: [veteransaffairs@lacitycollege.edu](mailto:veteransaffairs@lacitycollege.edu)  
[www.lacc.edu/student-services/spr/veterans](http://www.lacc.edu/student-services/spr/veterans)

The goal of the Veterans Resource Center (VRC) program is to create a supportive environment by acknowledging, honoring, and addressing veterans' unique needs, while helping them attain their educational goals.

Contact the VRC for more information about approved degrees, certificates, and transfer programs for VA benefits.

Services include:

- Campus service referrals including disability services through the Office of Special Services (OSS), Financial Aid, and Transfer Center
- Computer lab and printing services
- Mental health services through U.S. Vets
- VA educational benefits certification
- Veterans Club

## Welcome Center

Student Services Building, SSB180  
(323) 953-4000 ext. 2455  
For real time assistance: <https://laccd.zoom.us/j/3239532455>  
[www.lacc.edu/student-services/welcome-center](http://www.lacc.edu/student-services/welcome-center)

The Welcome Center is a one-stop location where you can find information about academic programs, access computers to apply to LACC, and complete the necessary steps to enroll as a student. Visit the website to live chat and meet with the members of the Welcome Center Team via Zoom.

Current and prospective students receive assistance with a variety of services including:

- 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

# ACADEMIC SUPPORT SERVICES

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## Cranium Cafe

Cranium Cafe is a meeting and collaboration tool designed specifically for student support. Once inside Cranium Cafe, students can utilize a variety of assets to enhance their experience remotely. Within Cranium Cafe, students can engage with staff members through the following avenues:

1. Live Chat - instantly chat with someone who is available
  2. Enter a Lobby - wait in line to speak to a representative
  3. Schedule an Appointment - make a future appointment where you can meet via telephone or video chat
- For more information about Cranium Cafe visit the website [www.lacc.edu/academic-services/cranium-cafe](http://www.lacc.edu/academic-services/cranium-cafe)

## Office of Economic Development and Workforce Education

Life Science, LS 207  
(323) 953-4000 ext. 1521  
[www.lacc.edu/academic-programs/edwe](http://www.lacc.edu/academic-programs/edwe)

The Office of Economic Development and Workforce Education (EDWE) at LACC works collaboratively with internal and both public and private sector partners throughout Los Angeles County to transform communities through excellence in career education. With the support of businesses, industry partners, and a variety of LAUSD schools, LACC is bridging the gap between a competitively skilled and competent workforce, and new, evolving workplace demands.

EDWE is empowered to provide exceptional, targeted programs and services by the administration of federal, state, and local level grants, and various workforce-related projects. EDWE facilitates the provision of a broad spectrum of pathways, resources, training, and tools for students, professionals, and businesses including:

- Career Technical Education (CTE)
- Dual Enrollment programs
- Student internships
- LACC Apprenticeship Initiative
- Career advancement services
- Job preparation and readiness support

## ESL Lab

Jefferson Hall JH 318  
Email: [writingsupport@lacitycollege.edu](mailto:writingsupport@lacitycollege.edu)  
[www.lacc.edu/academic-services/writing-support/esl-lab](http://www.lacc.edu/academic-services/writing-support/esl-lab)

The ESL Lab provides assistance for all students enrolled in ESL classes. You can also access the ESL Lab online by logging into LACC Penji Tutoring in Canvas.

At the ESL Lab, you can:

- Meet with a tutor (in-person or online)
- Submit assignments and get feedback from tutors
- Attend workshops and conversation club sessions
- Practice grammar and writing skills with the Achieve online program
- Check out a book from the ESL Library
- Use computer stations to complete assignments

## General Tutoring

Learning Center, MLK, Jr. Library, Second Floor  
Email: [gptutoring@lacitycollege.edu](mailto:gptutoring@lacitycollege.edu)  
[www.lacc.edu/academic-services/tutoring](http://www.lacc.edu/academic-services/tutoring)

The General Tutoring program provides tutoring services online and in-person for selected disciplines. Following are the current subjects for which tutoring is offered: anatomy, chemistry, communication studies, and music. Tutoring for individual courses is subject to availability. Check the website for an updated list of courses for which tutoring is offered. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to [web.penjiapp.com](http://web.penjiapp.com) and selecting LACC | General Tutoring.

## Library

Martin Luther King, Jr. Library  
(323) 953-4000 ext. 2400  
[www.lacc.edu/academic-services/library](http://www.lacc.edu/academic-services/library)

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. The Martin Luther King, Jr. Library offers:

- Computers for students (including accessible stations and 2 tables with height adjustability)
- Wireless access on all floors
- Copy and print stations
- Group study rooms
- Circulation/Periodicals Desk with textbooks and reserve material
- Reference Desk with faculty Librarians for research assistance
- Ask a Librarian 24/7 chat service
- Over 100,000 print books
- Online databases with ebooks, periodicals, and scholarly material
- A one-unit course is offered: LIB SCI 101 College Research Skills

## Noncredit Adult Education Program

Economic Workforce Development, Chemistry Building  
(323) 953-4000 ext. 2230  
[www.lacc.edu/academics/pathways/fs/noncredit-dept](http://www.lacc.edu/academics/pathways/fs/noncredit-dept)

The Noncredit Adult Education Program provides academic preparation, basic skills, High School Equivalency (HSE), English as a Second Language (ESL), short-term vocational programs, workforce training, and preparation to help you 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 Program offers over 40 CDCP certificates and more than 100 noncredit courses. Classes are noncredit and tuition FREE and do not generate degree-applicable college units. A full range of free personal, career and academic counseling services are available to you when enrolled in a noncredit course.

Classes are located at LACC and many educational sites throughout the community. Open-entry/open-exit classes allow you to register anytime during the school year. Day, evening, and Saturday classes are scheduled to meet your scheduling needs.

The program offers:

- Academic Preparation - Basic Skills - High School Equivalency. Strengthen your skills in reading writing, spelling, mathematics, English usage, and grammar. Academic Preparation provides you 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). Improve your English listening, speaking, writing, and pronunciation skills to reach your career, academic, and personal goals. Classes also incorporate civics education. Specialized strands such as Vocational ESL and ESL Conversation are available for advanced-ESL levels.
- Citizenship. Introduces you to the U.S. citizenship and naturalization process, U.S. history, and government. Prepares you for the U.S. Citizenship and Immigration Services USCIS interview and exam.
- Career Educational Training Programs. Offers you 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 you with pathways to long-term careers and success.

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

## Online Education

Administration Building, AD 300  
Teaching and Learning Center  
(323) 953-4000 ext. 2480  
[www.lacc.edu/academics/online](http://www.lacc.edu/academics/online)

Students can earn college credits, degrees, and certificates without coming to campus for classes. Online education takes place over the internet and can be offered synchronously (meeting at a designated time using Zoom) or asynchronously (no required real-time meetings). The college uses the Canvas learning management system. The schedule of classes indicates which sections are offered in an online format.

Students taking online classes have access to all support services. Visit the website for more information on technology, resources, and expectations for students to succeed in online education.

## Pi-Shop (Math Tutoring)

Learning Center, MLK, Jr. Library, Second Floor  
Email: [pishop@lacitycollege.edu](mailto:pishop@lacitycollege.edu)  
[www.lacc.edu/academics/pathways/stem/math-dept/student-support/pi-shop](http://www.lacc.edu/academics/pathways/stem/math-dept/student-support/pi-shop)

The Pi-Shop provides math tutoring service for students in all math levels, including Statistics and Mathematical Programming. Our service offers flexible tutoring options, including individual and group sessions, in-person and online, to support and enhance students' math learning. By working with our experienced tutors, students can achieve significant learning outcomes, including:

Students who use Pi-Shop tutoring services will:

- Solve mathematical problems using appropriate techniques.
- Analyze and interpret the results with the use of technology.

## Ralph Bunche Scholars Program

Franklin Hall 205  
(323) 953-4000 ext. 2345  
Email: [guardianscholars@lacitycollege.edu](mailto:guardianscholars@lacitycollege.edu)  
[www.lacc.edu/academic-programs/ralph-bunche-scholars](http://www.lacc.edu/academic-programs/ralph-bunche-scholars)

The Ralph Bunche Scholars (RBS) Program is LACC's honors transfer program. Honors students are known for academic excellence and rigor, and the program provides research opportunities. For information about admission requirements, our transfer partners, and the application process, visit the website.

Additional benefits of participating:

- Priority consideration when applying to transfer to UCLA and other elite universities
- Being part of a cohort of academically motivated students
- Closer collaboration with professors
- Academic advising from Honors Counselors
- Opportunities to present research
- Opportunities for scholarships
- Library privileges at UCLA
- Specialized meetings, get-togethers, trips, seminars

Successful completion of the RBS requirements provides the best pathway for transfer some of the most competitive colleges and universities in the nation.

## Learning Center

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Learning Center, MLK, Jr. Library, Second Floor  
Email: [learningcenter@lacitycollege.edu](mailto:learningcenter@lacitycollege.edu)  
[www.lacc.edu/academic-services/tutoring](http://www.lacc.edu/academic-services/tutoring)

The LACC Learning Center offers tutoring services online and on campus to support students in a variety of disciplines. The following tutoring programs are located in the Learning Center: The General Tutoring program, the Pi Shop (Math Tutoring), and the Writing Support Center. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to [web.penjiapp.com](http://web.penjiapp.com) and selecting LACC | General Tutoring, LACC | Pi Shop, or LACC | Writing Center.

## Writing Support Center

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Learning Center, MLK, Jr. Library, Second Floor  
Email: [writingsupport@lacitycollege.edu](mailto:writingsupport@lacitycollege.edu)  
[www.lacc.edu/academic-services/writing-support](http://www.lacc.edu/academic-services/writing-support)

The Writing Center provides writing assistance for all students, including those enrolled in English composition, literature, and other departments' classes with required writing assignments. Services include individual tutoring (in person and online), paper submission for receiving asynchronous feedback, faculty-led workshops on key writing and grammar topics, use of our Achieve writing-skills software, and embedded tutoring in ENGLISH 101 and E.S.L. 110 courses. Services are designed to enhance students' writing skills and confidence. Students can book an appointment or drop in for tutoring by clicking on LACC Penji Tutoring in Canvas or by going to <https://web.penjiapp.com/> and selecting LACC | Writing Center.

# STUDENT HANDBOOK

## ACADEMIC POLICIES

### Attendance

(LACCD Administrative Procedure 5070)

Regular attendance is an obligation assumed by every student at the time of registration. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions defined by the Board of Trustees and in published regulations. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.

Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered "no-shows" and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the fall/spring semesters, and 60% point of the class for summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time.

Students are expected to notify faculty by email and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled.

Any drops or exclusions that occur between 30% 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 approved extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to withdraw from class verifying extenuating circumstances.

For more information visit the Admissions and Records website at [www.lacc.edu/admissions](http://www.lacc.edu/admissions)

### Final Examinations

Final examinations are given in all courses. The final examination schedule for the current semester is available at [www.lacc.edu/academics/class-schedules/final-exam-schedules](http://www.lacc.edu/academics/class-schedules/final-exam-schedules)

### Academic Honors

(LACCD Administrative Procedure 4223)

Students with outstanding scholastic achievement are given public recognition through the LACC Dean's and President's Honors Lists, within the following parameters:

#### Dean's Honor List Requirements:

- 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 or more graded units and earn a 3.5 or higher GPA in the qualifying semester.

#### President's Honor List Requirements:

Students who have appeared on the Full-Time or Part-Time Dean's Honor for three or more consecutive semesters will be placed on the President's Honor List.

Credits in the LACCD during the qualifying semester, will be used in calculating the grade point average (GPA). Grades of "Credit" (Pass/No Pass) will not be counted in meeting the unit requirement for the Dean's or President's Honor List. Students who think they qualify for either of these honors can go to the Admissions and Records office to verify their eligibility.

Contact Admissions and Records office with questions or to have your certificate printed at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu).

### Grading Symbols and Definitions and Conditions for Use

(LACCD Administrative Procedure 4230)

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 | 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) Applies to credit and noncredit courses.                           |              |
| NP    | No Pass (Less than satisfactory – units awarded but not counted in GPA) 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) |              |

## Explanation of Symbols Without Impact on Grade Point Average

### **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 and Records office until the “I” is made up and a final grade assigned, or when one year has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work 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 circumstance.

### **IP - In Progress**

The “IP” symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await the course completion. The appropriate evaluative symbol (grade) and unit credit shall replace the IP symbol once the course is completed.

### **RD - Report Delayed**

The “RD” symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances 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. “RD” shall not be used in calculating grade point averages.

### **W - Withdrawal**

a. A student who withdraws prior to the expiration of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol “W” on their transcript. Instructors shall exclude students who are inactive during the first 30% of the term through the first census date for the academic term, as established by the District, by the deadline established by the District (See AP 5070 Attendance).

b. A student who withdraws after this period, but before the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol “W” on their transcript. Instructors shall exclude students who remained enrolled after the first census date, but who subsequently became inactive students prior to the expiration of 75 percent of the term, by the second exclusion deadline as established by the District.

c. A student who remains in a course beyond the final District withdrawal date for the course may not withdraw and shall receive the appropriate grade symbol on their transcript.

d. The “W” shall not be used in calculating grade point averages but shall be used in determining probation and dismissal of a student (see AP 4250 Probation and AP 4255 Dismissal and Readmission).

e. “Inactive students” include:

- Students identified as no-shows
- Students who officially withdraw
- Students who are no longer participating in the courses and are therefore dropped by the instructor

A student will be permitted to withdraw from a class and receive a “W” no more than three times.

### **MW - Military Withdrawal**

Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses.

a. Upon verification of such orders, the military withdrawal symbol “MW” shall be assigned to all courses affected by the military withdrawal.

b. Military withdrawals shall not be counted in progress probation and dismissal calculations and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

### **EW - Excused Withdrawal**

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

a. “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) on their transcript. Students shall not be denied an excused withdrawal due to a college’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances.

b. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts.

c. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

*Required Form:* [Emergency Withdrawal Request](#)

*Email to:* [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Pass/No Pass Option

(LACCD Administrative Procedure 4232)

You may receive a P or NP grade only for those credit courses that have been identified by the faculty as being eligible for Pass/No-Pass grading. This includes credit courses that are graded exclusively on a Pass/No Pass basis and courses that allow students the choice of earning a Pass/No Pass grade or a letter grade. All other credit courses must be completed with a letter grade. Pass/No Pass grades are not counted in the GPA. For courses in which a student has a choice of grading method, the student must request the grading method change by the last day of instruction. Letter grades are not awarded for noncredit courses, but may be

graded on a Pass/No Pass/Satisfactory Progress basis. In order to earn a passing grade, students must satisfactorily complete the coursework at the level of a letter grade of C or higher.

Required form: [Pass/No Pass Grading Petition](#)

Email to: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

**The following credit courses are graded as Pass/No Pass only:**

| <b>SUBJECT</b> | <b>NUMBER</b>   |
|----------------|---|
| CH DEV         | 084-1, 084-2, 085-1                                     |
| E. S. L.       | 003A, 003B, 003C, 004A, 004B, 004C                      |
| ENGLISH        | 067, 068, 104, 108                                      |
| KIN            | 372-1, 372-2  |
| LRNFDTN        | 001, 002, 003, 004, 031A, 031B, 032, 040, 059, 070, 071 |
| MATH           | 010, 100, 185, 202                                      |
| MUSIC          | 180-1, 180-2, 180-3, 180-4                              |
| PSYCH          | 043   |
| RAD TEC        | 280, 281, 282, 283                                      |
| REGNRSG        | 104L, 105L, 106L, 107L, 108L, 109L, 110L, 111L          |

All noncredit courses (BSICSKL, ESL NC, ESLCVCS, VOC ED) are recorded as Pass/No Pass/Satisfactory Progress.

### Recording of Grade

A student who is enrolled in a course on the "Pass/No Pass" basis shall receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion is equivalent to the grade of "C" or better. A student with unsatisfactory performance will be assigned a "No Pass" grade.

### Grade Point Calculation

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

### Conversion to Letter Grade

A student who has received credit for a course taken on a "Pass/No Pass" basis may not convert this credit to a letter grade.

## Grades and Grade Changes

(LACCD Administrative Procedure 4231)

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, and such longer period shall apply at that college.

You may request a grade change by submitting a General Petition form.

Required form: [General Petition](#)

Email to: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Academic Renewal

(LACCD Administrative Procedure 4240)

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. You must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

You may petition to have your academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Coursework to be disregarded is limited to "D" and "F" grades in courses not subsequently completed with a "C" or better at the LACCD colleges.
2. In order to qualify for academic renewal, the student must have completed a minimum of the equivalent of 12 semester units with a 2.0 GPA at any United States regionally accredited institution(s) at any time after the semester or session of the coursework to be disregarded.
3. At least one (1) semester must have passed since the semester or intersession term when the coursework to be disregarded was completed.

If 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.

Graduation honors and awards are to be based on your cumulative grade point average for all college work attempted.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Complete an Academic Renewal Petition and meet with a counselor for review and approval of the petition. You or the academic counselor can send the approved petition for processing to the Admissions and Records office.

Required Form: [Academic Renewal Petition](#)

Email to: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Auditing

(LACCD Board Policy 4070)

Students 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 10 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. No student auditing a course shall be permitted to change his/her 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.

Required form: [Audit Enrollment Request](#)

Email to: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Repeatable Courses

(LACCD Administrative Procedure 4225, 4227, 4228)

Certain courses in the college catalog may be repeated for additional unit credit. These courses, marked "RPT" in the "Credit Courses" section of this catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods.

### Limits on Active Participatory Courses

Active participatory courses which do not fall under sections 1, 2, and 3 above are not repeatable. 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. 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.

Submit a Repeated Class Petition to Admissions and Records to request grades of D or F be removed from your grade point calculation when you have repeated the class. Only classes repeated within the Los Angeles Community College District are eligible.

Required form: [Repeated Class Petition](#)

Email to: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

## Conditions to Repeat a Course

(LACCD Administrative Procedure 4225)

### 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

- a. 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. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.
- b. Repeating a course due to significant lapse is permitted if the college has established a recency prerequisite for a course or program, or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course (defined as no less than 36 months since the most recent grade was awarded). At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA.
- c. 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.
- d. Students may repeat a cooperative work experience course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
- e. Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards.
- f. Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

## Course Families

(LACCD Administrative Procedure 4227)

Courses in physical education, visual arts, or performing arts that have related content are grouped into a course family. Students may only take four courses within a course family.

| COURSE FAMILY                  | COURSES   |
|--------------------------------|---|
| Art - Acrylic                  | ART 304, 305, 306   |
| Art - Ceramics                 | ART 709, 710, 711, 713, 714   |
| Art - Clay Sculpture           | ART 707   |
| Art - Design                   | ART 501, 502, 503   |
| Art - Directed Studies         | ART 185, 285, 385   |
| Art - Drawing                  | ART 201, 202, 203, 209  |
| Art - Gallery Techniques       | ART 521   |
| Art - Graphic Design           | ART 604, 605, 606   |
| Art - Illustration             | ART 620, 621  |
| Art - Imaging                  | ART 618, 619  |
| Art - Life Drawing             | ART 204, 205, 206, 207  |
| Art - Oil Painting             | ART 307, 308, 309, 310, 311, 312  |
| Art - Relief Printmaking       | ART 401, 402, 407   |
| Art - Sculpture                | ART 700, 701, 702, 703, 706   |
| Art - Typography               | ART 600, 601, 603   |
| Art - Water Color              | ART 301, 301A, 302, 303   |
| Art - Web Site Design          | ART 645, 646  |
| Cooperative Education          | 911, 921, 931, 941 IN THE FOLLOWING DISCIPLINES:<br>ACCTG, ADM JUS, ART, BUS, CAOT, CH DEV, CIN-<br>EMA, CIS, ENG GEN, FINANCE, JOURNAL, LAW,<br>MARKET, MGMT, MUSIC, PHOTO, REAL ES, THE-<br>ATER, COOP ED 195, 196, 295, 296, 395, 396;<br>SUPV 941 |
| Dance - Ballet Techniques      | DANCETQ 111, 112, 113, 114  |
| Dance - Dance Choreography     | DANCEST 301, 302, 303, 304, 452   |
| Dance - Dance Performance      | DANCEST 822, 823  |
| Dance - Dance Productions      | DANCEST 814   |
| Dance - Folk Dance Forms       | DNCESPC 311, 312  |
| Dance - Jazz Techniques        | DANCETQ 121, 122, 123, 124  |
| Dance - Latin and Social Dance | DNCESPC 321   |
| Dance - Modern Techniques      | DANCETQ 141, 142, 143, 144  |
| Dance - Special Projects       | DANCEST 185, 285  |
| Dance - Tap Dance              | DNCESPC 331   |
| Dance - Yoga/Stress Management | DANCETQ 221, 222, 223, 224, 231, 241, 242   |
| KIN - Acrobatics               | KIN 206   |
| KIN - Aerobics, Circuit Trng   | KIN 045, 229, 230, 246, 250, 250-1, 250-2, 250-3, 326,<br>327, 329-2, 329-3, 330-2, 330-3, 331, 333   |
| KIN - Aquatics                 | KIN 201, 201-1, 202, 205, 300, 300-1, 300-2, 300-3,<br>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,<br>291-2  |
| KIN - Directed Studies         | KIN 185, 285  |
| KIN - Individual Activities    | KIN 268, 328, 328-1, KIN MAJ 100  |
| KIN - Martial Arts/Combatives  | KIN 215-1, 215-2, 215-3, 217  |
| KIN - Mind/Body Conditioning   | KIN 249-1, 249-2, 251-1, 251-2, 251-3, 265  |
| KIN - Team Sports              | KIN 287, 287-1, 287-2, 289, 289-1, 289-2, 290   |
| KIN - Track and Field          | KIN 180, 237, 272, 307, 307-2, 307-3, 334, 334-2,<br>334-3, 334-4   |
| Music - Brass Instruments      | MUSIC 601, 602, 603, 604  |
| Music - Classical Guitar       | MUSIC 650, 651, 652, 653, 654, 664, 670, 771  |
| Music - Percussion Instruments | MUSIC 631, 632, 633, 634  |
| Music - Piano                  | MUSIC 311, 312, 313, 314, 321, 322, 323, 324, 341,<br>341-1, 341-2, 341-3, 341-4, 361, 361-1, 361-2, 361-3,<br>361-4  |
| Music - String Instruments     | MUSIC 611, 612, 613, 614  |
| Music - Voice                  | MUSIC 400, 401, 402, 403, 404, 411, 412, 413, 414, 431,<br>432, 433, 434, 441, 453, 563   |
| Music - Woodwind Instruments   | MUSIC 621, 622, 623, 624  |

| COURSE FAMILY                      | COURSES                                       |
|------------------------------------|---|
| Theater - Acting                   | THEATER 278                                   |
| Theater - Acting Study & Prof      | THEATER 271, 272, 273, 274, 274-1, 274-2, 275 |
| Theater - Analysis of Theater      | THEATER 105-1, 105-2, 105-3, 105-4            |
| Theater - Directed Study           | THEATER 185, 285, 385                         |
| Theater - Directing                | THEATER 225, 227                              |
| Theater - Ensemble Performance     | THEATER 291, 292, 293                         |
| Theater - Movement                 | THEATER 265                                   |
| Theater - Musical Theater          | THEATER 210, 212, 279, 280                    |
| Theater - Performance Prep.        | THEATER 276, 276-1, 276-2, 277                |
| Theater - Student Performance      | THEATER 232, 233, 235                         |
| Theater - Theater in the Community | THEATER 250                                   |
| Theater - Voice Theory             | THEATER 240, 242-1, 242-2, 242-3, 242-4       |

## Limitations on Awarding Credit

LACC does not grant credit for courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted. College courses taken may duplicate AP, IB and/or A-Level examinations. Additionally, exams may duplicate each other (for example, an AP or IB exam in the same subject area).

The CSU and UC and their respective campuses govern credit limitations toward the baccalaureate degree. For UC credit limits visit the section "special regulations for courses in specific subject areas" on the UC Transfer Articulation website at [ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html](http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html) or contact the Counseling Department for more information.

## Credit for courses completed at other institutions inside the United States

(LACC Administrative Procedure 4051)

If you are seeking credit for coursework from other institutions in the U.S., the college must be regionally accredited. You will need to have your transcripts evaluated by the appropriate faculty. Major course requirements for local degrees and certificates of achievement may be substituted or waived solely at the discretion of academic department faculty, provided that the major requirement units do not fall below 18 units for the local degree or 16 units for the certificate of achievement.

Course substitutions need not be stated in the college catalog, student information system, or any other database that houses academic program requirements. Course substitutions for major requirements for Associate Degrees for Transfer may be recommended by academic department faculty but must be reviewed and approved by the college Articulation Officer. Substitution of coursework required to meet any general education requirements and graduation competency is solely at the discretion of the counseling faculty or Articulation Officer.

Appropriate credit will be awarded when your transcripts are officially verified and when you submit graduation petitions and/or transfer certification. Your official transcripts and/or external exams from other institutions must be sent directly to the Admissions and Records office.

## Pass Along Credit

LACC does not award credit posted to a third-party institution's transcript. Credit is only considered from the original institution's official academic record.

## Credit for courses completed at institutions outside the United States

(LACCD Administrative Procedure 4051)

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 (ADTs), IGETC, or CSU GE-Breadth. For more information you may refer to LACCD ADT Reciprocity Guidelines, IGETC Standards, CSU Executive Order 1100, or contact the Counseling Department.

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 Written Expression

## Credit for Prior Learning

(LACCD Administrative Procedure 4235)

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Credit for Military Service/Training, student-created portfolios, and credit by examination. To discuss the awarding of credit for prior learning, contact a counselor or the appropriate department chair.

Credit for Prior Learning useful links:

Advanced Placement (AP) - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPST473C85C>

International Baccalaureate (IB) - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPSWV749E27>

CLEP - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPRZP707333>

## Credit for Military Service

(LACC Administrative Procedures 4100, 4235)

- To receive credit for military services you will need to arrange for your military transcripts to be sent to our LACC Admissions and Records office (you can request them at <https://jst.doded.mil>).

We encourage you to visit the Veterans Resource Center where a counselor will evaluate your transcripts for appropriate General Education credits and/or for major course substitution toward our local degrees and certificates.

Note that you must also include documentation of at least 181 days of active duty performed (e.g., DD214).

## 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. Visit [www.lacc.edu/admissions/transcripts](http://www.lacc.edu/admissions/transcripts) for information on how to request an official academic transcript online, through the student portal, or by mail. The transcript will include all coursework completed within LACCD.

Each student is entitled to two academic transcripts without charge. Regular transcripts cost \$3 each and require 7 to 10 working days of processing time from the day your request is received by Admissions and Records. Rush transcripts cost \$10 per transcript and are available for same day pickup.

*Required form:* [Transcript Request Form](#)

*Email to:* [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

# STUDENT CODE OF CONDUCT

## **Standards of Student Conduct**

(LACCD Board Policy 5500)

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges 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 the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons 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. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. 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.
3. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
8. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. 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.
9. 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.
10. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which 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 and depressants
  - Cocaine
11. 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 for all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.
12. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.
13. 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.
14. Any agreement between two or more persons to perform illegal acts.
15. 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 statement, written statements, telephone threats or physical threats.
16. 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 college premises or functions.
17. Theft or abuse of computer resources including but not limited to:
  - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
  - Unauthorized transfer of a file
  - Unauthorized use of another individual's identification and password
  - Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records
  - Use of unlicensed software

- Unauthorized copying of software
  - 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
  - Use of computing facilities to interfere with the regular operation of the college or district computing system
18. 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.
  19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or 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.
  20. 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.
  21. 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.
  22. 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.
  23. Conduct which poses a threat of harm to the individual and/or to others includes, but is not limited to, the following types of conduct:
    - Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
    - Failure to follow safety directions of District and/or College staff;
    - Willful disregard of safety rules as adopted by the District and/or College; and/or
    - Negligent behavior which creates an unsafe environment.

## Student Discipline Procedures

(LACCD Administrative Procedure 5520)

The purpose of this Administrative Procedure is to provide uniform procedures to assure due process when a student is charged with a violation of the 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 LACC independently of any charges filed through civil or criminal authorities, or both.

### General Policy

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 Policy 5500 ("Standards of Student Conduct") 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 or other college property or at a college-sponsored activity or event.

### Disciplinary Action

The College may take appropriate disciplinary action in response to student misconduct as defined by the violation of the Standards of Student Conduct.

Disciplinary measures may be taken by the college independent of any charges filed through civil or criminal authorities, or both. Disciplinary action may include warning, reprimand, restitution, suspension, or expulsion from one or more classes, programs, activities, campus locations, or the entire district.

You may address questions pertaining to student conduct to: [alvarezj@laccd.edu](mailto:alvarezj@laccd.edu) or visit the student conduct website at: [www.lacc.edu/campus-life/campus-safety/student-conduct](http://www.lacc.edu/campus-life/campus-safety/student-conduct)

# ADDITIONAL POLICIES AND INFORMATION

## **Alcohol and Drug-Free Campus**

(LACCD Administrative Procedure 3550, 3560)

LACC 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.*

## **Educational Environment Policy**

Due to requirements set forth by the Occupational Safety and Health Administration, proper attire, including shoes, eyewear, and other articles, should be worn during all class hours.

## **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.

## **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.

## **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.

## **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**

(LACCD Board Policy 3570)

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 administrators.

## **Workforce Diversity**

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability,

marital status, sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. An Affirmative Action Program will be maintained in accordance with Board Rule 101301.

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

## **Counseling, Treatment, and Rehabilitation**

Students should contact the LACC Student Health and Wellness Center at (323)-953-4000 ext. 2485 for assistance and referrals.

## **Title IX**

Title IX of the 1972 Education Amendments (Title IX) 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 gender-based discrimination or harassment, sexual harassment, sexual misconduct, sexual assault, dating and domestic violence, and gender-based stalking.

## **New Regulations**

In May 2020, the US Department of Education issued new Title IX regulations mandating how colleges that receive federal funding must respond to sexual harassment and sexual misconduct under Title IX. In August 2020, these new Title IX regulations went into effect. To be compliant with the new regulations, LACCD adopted a new Administrative Regulation (C-15) to respond to Title IX complaints that meet specific criteria.

## **Filing a complaint**

To address Title IX issues, LACCD has designated a Title IX and Deputy Title IX Coordinator specially trained to work with individuals who report gender-based discrimination and sexual misconduct and provide information about resources, support services, and procedural options. To make a report about a specific incident, contact the Deputy Title IX Coordinator below assigned to your college or site within the District.

Natalie Mason-Kinsey  
Title IX Coordinator  
Director of Diversity, Equity, Inclusion & Accessibility  
(213) 891-2315  
[titleix@email.laccd.edu](mailto:titleix@email.laccd.edu)

## **Reporting to Law Enforcement**

You have the right to file a report with law enforcement as well as the District. You can file a criminal complaint with the Sheriff's Department at your College or local police department, depending on where the incident took place. For a crime that occurred on campus, contact the Sheriff's Office at (323) 953-2911, or if off-campus, call 911.

### **LACCD Title IX Policy & Procedure**

The LACCD Prohibited Discrimination and Harassment Policy, which covers sexual harassment and Title IX issues is in Chapter XV of the Board Rules.

To file a Title IX Complaint, you can contact the appropriate Title IX Coordinator or Deputy Coordinator above or submit a Complaint form online.

### **Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy**

(LACCD Board Rule 15001)

It is the policy of the Los Angeles Community College District 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.

The Los Angeles Community College District Board of Trustees condemns any act of Sexual Misconduct committed at any of its facilities or at any of its activities. The Los Angeles Community College District is committed to taking immediate and appropriate action upon learning of potential incidents of Sexual Misconduct.

Investigation of all complaints alleging violations of this Chapter shall be conducted under the auspices of the Office of Diversity, Equity, and Inclusion. Implementation of temporary, interim sanctions shall be overseen by the Title IX Coordinator for that site, with the advice and consent of relevant administrators. Implementation of permanent sanctions shall be overseen by the College President or at the Educational Services Center ("ESC") by the Deputy Chancellor as set forth in the Administrative Regulations which comply this policy.

Natalie Mason-Kinsey  
Title IX Coordinator  
Director of Diversity, Equity, Inclusion & Accessibility  
(213) 891-2315  
[titleix@email.laccd.edu](mailto:titleix@email.laccd.edu)

### **Academic Freedom**

(LACCD Board Policy 4030)

Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold the District's professional ethics policies for faculty, administrators, and staff, and in the case of students, to abide by the District's Standards of Student Conduct.

The District recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas,

taboos, behavior or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

### **Student Rights and Grievances**

(LACCD Administrative Procedure 5530)

The purpose of this regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by 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.

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, 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; an appeal for residency decision; the eligibility, disqualification or reinstatement of financial aid; student discipline; freedom of the press; or employee discipline.

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.

### **Statute of Limitations**

The statute of limitations period for requesting a Grievance Hearing under this regulation is one hundred twenty (120) calendar days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance.

For more information about student grievances visit the website at: [www.lacc.edu/campus-life/campus-safety/student-conduct/student-grievances](http://www.lacc.edu/campus-life/campus-safety/student-conduct/student-grievances) or send an email to [ombudsperson@lacitycollege.edu](mailto:ombudsperson@lacitycollege.edu)

## Family Education Rights and Privacy Act

(LACCD Administrative Procedure 5040)

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

1. 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 Admissions and Records office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the Admissions and Records 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.

2. 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.

3. 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 Admissions and Records office authorizing said release with a specific list of the information to be released.

Federal and California law authorizes 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.

4. 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 Admissions and Records 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.

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.
5. 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 is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Free Speech Areas and Campus Access

### I. Background

Education Code Section 76120 requires the Board of Trustees to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each Community College campus. This section requires that these rules and regulations include provisions for the time, place, and manner for conducting free speech activities. The Board of Trustees has delegated to the Chancellor the responsibility for developing and implementing the required free speech rules and regulations on each LACCD campus.

The Chancellor, or his/her designee, shall work with each College President to identify campus areas available for student expressive activity and to develop the required time, place and manner regulations applicable to the exercise of free expression by students. In addition, the College President at each College shall identify a portion of his/her college campus as a Free Speech Area(s), and develop appropriate regulations to govern the use of such area(s). The identified Free Speech Area(s) is/are areas available to all persons for First Amendment activities, including the distribution of free literature or materials, and obtaining petition signatures.

The purpose of these regulations is to foster free speech, assembly, and other expressive activities, while addressing the need of each Community College campus to make necessary arrangements to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Accordingly, these regulations are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly and peaceful flow of College business and activities.

Each campus shall have copies of this Administrative Regulation, copies of the campus time, place and manner regulation, and copies of the campus map identifying the FSA(s) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

### II. Accessing the Free Speech Area(s)

The location of the Free Speech Area(s) on each College campus is/are identified on the College's campus map. The Office of Student Services or similar office is also identified on the campus map. A copy of the campus map is available online on each College's website. Any visitor (defined as any persons unaffiliated with LACCD) seeking access to a College's Free Speech Area(s) shall first report his/her/their presence to the Office of Student Services, or similar office, identified on the campus map. The visitor or organization representative shall be provided: 1) a copy of this Administrative Regulation; 2) a copy of the campus time, place, and manner regulation; and 3) a copy of the campus map. The visitor or organization representative shall be asked to complete a "Voluntary Acknowledgment Form." Representatives of organizations will also be asked to identify the organization and indicate the number of persons expected to visit the Free Speech Area(s).

Completing the "Voluntary Acknowledgment Form" is completely voluntary and is available in the Office of Student Life located in the Student Union Building. No person or organization will be denied access to the FSA(s) for refusing to complete the "Voluntary Acknowledgment Form." The form is not a permit to use a Free

Speech Area. The information provided on the form will be used to document your presence on campus, assess the need for security, and address capacity issues and overcrowding.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the Office of Diversity, Equity, and Inclusion, 770 Wilshire Boulevard, Los Angeles, CA 90017, Tel: (213) 891-2315, Fax: (213) 891-2295, and email: [Diversity-Programs@email.laccd.edu](mailto:Diversity-Programs@email.laccd.edu).

## Free Speech Area Time, Place, and Manner Regulation

The Los Angeles City College Free Speech Area(s) is/are identified on the campus map.

The use of the campus Free Speech Area(s) is subject to the following restrictions:

### 1. Time

The Free Speech Area(s) is/are open from 8:30am to 8:00pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Free Speech Area(s).

### 2. Place

The Free Speech Area(s) is/are the space(s) identified on the campus map. The College President, or designee, may expand or relocate the Free Speech Area(s), or may open additional temporary space(s), as he/she may deem necessary.

### 3. Manner

There are no restrictions on the subject matter or viewpoint that may be expressed by users.

Persons using the Free Speech Area(s) shall not:

- Use any means of amplification
- Physically touch, strike, batter, or assault any person
- Impede the progress of passersby
- Undertake any activity that substantially disrupts the orderly operation, or substantially interferes with the education activities, of the College
- Use speech or expression which is obscene according to current legal standards
- Engage in illegal activities or activities which violate LACCD or campus rules
- Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations

All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.

All persons who wish to use a table or place any large in the free speech area, must obtain permission from the Office of Student Life only to ensure that the placement of the table or large object will not obstruct the walkways.

The Office of Student Life should be notified at least five (5) business days in advance if the expressive activities are anticipated to require security, impede pedestrian traffic, pose a substantial risk of disrupting the functioning of the College, or draw a crowd of at least fifty (50) people. Prior notice is requested to ensure there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the space, there are sufficient resources available for crowd control and security, and there is continued access to the free speech area. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the Office of Student Life with as much advance notice as circumstances reasonably permit.

No unauthorized vehicles are allowed on campus.

# COMPLETING YOUR CAREER AND ACADEMIC PATHWAY: GRADUATION REQUIREMENTS

LACC offers various pathways to support the completion of educational and career goals, including associate degrees, certificates, transfer requirements, career and technical education, and foundational skills programs.

## Types of Programs Offered\*

|                                       | CERTIFICATE OF COMPLETION<br>CERTIFICATE OF COMPETENCY | CERTIFICATE OF ACHIEVEMENT<br>SKILLS CERTIFICATE | ASSOCIATE OF ARTS (AA)<br>ASSOCIATE OF SCIENCE (AS)   | ASSOCIATE IN ARTS FOR TRANSFER (AA-T)<br>ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)  | PREPARATION FOR TRANSFER (WITH OR WITHOUT A DEGREE)   |
|---------------------------------------|--|--|---|--|---|
| EDUCATIONAL AND CAREER GOAL           | Foundational skills                                    | Career and technical education                   | Earn an associate degree  | Transfer to CSU and earn an associate degree   | Transfer to CSU, UC, or private 4-year school   |
| MINIMUM UNITS                         | Noncredit (no units)                                   | Varies   | 60 units, including at least 18 units in the major  | 60 CSU transferable units, including at least 18 units in the major  | 60 CSU or UC transferable units<br><br>Varies for private 4-year schools  |
| TYPICAL LENGTH OF TIME                | 1-2 semesters  | 1-2 semesters                                    | 4 semesters   | 4 semesters  | 4 semesters   |
| RECOMMENDED GENERAL EDUCATION PATTERN |  |  | LACCD General Education or California State University General Education-Breadth (CSU GE-Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) | California State University General Education-Breadth (CSU GE-Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU | Intersegmental General Education Transfer Curriculum (IGETC) <sup>1</sup> inclusive of 7-course pattern for UC or California State University General Education-Breadth (CSU GE-Breadth) or CSU or UC campus specific |
| OTHER CONSIDERATIONS                  |  |  |   |  | UC Transfer Pathways<br><br>Pathways+<br><br>Transfer Admissions Guarantee (TAG)<br><br>Articulation agreements exist with private 4-year schools   |

\* Consult with a counselor or the Transfer Center for more information.

<sup>1</sup> The Intersegmental General Education Transfer Curriculum (IGETC) is 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.

# Associate Degrees

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

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) are 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.

Students transferring to a CSU campus that accepts 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.

Students intending to transfer to a particular CSU campus or a university that is not part of the CSU system should consult with a counselor for more information on university admission and transfer requirements.

### Requirements:

(LACCD Administrative Procedure 4100)

The following is required for all AA-T and 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. 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.
4. Completion of the California State University General Education-Breadth (CSU GE-Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern.

### Degrees Offered:

For a complete list of transfer degrees see page 62 of this catalog.

## Associate of Arts (AA) and Associate of Science (AS)

Associate of Arts (AA) and Associate of Science (AS) degrees are for students who wish to complete an associate degree and begin a career. 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.

### Requirements:

(LACCD Administrative Procedure 4100)

The following is required for all AA and AS degrees:

1. Minimum of 60 semester units in a selected curriculum.
2. Minimum grade-point average (GPA) of at least 2.0 or better in all work attempted in the curriculum upon which the degree is based.
3. Completion of at least 18 semester units of study in a major or area of emphasis. 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.
4. Completion of 18-21 semester units of study in the LACCD General Education Plan. Students may also use CSUGE or IGETC to meet the general education requirement (refer to page 53 for more information)
5. Students must complete no fewer than 12 units within the LACCD. Exceptions to residence requirements for the associate degree may be made by the college president when it determined that an injustice or undue hardship would be placed on the student.

### Degrees Offered:

For a complete list of transfer degrees see page 62 of this catalog.

## General Education for Associate Degrees

### The Purpose and Philosophy of General Education

Central to all associate degree programs at LACC, general education prepares students to be successful in a dynamic, complex, and multicultural world.

Students who complete general education at LACC will:

- Gain a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, natural sciences, mathematics, and social and behavioral sciences
- Possess the essential academic skills of critical and creative thinking, oral and written communication, quantitative reasoning, and information competency
- Be ethical, self-aware, and productive citizens with an appreciation of aesthetics, cultural diversity, and global issues
- Develop skills and abilities that can be applied to subsequent coursework, employment, and all other aspects of their lives.

### Types of General Education

(LACCD Administrative Procedure 4100)

You may complete one of the following general education plans that best fits your program of study:

#### LACCD General Education

Required to complete the Associate of Arts (AA) and Associate of Science (AS) degrees. This plan is for students who wish to complete an associate degree and begin a career.

### **California State University General Education Breadth (CSU GE-Breadth and CSU GE-Breadth for STEM)**

This plan is for students who intend to transfer to CSU, but can be used to meet the general education requirements for any associate degree offered by LACC. This CSUGE meets the general education requirements for Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees. Currently the CSUGE for STEM may only be used for the Biology AS-T degree.

### **Intersegmental General Education Transfer Curriculum (IGETC and IGETC for STEM)**

This general education plan may be used to meet the general education requirements for any associate degree offered by LACC, and provides the greatest flexibility for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus. IGETC is a general education plan that 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. Currently, IGETC for STEM may only be used for the Biology AS-T degree. If you intend to transfer to a CSU campus, you must complete IGETC Area IC.

Students pursuing majors that require extensive lower division major preparation may not find the IGETC option appropriate. Some students may be better served by completing specific lower division major requirements of the UC campus to which they plan to transfer and the UC 7-course pattern requirements, rather than completing IGETC. Consult with a counselor.

## **Graduation Competency Requirements for Associate Degrees**

(LACCD Administrative Procedure 4100)

### **Written Expression, Mathematics, and Ethnic Studies Competency Requirements**

Continuing students with catalog rights from prior to fall 2019 who place into any transfer-level math course have met math competency for all associate 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.

The competency requirements for all associate degrees are met by the following criteria:

#### **1. Mathematics Competency**

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

- a) Satisfactory completion of a course in mathematics at or above the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at or above the same level, with the same rigor, and with Elementary Algebra as a prerequisite, approved locally). This requirement may also be met by satisfactory completion of a mathematics course taught in another department or discipline that requires entrance skills at a level equivalent to Intermediate Algebra, or by demonstrating competency that

is comparable to satisfactory completion of a mathematics course at or above the level of the course typically known as Intermediate Algebra.

- b) 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.

- c) 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.

- d) Achieving a satisfactory score (using a DAS-approved scoring-method) on a DAS-approved District Mathematics Competency Examination.

- e) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.

#### **2. Written Expression Competency**

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

- a) Verification of passing with a grade of C or P or higher freshman composition course from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher.

- b) 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.

- c) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.

#### **3. Ethnic Studies Graduation Competency (AP 4100)**

Students enrolling for the first time at an LACCD college in the fall 2023 term or later must complete an ethnic studies course to graduate with an Associate Degree or an Associate Degree for Transfer. The Ethnic Studies graduation requirement may be met as follows:

- Associate Degrees for Transfer (ADT) – completion of an ADT requires completion of either the CSUGE Breadth or IGETC general education pattern. Because both patterns include an Ethnic Studies area, completion of an ADT automatically meets the Ethnic Studies requirement. However, courses must be approved for CSUGE Breadth Area F or IGETC Area 7 to meet the Ethnic Studies requirements for those general education patterns.
- Associate Degrees (non-ADT) – completion of any ethnic studies course approved for CSUGE Breadth Area F, IGETC Area 7, or any other ethnic studies course identified by the college as meeting the Ethnic Studies graduation competency requirement.

Students with catalog rights established prior to fall 2023 are exempt from this requirement. If you are not sure if you are required to meet the Ethnic Studies graduation requirement, it is strongly recommended that you meet with a counselor to determine how to meet the ethnic studies requirement in a way that best fits with your educational goals.

Note on CSUGE Breadth Area F: Students with catalog rights established in fall 2021 or later, and who are seeking full CSUGE Breadth certification, must complete the Area F requirement regardless of the fall 2023 implementation of the LACCD Ethnic Studies graduation requirement. Be sure to speak with a counselor if you are not sure if this applies to you.

### **Courses Meeting the Written Expression, Mathematics, and Ethnic Studies Competencies**

#### **Written Expression**

- ENGLISH 101, 101Z
- E.S.L. 110

#### **Mathematics**

- BUS 015
- MATH 125, 134, 167, 215, 216, 227, 227S, 229, 230, 236, 245, 258, 260, 260S, 261, 261S, 262, 263, 270, 272, 275, 279
- SOC 125

#### **Ethnic Studies**

- AFRO AM 004, 005, 007
- ASIAN 001
- CHICANO 004, 007, 008, 047

### **Credit for External Examinations**

(LACCD Administrative Procedure 4236, 4237, 4238)

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. Refer to the LACCD AP, IB, and/or the CLEP located in the Academic Policy section of this catalog. Contact the Counseling Department for assistance.

### **Double-Counting of Coursework**

(LACCD Administrative Procedure 4100)

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

Some courses may be applicable towards more than one general education plan. Consult with a counselor for more information.

### **General Education Requirements for Students with Prior Degrees**

(LACCD Administrative Procedure 4100)

#### **Associate Degree**

LACCD Associate Degree general education requirements are fully satisfied by students who have earned an Associate degree from a United States Regionally Accredited Institution. The Associate

Degree competency requirements in mathematics, ethnic studies, and written expression must still be satisfied and will be evaluated on an individual student basis.

#### **Bachelor's Degree**

LACCD Associate Degree general education requirements and mathematics and written expression competency requirements are fully satisfied by students who have earned a Bachelor's degree from a United States Regionally Accredited Postsecondary Institution. All students must meet the Ethnic Studies course graduation requirement, regardless of the level of the previously earned degree, and will be evaluated on an individual basis.

### **Requirements for LACCD General Education**

Requires a minimum of 21 semester units, including:

#### **A. Natural Sciences (Minimum 3 semester units)**

Complete one course from the list below. Laboratory courses and courses that include a laboratory are indicated by an asterisk (\*).

Anatomy 001; Anthropology 101, 111\*; Astronomy 001, 005\*, 011; Biology 003\*, 006\*, 007\*, 025, 046; Chemistry 060\*, 071, 072, 073, 101\*, 102\*, 211\*, 212\*, 221\*; Earth Science 001; Environmental Science 001; Family and Consumer Studies 021; Geography 001, 015\*; Geology 001, 002, 006\*, 007\*; Microbiology 001\*, 020\*, 040\*; Oceanography 001; Physical Science 004\*, 010; Physics 006\*, 007\*, 011\*, 012, 014\*, 021\*, 022\*, 101\*, 102\*, 103\*, 161; Physiology 001\*; Psychology 002

#### **B. Social and Behavioral Sciences (Minimum 6 semester units from B1 and B2)**

Complete one course listed from each Area B1 and B2. Courses marked with a # also meet the LACCD Ethnic Studies graduation requirement.

B1. American Institutions (complete 1 course): African-American Studies 004#, 005#, 007#; Asian-American Studies 001#; Chicano Studies 004#, 007#, 008#, 047#; History 011, 012, 013, 081, 082; Political Science 001, 019

B2. Social and Behavioral Sciences (complete 1 course): Administration of Justice 001, 002, 004, 067; African-American Studies 004#, 005#, 007#; Anthropology 102, 103, 121, 151; Asian-American Studies 001#; Business 001; Chicano Studies 004#, 007#, 008#, 044, 047#; Child Development 001, 011, 042; Cinema 103; Communication Studies 100, 121, 122, 175, 190; Computer Science 101; Economics 001, 002; Family & Consumer Studies 031; Geography 002, 007, 014; Health 102; History 001, 002, 005, 006, 007, 011, 012, 013, 040, 059, 073, 081, 082, 086, 087; Journalism 105; Kinesiology Major 109; Law 003, 007; Linguistics 002, 003; Political Science 001, 002, 005, 007, 014, 019, 060; Psychology 001, 003, 013, 014, 041, 052, 074, 075; Sociology 001, 002, 004, 011, 012, 022, 031, 032

**C. Humanities (Minimum 3 semester units)**

Complete one course listed below. Courses marked with a # also meet the LACCD Ethnic Studies graduation requirement.

African-American Studies 004#, 005#, 007#, 020, 060; American Sign Language 001, 002, 003, 040; Animation 118; Arabic 001, 002; Armenian 001, 002, 011, 012, 035, 036, 037; Art 201, 250, 282, 603, 501, 700, 708; Art History 103, 110, 120, 122, 130, 139, 140, 151, 171; Asian-American Studies 001#; Chicano Studies 004#, 007#, 008#, 044, 047#; Chinese 001, 002, 003, 004, 010; Cinema 003, 004, 018, 103, 501 (Same as Photo 501); Communication Studies 130, 226; Dance Studies 805; English 102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270; French 001, 002, 003, 004, 007, 010, 021; History 005, 006, 007, 011, 012, 040, 059, 073, 081, 082, 086, 087; Humanities 006, 008, 030, 031, 061; Japanese 001, 002, 003, 004, 009, 014, 021, 022; Kinesiology Major 145; Korean 001, 002, 003, 004, 010, 013, 021, 022, 026; Linguistics 001; Music 101, 111, 116, 121, 122, 135, 136, 141, 200; Philosophy 001, 014, 020, 030, 032, 040, 042; Photography 010, 034, 501 (Same as Cinema 501); Political Science 005; Russian 001, 002, 003, 004, 010; Spanish 001, 002, 003, 004, 006, 009, 010, 011, 015, 021, 022, 035, 036; Theater 100, 110, 114, 338, 400

**D. Language and Rationality (Minimum 6 semester units from D1 and D2)**

Complete one course listed each from Area D1 and D2. Courses marked with an asterisk (\*) also meet the LACCD Mathematics competency requirement.

D1. English Composition (complete 1 course): English 101; English 101Z; E.S.L. 110

Note: English 101, English 101Z, and E.S.L. 110 meet the Written Expression Competency.

D2. Communication and Analytical Thinking (complete 1 course): Business 015\*; Communication Studies 101, 104, 105, 121, 151; Computer Information Systems 101; Computer Science 101, 103, 111; Computer Technology 001, 002; English 102, 103; Mathematics 124A, 124B\*, 125\*, 134\*, 167\* 215\*, 216\*, 227\*, 227S\*, 229\*, 230\*, 236\*, 240\*, 245\*, 258\*, 260\*, 260S\*, 261\*, 261S, 262\*, 263\*, 270\*, 272\*, 275\*, 279; Philosophy 005, 006, 008, 009; Psychology 066, 074; Sociology 125\*

**E. Health and Physical Education (Minimum 3 semester units from E1 and E2)**

Complete one course listed each from Area E1 and E2. (Note: Completion of a course marked with a \* meet both the Area E1 and E2 requirements)

E1. Health Education: Family & Consumer Studies 021; Health 002\*, 008, 011, 012, 021, 043, 051, 054, 101; Kinesiology Major 114\*, 115\*, 116\*, 117\*, 118, 135\*, 175\*.

E2. Physical Education: Health 002\*; Kinesiology Major 114\*, 115\*, 135\*, 175\*; Dance Studies, Dance Techniques, Dance Specialties, Kinesiology Athletics, Kinesiology (Formerly Physical Education).

- a. Exemption from the Physical Education requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions and Records office.
- b. The entire area is waived for Veterans with a DD214 - honorable discharge.

- c. Degrees with high units may be exempt from E1 and/or E2. See a counselor for more information.
- d. Nursing degree students are exempt from both E1 and E2.

Effective fall 2019, Area E: Health and Physical Education shall be waived for degrees in Nursing. For other "high-unit" degrees, the number of units in Area E (E1 and/or E2) specified below shall be waived:

| Degree major/area of emphasis total units that cannot be double-counted to meet LACCD GE areas: | Units in LACCD Area E (E1 and/or E2) that shall be waived |
|---|---|
| 39.5  | 0.5   |
| 40.0  | 1.0   |
| 40.5  | 1.5   |
| 41.0  | 2.0   |
| 41.5  | 2.5   |
| 42.0 or greater   | 3.0   |

**Requirements for California State University General Education Breadth (CSU GE Breadth)**

**Area A. English Language Communication and Critical Thinking (9 semester units)**

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

- A1. Oral Communication: Communication Studies 101, 104, 121, 151
- A2. Written Communication: English 101; 101 Z; E.S.L. 110
- A3. Critical Thinking: Communication Studies 104, 105; English 102, 103; Philosophy 005, 006, 008, 009; Psychology 066

**Area B. Scientific Inquiry and Quantitative Reasoning (9 semester units)**

Select at least 1 course from each group listed below. B4 must be completed with a grade of C- or better. Lab courses are indicated by an asterisk (\*).

- B1. Physical Science: Astronomy 001, 011; Chemistry 060\*, 101\*, 102\*, 211\*, 212\*, 221\*; Earth Science 001; Environmental Science 001; Geography 001; Geology 001, 002; Oceanography 001; Physical Science 010; Physics 006\*, 007\*, 011\*, 012, 021\*, 022\*, 101\*, 102\*, 103\*, 161
- B2. Life Science: Anatomy 001\*; Anthropology 101; Biology 003\*, 006\*, 007\*, 025, 046\*; Microbiology 001\*, 020\*; Physiology 001\*; Psychology 002
- B3. Laboratory Activity: Anatomy 001\*; Anthropology 111\*; Astronomy 005 (taken with Astronomy 001 or 011); Biology 003\*, 006\*, 007\*, 046\*; Chemistry 060\*, 101\*, 102\*, 211\*, 212\*, 221; Geography 015 (taken with Geography 001); Geology 006 (taken with Geology 001), 007 (taken with Geology 002); Microbiology 001\*, 020\*; Physics 006\*, 007\*, 011\*, 014\*, 022\*, 101\*, 102\*, 103\*; Physiology 001\*
- B4. Mathematical/Quantitative Reasoning: Business 015; Mathematics 215, 216, 227, 227S, 229, 230, 236, 240, 245, 258, 260, 260S, 261, 261S, 262, 263, 270, 272, 275, 279; Sociology 125

**Area C. Arts and Humanities (9 semester units)**

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

C1. Arts: African American Studies 060 (same as Music 135); Animation 118; Art 201, 209, 501; Art History 103, 110, 120, 130, 139, 140, 151, 171; Cinema 003, 004, 018, 501 (Same as Photo 501); Dance Studies 805; Music 101, 111, 116, 118, 121, 122, 135 (same as Afro Am 060), 136, 141, 200; Photography 010, 034, 501 (Same as Cinema 501); Theater 100, 110, 338, 400

C2. Humanities: African American Studies 004, 005, 007, 020; American Sign Language 001, 002, 003, 040; Armenian 001, 002, 011, 012, 035, 036; Arabic 001, 002; Asian-American Studies 001; Chicano Studies 004, 007, 008, 044, 047; Chinese 001, 002, 003, 004, 010; Cinema 018 ; Comm Studies 130; English 102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270; French 001, 002, 003, 004, 010, 021; History 006, 007, 011, 012, 040, 086, 087; Humanities 006, 008, 030, 031, 061; Japan 001, 002, 003, 004, 009, 014; Korean 001, 002, 003, 004, 010, 013, 021, 022, 026; Linguistics 001; Philosophy 001, 014, 020, 030, 032, 040; Political Science 005; Russian 001, 002, 003, 004, 010; Spanish 001, 002, 003, 004, 006, 009, 010, 011, 015, 021, 022, 035, 036

**Area D. Social Sciences (6 semester units)**

Select 2 courses from below.

Administration of Justice 067; African American Studies 004, 005, 007; Anthropology 102, 103, 121, 151; Asian-American Studies 001; Business 001; Chicano Studies 004, 007, 008, 047; Child Development 001, 011, 042; Cinema 103; Computer Science 010; Communication Studies 100, 121, 122; Economics 001, 002; Family & Consumer Studies 031; Geography 002, 007, 014; History 001, 002, 005, 006, 007, 011, 012, 013, 059, 073, 081, 082, 086, 087; Journalism 105; Law 003, 007; Linguistics 002, 003; Political Science 001, 002, 007, 014, 019, 060; Psychology 001, 013, 014, 041, 052, 074, 075; Sociology 001, 002, 004, 011, 012, 022, 031, 032

**Area E. Life Long Understanding And Self Developments (3 semester units)**

Veterans with a DD214 honorable discharge will receive a waiver for Area E and 3 units toward CSU transfer.

Child Development 001; Counseling 020, 040; Dance Studies 301, 302, 303, 304, 822; Family & Consumer Studies 021, 031; Health 002, 008, 011, 021, 043; Kinesiology Major 115, 135, 175, 225; Psychology 003, 041, 043; Sociology 012; Kinesiology/Kinesiology Athletics/Dance courses (up to two units of any PE activity courses approved for Area E); for more information speak to a counselor

**Area F. Ethnic Studies (3 semester units)**

Asian American Studies 001; Chicano Studies 004, 008, 047

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US History, Constitution, and American Ideals (CSU Graduation Requirement Only)

Completion of the United States History, Constitution, and American Ideals is a graduation requirement at all CSU campuses. (Note: Courses below can also fulfill GE Breadth Requirements in Area D: Social Sciences and Area F: Ethnic Studies)

Complete 1 course from each group below.

Group 1: African American Studies 004, 005; Chicano Studies 007, 008; History 011, 012, 081, 082

Group 2: African American Studies 007; Political Science 001

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**CSU GE-Breadth for STEM**

General Education Breadth for STEM Majors within ADTs:

Students pursuing certain ADTs may be eligible to take “GE Breadth for STEM,” deferring one lower-division course in Area C and one lower-division course in Area D until after transfer. GE Breadth for STEM is applicable only to majors for which the Transfer Model Curriculum specifies GE Breadth for STEM.

CCC preparing a CSU GE Breadth for STEM certification as part of an ADT shall ensure that the student has completed (a) all courses in Areas A, B, E, and F of the traditional GE curriculum; and (b) one course in Area C1 (Arts) and one course in Area C2 (Humanities); and (c) one course in Area D.

Details of each Transfer Model Curriculum are maintained and published at [c-id.net](http://c-id.net).

**Requirements for Intersegmental General Education Transfer Curriculum (IGETC and IGETC for STEM)**

**Area 1: English Communication**

- CSU: Select 3 courses, one from 1A and one from 1B, and one from 1C for a total of 9 semester units
- UC: Select 2 courses, one from 1A and one from 1B, for a total of 6 semester units

1A: English Composition (3 semester units): English 101, English 101 Z, E.S.L. 110

1B: Critical Thinking/English Composition (3 semester units): Communication Studies 105; English 102, 103; Philosophy 005

1C: Oral Communication - CSU only (3 semester units) Communication Studies 101, 104, 121, 151

**Area 2: Mathematical Concepts and Quantitative Reasoning**

Select 1 course for a minimum of 3 semester units.

Business 015; Mathematics 227, 227S, 229, 230, 236, 245, 260, 260S, 261, 261S, 262, 263, 270, 272, 275; Sociology 125

**Area 3: Arts and Humanities**

Select 3 courses, at least 1 course from 3A, 1 course from 3B, and 1 course from either area for a total of 9 semester units.

3A: Arts: African American Studies 060; Animation 118; Art History 103, 110, 120, 130, 139, 140, 151, 171; Cinema 003, 004, 018, 501 (Same as Photo 501); Dance Studies 805; Music 111, 116, 118, 121, 122, 135, 136, 141; Photography 034, 501 (Same as Cinema 501); Theater 100, 110, 338, 400

3B: Humanities: African American Studies 004, 005, 007, 020; American Sign Language 003; Armenian 011, 012; Chicano Studies 007, 008, 044; Chinese 003, 004, 010; Cinema 018; English

102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270; French 003, 004, 010; History 006, 007, 011, 012, 086, 087; Humanities 006, 008, 030, 031, 061; Japanese 003, 004, 009, 014; Korean 003, 004, 010, 013, 026; Linguistics 001; Philosophy 001, 014, 020, 030, 032, 040; Political Science 005; Russian 003, 004, 010; Spanish 003, 004, 006, 009, 010, 011, 015

**Area 4: Social & Behavioral Sciences**

Select 2 courses from two different disciplines for a total of 6 semester units.

African American Studies 004, 005, 007; Anthropology 102, 103, 121, 151; Asian 001, Chicano Studies 004, 007, 008, 047; Child Development 001, 011; Communication Studies 100, 121, 122; Economics 001, 002; Family & Consumer Studies 031; Geography 002, 007, 014; History 001, 002, 005, 006, 007, 011, 012, 013, 059, 073, 081, 082, 086, 087; Journal 105; Law 003; Linguistics 002, 003; Political Science 001, 002, 007, 014, 019, 060; Psychology 001, 013, 014, 041, 052, 074; Sociology 001, 002, 004, 011, 012, 022, 031, 032

**Area 5: Physical & Biological Sciences**

Select 1 course from 5A and 1 course from 5B for a total of 7 semester units. 5C is covered by taking one course from either 5A or 5B that includes a lab. Lab courses are indicated by an asterisk (\*).

5A: Physical Science: Astronomy 001, 011; Chemistry 060\*, 101\*, 102\*, 211\*, 212\*, 221\*; Earth Science 001; Environmental Science 001; Geography 001, 007; Geology 001, 002; Oceanography 001; Physical Science 010; Physics 006\*, 007\*, 011\*, 012, 021\*, 022\*, 101\*, 102\*, 103\*, 161, .

5B: Biological Science: Anatomy 001\*; Anthropology 101; Biology 003\*, 006\*, 007\*, 025, 046\*; Microbiology 001\*, 020\*; Physiology 001\*; Psychology 002

5C: Laboratory Science: Anatomy 001\*; Astronomy 005 (taken with Astronomy 001 or 011); Anthropology 111\*; Biology 003\*, 006\*, 007\*, 046\*; Chemistry 060\*, 101\*, 102\*, 211\*, 212\*, 221\*; Geography 015 (taken with Geography 001); Geology 006 (taken with Geology 001); Geology 007 (taken with Geology 002); Microbiology 001\*, 020\*; Physics 006\*, 007\*, 011\* 014\* (taken with Physics 012), 021\*, 022\*, 101< 102\*, 103\*; Physiology 001

**Area 6: Language Other Than English (UC Requirement Only)**

Proficiency in a language other than English may be met by:

1. Satisfactorily completing LACC courses Level 001, 002, 035 or higher in any of the following modern language courses: American Sign Language, Arabic 001, Armenian, Chinese, French, Japanese, Korean, Russian, Spanish; or Armenian 011, 012; or
2. Satisfactorily completing 2 years or through the 2nd level of U.S. high school LOTE coursework with a grade of “C-“ or better; or
3. Demonstrating language proficiency other than English according to IGETC Standards Section 10.6. Consult with a counselor.

US History, Constitution, and American Ideals (CSU Graduation Requirement Only)

Completion of the United States History, Constitution, and American Ideals is a graduation requirement at all CSU campuses. (The courses below can also fulfill requirements in Area 4.)

Complete 1 course from each group below.

Group 1: African American Studies 004, 005; Chicano Studies 007, 008; History 011, 012, 013, 081, 082

Group 2: African American Studies 007; Political Science 001

**Area 7: Ethnic Studies**

Asian American Studies 001; Chicano Studies 004, 008, 047

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**IGETC for STEM**

IGETC for STEM may only be used by students who are applying for majors in which the Transfer Model Curriculum (TMC) explicitly indicates the availability of such option.

Students transferring to a CSU with a completed IGETC will still need to complete 9 semester units of upper-division general education (GE) after transfer and may be held to other campus specific graduation requirements outside of general education and major coursework. CSU students who transfer using IGETC for STEM will need to complete 6 semester units of lower-division GE and 9 units of upper-division GE after transfer. UC students who transfer using IGETC for STEM will need to complete 6 semester units of lower-division GE and Area 6A (LOTE) after transfer.

**How to Certify General Education Requirements for Transfer**

**CSU GE-Breadth Certification**

CSU GE-Breadth certification is the process by which the community college verifies that a student has completed all the required coursework for the CSUGE pattern (partial completion is possible for each Area), which is sent directly to the transfer institution. If CSU GE-Breadth is not certified, students will be subject to the lower-division general education requirements at the campus to which they transfer. CSU GE-Breadth certification shall be completed by the Counseling department and approved/signed off by the appropriate counseling faculty.

**US History, Constitution, and American Ideals (CSU Graduation Requirement Only)**

Completion of the United States History, Constitution, and American Ideals is a graduation requirement at all CSU campuses. (Note: Courses below can also fulfill GE Breadth Requirements in Area D: Social Sciences and Area F: Ethnic Studies)

Complete 1 course from each group below.

Group 1: African American Studies 004, 005; Chicano Studies 007, 008; History 011, 012, 081, 082

Group 2: African American Studies 007; Political Science 001

**IGETC Certification**

IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern, which is sent directly to the transfer institution. (Partial completion is possible if the student is missing up to two courses or subject areas.) If IGETC is not certified, students will be subject to the lower-division general education requirements at

the campus to which they transfer. IGETC certification shall be completed by the Counseling department and approved/signed off by the appropriate counseling faculty.

## How to Receive an Associate Degree

If you are applying for an Associate Degree (AA/AS) or Associate Degree for Transfer (AA-T/AS-T), we recommend you see a counselor to review your progress towards your completion.

## Additional and Concurrent Associate Degrees

(LACCD Administrative Procedure 4100)

### Additional Associate Degrees

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

Pursuant to catalog rights, described herein, completion of all current degree requirements (i.e., scholarship, residency, competency, general education, and major requirements).

Major course requirements completed in previous degrees awarded can be used again for additional degrees. See AP 4051 Acceptance and Evaluation of External Coursework.

There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.

Completion of any additional requirements, including new units, as determined by the college.

### Concurrent degrees

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

Pursuant to catalog rights, described above, completion of all current degree requirements: scholarship, residency, competency, general education, and major requirements.

There is no maximum number of concurrent degrees that a student may be awarded.

If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Completion of the General Education requirements for one associate degree will fulfill the general education requirements for additional and concurrent degrees, if the same general education pattern applies to the additional or concurrent 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 additional or concurrent degree.

# Transfer

## Transfer to the California State University (CSU)

Students intending to transfer to a California State University (CSU) campus should plan a program that meets the graduation requirements of the specific institution which they plan to attend. Consult the catalog issued by the individual CSU campus for a complete description of the curriculum or meet with an LACC academic counselor.

Admission to a CSU campus in a specific major may be accomplished by completing any of the following requirements (consult a counselor for more information):

1. Completing "The Golden Four" (CSU-GE Areas A1, A2, A3, and B4) and 60 CSU-transferable units, including 30 units of general education coursework, with a minimum 2.0 GPA.

Benefits of this approach are completing the major prep for high unit majors and satisfying the minimum admissions requirements. Note that taking this approach may not satisfy all the requirements for an AA/AS degree and does not guarantee admission to a CSU.

2. Completing an Associate's Degree for Transfer (ADT).

Benefits of this approach are priority consideration and guaranteed admission to the CSU system and receiving an associates degree. Note that by taking this approach you are not guaranteed admission to a specific CSU campus.

3. Completing the CSU-GE or IGETC for CSU in addition to major prep courses.

Benefits of this approach are that all completed courses will be accepted by the CSU and there is no need to take additional lower-division general education courses after transfer.

4. Completing campus-specific GE requirements.

The benefit of this approach is that all completed courses will be accepted by the specific CSU. Note that by taking this approach you may not be satisfying all requirements for the AA/AS degree and that you are not guaranteed admission to a CSU.

Applicants who are California residents and who have completed 60 to 70 transferable semester units are eligible for admission if (a) they are in good standing at LACC, and (b) have achieved a minimum 2.0 GPA in all transferable college units attempted (non-residents, 2.4 or higher).

### CSU Major Requirements

LACC may not offer all coursework required for all majors offered at the California State University campuses. 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 [www.assist.org](http://www.assist.org) for approved articulated courses.

## Transfer to the University of California (UC)

Students intending to transfer to a University of California (UC) campus should plan a program that meets the graduation requirements of the specific institution which they plan to attend. Consult the catalog issued by the individual UC campus for a complete description of the curriculum or meet with an LACC academic counselor.

### Minimum UC Transfer Requirements

Regardless of which UC admission path you take, you must meet the following minimum requirements:

- a. Complete the UC transfer admission eligibility course requirements ("The 7-Course Pattern")
  - Two transferable courses in English composition (UC-E);
  - One transferable course in mathematical concepts and quantitative reasoning (UC-M);
  - Four transferable college courses chosen from at least two of the following subject areas: arts and humanities (UC-H), social and behavioral sciences (UC-B), physical and biological sciences (UC-S).
  - Check <http://assist.org/> for courses that meet the UC transfer admission eligibility course requirements.
- b. 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).

All courses must be completed with a grade of "C" or better. Credit is allowed for having completed exams administered by the College Board such as Advanced Placement and International Baccalaureate.

### Admission to a UC campus in a specific major:

1. Completing minimum UC transfer requirements. Benefits of this approach are completing the major prep for high unit majors and satisfying the minimum admissions requirements. Note that taking this approach may not satisfy requirements for an AA/AS degree and does not guarantee admission to a UC. You may improve your chances for admission by completing an ADT with IGETC for UC (for some schools) and participating in UC Pathways+.

See [admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/preparing-to-transfer/basic-requirements.html](https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/preparing-to-transfer/basic-requirements.html) for more information.

2. Completing the IGETC GE for UC in addition to major prep courses.

Benefits of this approach are that all completed courses will be accepted by the UC and there is no need to take additional lower-division general education courses after transfer.

This policy applies only to those UC campuses, colleges and departments that accept full and/or partial IGETC. For reference, a full table of UC campuses, colleges and departments that accept full and partial IGETC is available on pages 42 - 43 of the UC Admissions Quick Reference Guide ([https://admission.universityofcalifornia.edu/counselors/\\_files/documents/quick-reference-guide-to-uc-admissions.pdf](https://admission.universityofcalifornia.edu/counselors/_files/documents/quick-reference-guide-to-uc-admissions.pdf)).

3. Completing UC campus-specific GE requirements.

The benefits of this approach is that all completed courses will be accepted by the specific UC. Note that taking this approach may not satisfy requirements for an AA/AS degree and does not guarantee admission to a UC.

For reference, a full table of UC campuses, colleges and departments that do not accept full and partial IGETC is available on pages 42 - 43 of the UC Admissions Quick Reference Guide ([https://admission.universityofcalifornia.edu/counselors/\\_files/documents/quick-reference-guide-to-uc-admissions.pdf](https://admission.universityofcalifornia.edu/counselors/_files/documents/quick-reference-guide-to-uc-admissions.pdf)).

*NOTE: You may improve your chances for admission to a specific UC campus by completing a transfer admission guarantee (TAG). Six of the 9 UCs participate in this guarantee. See a counselor for more information.*

## Transfer to Private Universities

Transfer admission requirements of private colleges and universities vary, as do course transferability and course credit allowed. You should consult the catalog of your intended transfer institution for specific transfer admission requirements and articulation of courses, including general education, major preparation, and electives. To ensure that you transfer in a timely manner, consult with a counselor or visit the Transfer Center (Student Services Building, 2nd Floor) for further assistance and information. Articulation agreements have been established with many private colleges and universities that allow students to complete the general education and breadth coursework requirements at LACC prior to transfer. Those agreements are found on the Articulation Agreements page at [www.lacc.edu/student-services/transfer-center/articulation](http://www.lacc.edu/student-services/transfer-center/articulation).

## Transfer to Historically Black Colleges & Universities

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 (HBSUs). By preparing to transfer to the University of California or the California State University systems, you may also be eligible for admissions to targeted HBCUs.

If you complete California State University General Education Breadth (CSUGE) requirements or the Intersegmental General Education Transfer Curriculum (IGETC) with full certification, earn an associate degree and achieve a 2.5 or higher GPA, you are also guaranteed admissions at the junior level to our HBCU partners.

If you have 30 or more CSU or UC transferable units and a minimum 2.5 GPA, you are also guaranteed admissions with full acceptance of transferable units.

HBCUs are typically much smaller in student size than most of the California public institutions. Many 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 for Lincoln University in Missouri). The tuition costs for private HBCUs are typically a fraction of the costs of private institutions in California.

For more information about transferring to a HBCU, cost of attendance, and other campus facts, visit the UMOJA website at [www.lacc.edu/student-services/spr/umoja](http://www.lacc.edu/student-services/spr/umoja).

## Certificates

### Certificate of Achievement

(LACCD Administrative Procedure 4100)

A certificate of achievement is issued in a state-approved program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length and may be pursued on a full-time or part-time basis. Students may complete certificates in Career and Technical Education (CTE) fields, or earn certificates denoting the completion of the CSU GE or IGETC general education requirements. CTE certificate programs are usually one-year educational programs that offer courses needed to prepare students for immediate employment. CSU GE or IGETC certificates may take up to two years to complete.

#### Requirements

A “C” (2.0) grade average or better, or a “P” if the course is taken on a “pass-no pass” basis, is required in all courses that are part of the certificate of achievement. The CSU GE-breadth certificate of achievement is exempt from this requirement.

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.

### Students Who Take Classes at Multiple Colleges in the LACCD

(LACCD Administrative Procedure 4100)

A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD.

#### How to Receive a Certificate of Achievement

You may submit petitions to evaluate progress towards the completion of degrees, certificates, IGETC and/or CSUGE certification through the online Student Information System (SIS) portal at [mycollege.lacc.edu](http://mycollege.lacc.edu):

*Academic Menu >> My Academics >> Petition for Graduation*

### Skills Certificate

Students may use a skills certificate for increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a skills certificate may apply toward a certificate program or associate degree.

#### Requirements

A grade of “C” or better is required in each course.

#### How to Receive a Skills Certificate

Skills Certificate will be sent by LACCD student email and by mail once through Parchment Diploma services. Admissions and Records will send out certificates automatically once processing is done for the semester. Duplicate or replacement certificates are \$10.

### Noncredit Certificates

Noncredit programs (certificates of completion and certificates of competency) prepare basic skills learners, English as a second language learners, workforce 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.

#### Requirements

Requirements for certificates of competency and certificates of completion may be met by completing all required courses with a grade of “Pass.”

#### How to Receive a Noncredit Certificate

Skills Certificate will be sent by LACCD student email and by mail once through Parchment Diploma services. Admissions and Records will send out certificates automatically once processing is done for the semester. Duplicate or replacement certificates are \$10.

# CAREER AND ACADEMIC PATHWAYS

## SCHOOL OF BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH (BSTEM)

| BUSINESS   |       |                    |     |
|--|-------|--------------------|-----|
| Award Title  | Award | Academic Plan Code | FA* |
| <b>Accounting</b>                                  |       |                    |     |
| Accounting   | AA    | C002719C           | Y   |
| Computerized Bookkeeping and Accounting Technician | C     | C008211D           | Y   |
| Income Tax   | CS    | C050210J           | N   |
| <b>Business Administration</b>                     |       |                    |     |
| Business Administration 2.0                        | AS-T  | C041090H           | Y   |
| Business Administration                            | AA    | C002718C           | Y   |
| Business Administration                            | C     | C021609D           | Y   |
| <b>Economics</b>                                   |       |                    |     |
| Economics  | AA-T  | C040566G           | Y   |
| <b>Finance</b>                                     |       |                    |     |
| Finance and Banking                                | C     | C021610D           | Y   |
| <b>Management</b>                                  |       |                    |     |
| Management   | C     | C021611D           | Y   |
| Retail Management (WAFC)                           | C     | C014232D           | Y   |
| <b>Marketing</b>                                   |       |                    |     |
| Marketing  | C     | C021613D           | Y   |
| <b>Real Estate</b>                                 |       |                    |     |
| Real Estate Broker License                         | C     | C010771D           | Y   |
| Real Estate Sales License                          | CS    | C051100J           | N   |

| CHEMISTRY      |       |                    |     |
|----------------|-------|--------------------|-----|
| Award Title    | Award | Academic Plan Code | FA* |
| Chemistry      | AS    | C002756C           | Y   |
| UCTP Chemistry | AS    | C040232M           | Y   |

| COMPUTER SCIENCE (CSISA)                    |       |                    |     |
|---|-------|--------------------|-----|
| Computer Applications & Office Technologies |       |                    |     |
| Award Title                                 | Award | Academic Plan Code | FA* |
| Administrative Office Assistant             | AA    | C002727C           | Y   |
| Computer Applications Specialist            | AA    | C008216C           | Y   |
| Administrative Office Assistant             | C     | C021614D           | Y   |
| Business Information Worker I               | C     | C042568D           | Y   |
| Business Information Worker II              | C     | C042651D           | Y   |
| Clerical Office Assistant                   | C     | C008215D           | Y   |
| Basic Administrative Office Assistant       | CS    | C051400J           | N   |
| <b>Computer Science</b>                     |       |                    |     |
| Computer Information Systems (CIS)          | AA    | C002730C           | Y   |
| Computer Science                            | AA    | C010774C           | Y   |
| Cybersecurity                               | AS    | C038828C           | Y   |
| Applications Software                       | C     | C008224D           | Y   |
| C++ Programming                             | C     | C040999D           | Y   |
| Cloud Computing                             | C     | C039854D           | Y   |
| Cybersecurity                               | C     | C038827D           | Y   |

| Award Title                          | Award | Academic Plan Code | FA* |
|--------------------------------------|-------|--------------------|-----|
| Cybersecurity Analyst                | C     | C042224D           | Y   |
| Data Science                         | C     | C042225D           | Y   |
| Full Stack Web Application Developer | C     | C040237D           | Y   |
| Java Programming                     | C     | C041000D           | Y   |
| Machine Learning                     | C     | C042224D           | Y   |
| Programming Languages                | C     | C008225D           | Y   |
| <b>Computer Technology</b>           |       |                    |     |
| Computer Technology                  | AS    | C008229C           | Y   |
| Computer Technology                  | C     | C021624D           | Y   |
| Program in A+ Certification          | CS    | C070810J           | N   |

| EARTH SCIENCES |       |                    |     |
|----------------|-------|--------------------|-----|
| Award Title    | Award | Academic Plan Code | FA* |
| Geography      | AA-T  | C040897G           | Y   |
| Geology        | AS-T  | C039789H           | Y   |

| LIFE SCIENCES     |       |                    |     |
|-------------------|-------|--------------------|-----|
| Award Title       | Award | Academic Plan Code | FA* |
| Biology           | AS-T  | C036049H           | Y   |
| Pre-Allied Health | AS    | C038859C           | Y   |
| Pre-Allied Health | C     | C038860D           | Y   |

| LIBERAL ARTS   |       |                    |     |
|--|-------|--------------------|-----|
| Award Title  | Award | Academic Plan Code | FA* |
| Liberal Arts: Natural and Applied Sciences and Mathematics | AA    | C019844C           | Y   |

| MATHEMATICS                |       |                    |     |
|----------------------------|-------|--------------------|-----|
| Award Title                | Award | Academic Plan Code | FA* |
| Mathematics                | AS-T  | C033153H           | Y   |
| Mathematics                | AS    | C002754C           | Y   |
| Statistical Data Analytics | C     | C044061D           | Y   |

| PHYSICS/ENGINEERING |       |                    |     |
|---------------------|-------|--------------------|-----|
| Engineering         |       |                    |     |
| Award Title         | Award | Academic Plan Code | FA* |
| Engineering         | AS    | C008226C           | Y   |
| <b>Physics</b>      |       |                    |     |
| Physics             | AS-T  | C033154H           | Y   |
| Physics             | AS    | C002755C           | Y   |

### Award Type

AA = Associate of Arts      AA-T = Associate in Arts for Transfer  
 AS = Associate of Science      AS-T = Associate in Science for Transfer  
 C = Certificate of Achievement      CS = Skills Certificate

### FA\*

FA = Financial Aid Eligible. Consult with the Financial Aid Office on award eligibility.

Yes = Eligible for all aid.  
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Work-Study, and Federal Loans.  
 R = In progress.

## SCHOOL OF HEALTH, CHILD AND FAMILY SCIENCES

| CHILD & FAMILY STUDIES/DIETETICS    |            |                    |     |
|-------------------------------------|------------|--------------------|-----|
| Award Title                         | Award Type | Academic Plan Code | FA* |
| <b>Child Development</b>            |            |                    |     |
| Early Childhood Education           | AS-T       | C031030H           | Y   |
| Child Development                   | AA         | C010783C           | Y   |
| Child Development Associate Teacher | C          | C008236D           | Y   |
| Child Development Master Teacher    | C          | C008238D           | Y   |
| Child Development Site Supervisor   | C          | C008239D           | Y   |
| Child Development Teacher           | C          | C008237D           | Y   |
| Children with Special Needs         | C          | C038856D           | Y   |
| Infant & Toddler Studies            | C          | C038156D           | Y   |
| <b>Dietetics</b>                    |            |                    |     |
| Nutrition and Dietetics             | AS-T       | C038867H           | Y   |
| Dietetic Service Supervisor         | C          | C008242D           | Y   |

| DENTAL TECHNOLOGY            |            |                    |     |
|------------------------------|------------|--------------------|-----|
| Award Title                  | Award Type | Academic Plan Code | FA* |
| Dental Prosthetic Technology | AS         | C002748C           | Y   |
| Digital Prosthetic Dentistry | C          | C038651D           | Y   |
| Dental Prosthetic Technology | C          | C021626D           | Y   |
| Fixed Prosthodontics         | C          | C039316D           | Y   |
| Removable Prosthodontics     | C          | C039349D           | Y   |

| KINESIOLOGY  |            |                    |     |
|--|------------|--------------------|-----|
| Award Title  | Award Type | Academic Plan Code | FA* |
| Kinesiology  | AA-T       | C036026G           | Y   |
| Public Health Science  | AS-T       | C039577H           | Y   |
| Fitness Specialist/Personal Trainer/<br>Group Fitness Instructor | C          | C038829D           | Y   |
| Physical Therapy Aide  | C          | C043016D           | Y   |

| NURSING            |            |                    |     |
|--------------------|------------|--------------------|-----|
| Award Title        | Award Type | Academic Plan Code | FA* |
| Registered Nursing | AS         | C014274C           | Y   |

| RADIOLOGIC TECHNOLOGY                         |            |                    |     |
|---|------------|--------------------|-----|
| Award Title                                   | Award Type | Academic Plan Code | FA* |
| Radiologic Technology                         | AS         | C002749C           | Y   |
| Patient Care                                  | CS         | C122502J           | N   |
| Radiologic Technology -<br>Clinical Education | CS         | C122500J           | N   |
| Radiologic Technology -<br>Fluoroscopy        | CS         | C122501J           | N   |

**Award Type**

AA = Associate of Arts      AA-T = Associate in Arts for Transfer  
 AS = Associate of Science      AS-T = Associate in Science for Transfer  
 C = Certificate of Achievement      CS = Skills Certificate

**FA\***

FA = Financial Aid Eligible. Consult with the Financial Aid Office on award eligibility.

Yes = Eligible for all aid.

No = Ineligible for Federal Pell and Cal Grant, FSEOG, Work-Study, and Federal Loans.

## SCHOOL OF LANGUAGE ARTS, SOCIAL AND BEHAVIORAL SCIENCES

| ADMINISTRATION OF JUSTICE/LAW    |            |                    |     |
|----------------------------------|------------|--------------------|-----|
| Award Title                      | Award Type | Academic Plan Code | FA* |
| <b>Administration of Justice</b> |            |                    |     |
| Administration of Justice        | AS-T       | C033121H           | Y   |
| Administration of Justice        | AA         | C002759C           | Y   |
| Administration of Justice        | C          | C019591D           | Y   |
| Fingerprint Expert               | CS         | C210501J           | N   |
| <b>Law</b>                       |            |                    |     |
| Law, Public Policy, and Society  | AA-T       | C043107G           | Y   |
| Paralegal Studies                | AA         | C002750C           | Y   |
| Paralegal Studies                | C          | C039561D           | Y   |
| Pathway to Law School            | C          | C039348D           | Y   |

| COMMUNICATION STUDIES     |            |                    |     |
|---------------------------|------------|--------------------|-----|
| Award Title               | Award Type | Academic Plan Code | FA* |
| Communication Studies 2.0 | AA-T       | C043169G           | Y   |

| ENGLISH/ESL   |            |                    |     |
|---|------------|--------------------|-----|
| <b>English</b>  |            |                    |     |
| Award Title   | Award Type | Academic Plan Code | FA* |
| English   | AA-T       | C033147G           | Y   |
| English   | AA         | C002751C           | Y   |
| Creative Writing  | AA         | C043855C           | Y   |
| Creative Writing  | C          | C043160D           | Y   |
| <b>ESL</b>  |            |                    |     |
| ESL Milestone - Language Arts,<br>Oral Communication    | C          | C043526D           | Y   |
| ESL Milestone - Language Arts,<br>Written Communication | C          | C043527D           | Y   |
| Linguistics - English/ESL                               | C          | C042797D           | Y   |
| Linguistics - Modern Languages                          | C          | C042800D           | Y   |

| HUMANITIES  |            |                    |     |
|-------------|------------|--------------------|-----|
| Award Title | Award Type | Academic Plan Code | FA* |
| Humanities  | AA         | C002767C           | Y   |

| LIBERAL ARTS & GENERAL EDUCATION                |            |                    |     |
|---|------------|--------------------|-----|
| <b>Liberal Arts</b>                             |            |                    |     |
| Award Title                                     | Award Type | Academic Plan Code | FA* |
| Liberal Arts: Arts and Humanities               | AA         | C019843C           | Y   |
| Liberal Arts: Social and Behavioral<br>Sciences | AA         | C019845C           | Y   |
| <b>General Education</b>                        |            |                    |     |
| CSU General Education Breadth                   | C          | C018569D           | N   |
| IGETC   | C          | C019842D           | N   |

| MODERN LANGUAGES & CIVILIZATIONS                          |            |                    |     |
|---|------------|--------------------|-----|
| <b>American Sign Language</b>                             |            |                    |     |
| Award Title   | Award Type | Academic Plan Code | FA* |
| American Sign Language                                    | C          | C036007D           | Y   |
| <b>Armenian</b>   |            |                    |     |
| Armenian Language and Literature                          | C          | C041527D           | Y   |
| <b>Chinese</b>  |            |                    |     |
| Chinese   | AA         | C002745C           | Y   |
| Chinese Language and Civilization -<br>Elementary Level   | C          | C040886D           | Y   |
| Chinese Language and Civilization -<br>Intermediate Level | C          | C040887D           | Y   |

## SCHOOL OF VISUAL, PERFORMING, AND ENTERTAINMENT ARTS

| Award Title   | Award Type | Academic Plan Code | FA* |
|---|------------|--------------------|-----|
| <b>French</b>   |            |                    |     |
| French  | AA         | C002741C           | Y   |
| French Language and Civilization - Elementary Level     | C          | C040888D           | Y   |
| French Language and Civilization - Intermediate Level   | C          | C040889D           | Y   |
| <b>Japanese</b>   |            |                    |     |
| Japanese  | AA         | C002746C           | Y   |
| Japanese Language and Civilization - Elementary Level   | C          | C035344D           | Y   |
| Japanese Language and Civilization - Intermediate Level | C          | C035339D           | Y   |
| <b>Korean</b>   |            |                    |     |
| Korean  | AA         | C018809C           | Y   |
| Korean Language and Civilization - Elementary Level     | C          | C035340D           | Y   |
| Korean Language and Civilization - Intermediate Level   | C          | C035341D           | Y   |
| <b>Russian</b>  |            |                    |     |
| Russian Language and Civilization - Elementary Level    | C          | C036347D           | Y   |
| Russian Language and Civilization - Intermediate Level  | C          | C036348D           | Y   |
| <b>Spanish</b>  |            |                    |     |
| Spanish   | AA-T       | C038385G           | Y   |
| Spanish   | AA         | C002744C           | Y   |
| Spanish Language and Civilization - Elementary Level    | C          | C035338D           | Y   |
| Spanish Language and Civilization - Intermediate Level  | C          | C035337D           | Y   |

| <b>PHILOSOPHY</b> |      |          |   |
|-------------------|------|----------|---|
| Philosophy        | AA-T | C038857G | Y |

| <b>PSYCHOLOGY/HUMAN SERVICES</b>  |      |          |   |
|-----------------------------------|------|----------|---|
| Psychology                        | AA-T | C032502G | Y |
| Social Work and Human Services    | AA-T | C043211G | Y |
| Human Services: Addiction Studies | AA   | C008246C | Y |
| Human Services: Generalist        | AA   | C002760C | Y |
| Human Services: Addiction Studies | C    | C021629D | Y |
| Human Services: Generalist        | C    | C021628D | Y |

| <b>SOCIAL SCIENCES</b>          |      |          |   |
|---------------------------------|------|----------|---|
| <b>African-American Studies</b> |      |          |   |
| African American Studies        | CS   | C220302J | N |
| <b>Political Science</b>        |      |          |   |
| Political Science               | AA-T | C032923G | Y |
| <b>Social Justice</b>           |      |          |   |
| Social Justice Studies: General | AA-T | C038010G | Y |
| <b>Sociology</b>                |      |          |   |
| Sociology                       | AA-T | C041478G | Y |

| <b>CINEMA/TELEVISION</b>                     |            |                    |     |
|--|------------|--------------------|-----|
| Award Title                                  | Award Type | Academic Plan Code | FA* |
| <b>Cinema</b>                                |            |                    |     |
| Film, Television, and Electronic Media       | AS-T       | C037221H           | Y   |
| Cinema Production                            | AA         | C002729C           | Y   |
| Cinema Directing                             | C          | C040643D           | Y   |
| Cinema Post Production                       | C          | C040661D           | Y   |
| Cinema Producing                             | C          | C040642D           | Y   |
| Cinema Production                            | C          | C021620D           | Y   |
| Cinema/Video Production                      | C          | C010773D           | Y   |
| Cinematography                               | C          | C040644D           | Y   |
| Entertainment Industry: Production Assistant | C          | C040998D           | N   |
| Screenwriting                                | C          | C040997D           | Y   |
| Sound for Film                               | C          | C042564D           | Y   |
| <b>Television</b>                            |            |                    |     |
| Television Production                        | AA         | C008220C           | Y   |
| Unscripted Television Production             | C          | C021619D           | Y   |
| Beginning Cinema & Television Production     | CS         | C060422J           | N   |

| <b>LIBERAL ARTS</b>                      |    |          |   |
|--|----|----------|---|
| Liberal Arts: Performing and Visual Arts | AA | C030211C | Y |

| <b>MUSIC</b>                      |      |          |   |
|-----------------------------------|------|----------|---|
| Music                             | AA-T | C032496G | Y |
| Music                             | AA   | C002736C | Y |
| Instrumental Performer            | C    | C010777D | Y |
| Music Songwriting and Composition | C    | C036658D | Y |
| Music Technology                  | C    | C038233D | Y |
| Vocal Performer                   | C    | C010778D | Y |

| <b>THEATER ARTS</b>                   |      |          |   |
|---------------------------------------|------|----------|---|
| <b>Theater - Acting</b>               |      |          |   |
| Theatre Arts                          | AA-T | C033157G | Y |
| Theater Academy Acting                | AA   | C008234C | Y |
| Professional Actor Training - Level 1 | C    | C040592D | Y |
| Professional Actor Training - Level 2 | C    | C040593D | Y |
| Professional Actor Training - Level 3 | C    | C040596D | Y |
| <b>Theater - Costume Design</b>       |      |          |   |
| Costume Design Level 1                | C    | C040987D | Y |
| Costume Design Level 2                | C    | C031738D | Y |
| <b>Theater - Technical</b>            |      |          |   |
| Technical Theater Level 1             | C    | C040996D | Y |
| Technical Theater Level 2             | C    | C031547D | Y |

| Award Title                   | Award Type | Academic Plan Code | FA* |
|-------------------------------|------------|--------------------|-----|
| <b>VISUAL ARTS AND DESIGN</b> |            |                    |     |
| <b>Art</b>                    |            |                    |     |
| Studio Arts                   | AA-T       | C033120G           | Y   |
| Art - General                 | AA         | C002735C           | Y   |
| Graphic Design                | AA         | C002739C           | Y   |
| Animation Foundation          | C          | C038605D           | Y   |
| Arts Graphic Communication    | C          | C035349D           | Y   |
| Game Art & Design Foundation  | C          | C042506D           | Y   |
| Game Art & Design Production  | C          | C042507D           | Y   |
| Illustration                  | C          | C041002D           | Y   |
| <b>Art History</b>            |            |                    |     |
| Art History                   | AA-T       | C032832G           | Y   |
| <b>Journalism</b>             |            |                    |     |
| Journalism                    | AA-T       | C033155G           | Y   |
| Journalism                    | AA         | C002728C           | Y   |
| <b>Photography</b>            |            |                    |     |
| Applied Photography           | AA         | C008235C           | Y   |
| Photography: Digital          | C          | C010780D           | Y   |
| Photography: Photojournalism  | C          | C010781D           | Y   |
| Digital Photography           | CS         | C101210J           | N   |

## SCHOOL OF NONCREDIT AND ADULT EDUCATION

| Award Title                                      | Award Type | Academic Plan Code |
|--|------------|--------------------|
| Academic Preparation                             | COC        | C036581E           |
| Adult Basic Education                            | COC        | C040907F           |
| Banquet & Restaurant Server                      | CCL        | C039614E           |
| Beginning English as a Second Language           | COC        | C036668E           |
| Beginning ESL & Civics with Technology I         | COC        | C044024F           |
| Beginning ESL & Civics with Technology II        | COC        | C044023F           |
| Behavior Technician: Autism                      | COC        | C043867E           |
| Behavior Technician: Preparation                 | COC        | C043866E           |
| Career Discovery Skills                          | CCL        | C024387E           |
| Child Development Readiness                      | CCL        | C036277F           |
| Computer Skills for the Workplace                | CCL        | C039702E           |
| College Readiness Math Fundamentals I            | COC        | C040127F           |
| College Readiness Math Fundamentals II           | COC        | C040128F           |
| Customer Service Skills                          | CCL        | C024294E           |
| E-Commerce                                       | CCL        | C041257E           |
| English as a Second Language-Civics              | COC        | C024344E           |
| English as a Second Language-Conversation        | COC        | C042057F           |
| English as a Second Language-Pronunciation       | COC        | C041252E           |
| English for Speakers of Other Languages-Level I  | COC        | C042058F           |
| English for Speakers of Other Languages-Level II | COC        | C042059F           |
| Entrepreneurship Skills                          | CCL        | C024069F           |
| Food Handler's Preparation                       | CCL        | C040524E           |

| Award Title   | Award Type | Academic Plan Code |
|---|------------|--------------------|
| Food Service Manager Skills Preparation             | CCL        | C040543E           |
| Front Desk Representative & Reservationist          | CCL        | C039616E           |
| Gig Economy Success Kit                             | CCL        | C040193E           |
| Global Business                                     | CCL        | C041258E           |
| Guestroom Attendant                                 | CCL        | C039617E           |
| Health Careers Readiness                            | CCL        | C035936E           |
| Healthcare Services                                 | CCL        | C041255E           |
| High School Equivalency Test Preparation            | COC        | C036276E           |
| Hospitality   | CCL        | C024118F           |
| In-Home Supportive Services Skills                  | CCL        | C024446E           |
| International Marketing Professional                | CCL        | C041259E           |
| Interpersonal Skills for the Workplace              | CCL        | C042068E           |
| Introduction to Computers                           | CCL        | C039703E           |
| Introduction to Patient Transporting                | COC        | C044082E           |
| Job Readiness                                       | CCL        | C024071E           |
| Law and Ethics in Business                          | CCL        | C041271E           |
| Literacy Level ESL                                  | COC        | C038723F           |
| Medical Assistant: Back Office                      | CCL        | C042201E           |
| Medical Assistant: Front Office                     | CCL        | C042227E           |
| Medical Interpretation                              | CCL        | C040199E           |
| Medical Terminology for Career Readiness            | CCL        | C040132E           |
| Optician Technician                                 | CCL        | C042299E           |
| Pathway to Citizenship                              | CCL        | C044022E           |
| Personal Financial Responsibility                   | COC        | C043793E           |
| Phlebotomy Technician                               | CCL        | C040138E           |
| Professionalism & Success in Healthcare Occupations | CCL        | C041256E           |
| Retail Sales and Customer Service                   | CCL        | C042649E           |
| Retail Supervisory and Management                   | CCL        | C042650E           |
| Roadmap to People Management                        | CCL        | C043226E           |
| Technical Office Occupation Skills                  | CCL        | C039327E           |
| Technology for Success in the Workplace             | CCL        | C039615E           |
| The Urban Ambassadors                               | CCL        | C040139E           |
| Vocational English as a Second Language I           | COC        | C024099E           |
| Vocational English as a Second Language II          | COC        | C036275E           |
| Warehouse & Distribution: Lead                      | COC        | C043708E           |
| Warehouse & Distribution: Worker                    | COC        | C043631E           |
| Workforce Literacy Skills                           | CCL        | C024016E           |
| Workplace Success I - Creativity in the Workplace   | CCL        | C039190E           |
| Workplace Success II - Creative Leadership          | CCL        | C039043E           |

### Award Type

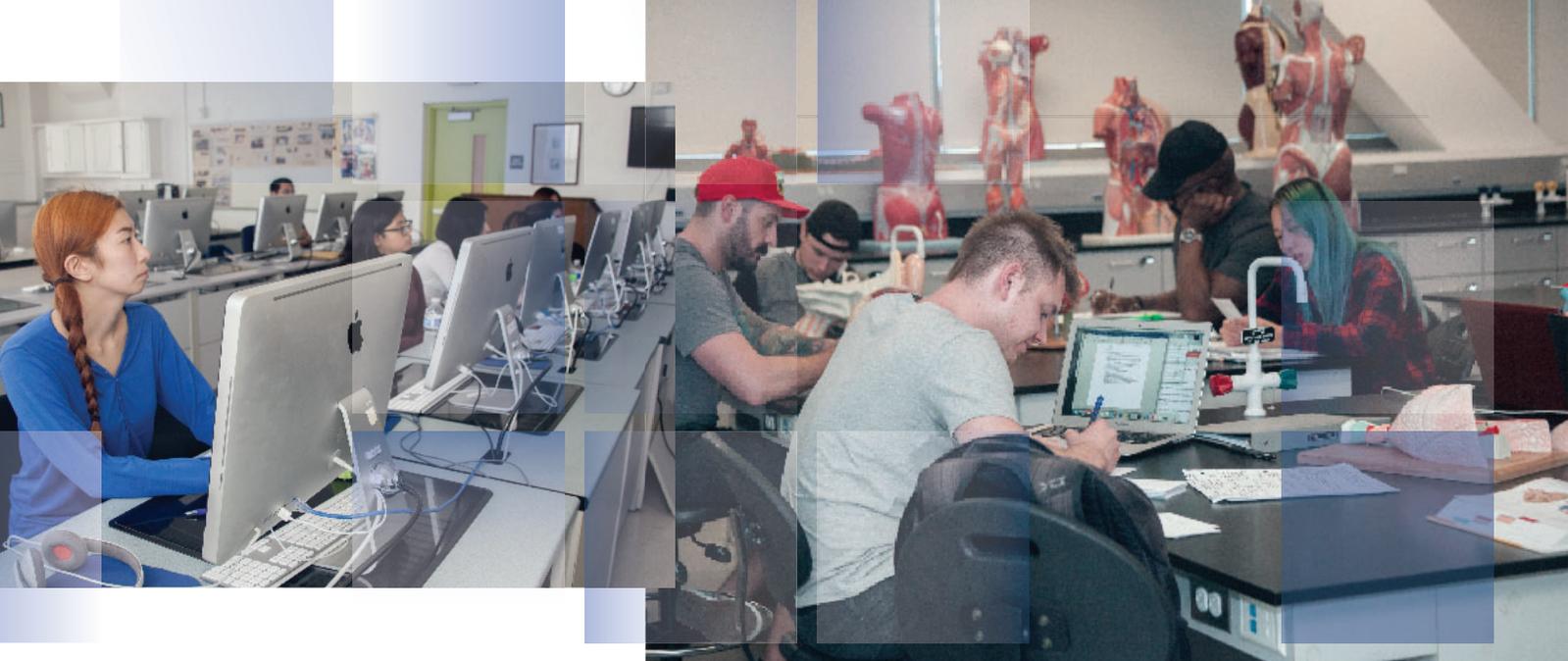
AA = Associate of Arts      AA-T = Associate in Arts for Transfer  
 AS = Associate of Science      AS-T = Associate in Science for Transfer  
 C = Certificate of Achievement      CS = Skills Certificate  
 CCL = Certificate of Completion      COC = Certificate of Competency

### FA\*

FA = Financial Aid Eligible. Consult with the Financial Aid Office on award eligibility.

Yes = Eligible for all aid.

No = Ineligible for Federal Pell and Cal Grant, FSEOG, Work-Study, and Federal Loans.



# The School of Business, Science, Technology, Engineering, and Math (BSTEM)

The School of Business, Science, Technology, Engineering, and Math (BSTEM) provides students with a wide range of educational and career opportunities in Business, Chemistry, Computer Science, Earth Sciences, Life Sciences, Mathematics, and Physics/Engineering. The School of BSTEM provides students with a comprehensive education in key disciplines, preparing them for successful careers or further academic pursuits in a rapidly evolving global landscape.

## BUSINESS

In the Business pathway, students learn the disciplines of Accounting, Business Administration, Finance and Banking, Management, Marketing, and Real Estate, preparing them for various roles in the business world.



## SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH (STEM)

The Chemistry pathway prepares students for careers in health care, technology, consumer industries, and environmental management, among others. The Physics/Engineering pathway gives students the opportunity to explore the principles of the physical world and apply them to real-world challenges. Earth Science programs in Geography and Geology provide students with a deep understanding of our planet and its physical processes. The Life Sciences pathways of Biology and Pre-Allied Health prepare students for careers in healthcare, research, and related fields.

The Computer Applications and Office Technologies, Computer Science, and Computer Technology pathways equip students with the skills needed for positions ranging from software development to cybersecurity and administrative support.

Mathematics programs cover a wide spectrum, from foundational math courses to advanced topics like Statistical Data Analytics, ensuring students have the quantitative skills necessary for success in their chosen fields.

# Business

Department Chair: Britt Haste  
 For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## ACCOUNTING

### 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. All our programs are designed to give the student an extensive background in the principles and practices of accounting in the business world. The AA degree offers a more comprehensive curriculum than the certificate programs and prepares the student to transfer to a four-year university and earn a bachelor's degree.

### PROGRAMS OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Accounting   | AA         | C002719C      | 42          | Y   |
| Computerized Bookkeeping and Accounting Technician | C          | C008211D      | 20          | 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.

## Accounting

### Associate of Arts (AA) Degree

*Major Units: 42      Total Units: Minimum of 60*  
*(State Code: 02719; TOP Code: 050200; Academic Plan: C002719C)*

The Accounting AA degree is designed for students who are interested in a career in accounting as a public accountant in private industry or in public service. The program prepares students for employment in entry-level positions such as junior accountants, auditing clerks, payroll clerks, and tax preparers, 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 at <http://dca.ca.gov/cba>

### PROGRAM STUDENT LEARNING OUTCOMES

1. Practice and implement ethical guidelines in dealing with related party transactions per current AICPA guidelines.
2. Prepare a set of financial statements for a sole proprietorship form of business.
3. Prepare traditional and contribution-margin income statements and define related terms.
4. Examine the relationship between audit risk, audit evidence and financial statement assertions.
5. Prepare payroll tax returns and reports.
6. Demonstrate an understanding on how cost accounting methods, procedures, and techniques are used to determine product or service cost.

### PROGRAM REQUIREMENTS

Requirements for the Accounting Associate of Arts degree may be met by completing: (a) 42 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (42 UNITS)

|                |                                     |   |
|----------------|-------------------------------------|---|
| ACCTG 001      | INTRODUCTORY ACCOUNTING I           | 5 |
| ACCTG 002      | INTRODUCTORY ACCOUNTING II          | 5 |
| ACCTG 011      | COST ACCOUNTING                     | 3 |
| ACCTG 012      | AUDITING                            | 3 |
| 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 |
| ACCT 031 OR    | MATHEMATICS OF ACCOUNTING           | 3 |
| BUS 038        | BUSINESS COMPUTATIONS               | 3 |
| BUS 001        | INTRODUCTION TO BUSINESS            | 3 |
| BUS 017        | COMPUTER USES FOR BUSINESS          | 3 |
| FINANCE 001 OR | PRINCIPLES OF FINANCE               | 3 |
| FINANCE 002 OR | INVESTMENTS                         | 3 |
| INT BUS 001    | INTERNATIONAL TRADE                 | 3 |

## Computerized Bookkeeping and Accounting Technician

### Certificate of Achievement

*Major Units: 20*

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

This certificate of achievement is designed for students who want to work in accounting-related fields specific to accounting technicians. Jobs in the field include accounting technicians and auditing/payroll/timekeeping clerks. The program has been structured so it can be completed in two semesters. Students wanting to continue their education in accounting-related fields should pursue the AA degree in Accounting.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Construct and format a Microsoft PowerPoint slide presentation and Microsoft Excel spreadsheet for the business audience.
2. Apply, analyze, and execute service company worksheets.
3. Analyze and record various accounting cycle tasks for a sole proprietorship business.

### PROGRAM REQUIREMENTS

Requirements for the Computerized Bookkeeping and Accounting Technician certificate of achievement may be met by completing 20 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (20 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 031 | MATHEMATICS OF ACCOUNTING .....           | 3 |
| OR        |   |   |
| BUS 038   | BUSINESS COMPUTATIONS .....               | 3 |
| BUS 017   | COMPUTER USES FOR BUSINESS .....          | 3 |

## Income Tax

### Skills Certificate

*Major Units: 9*

*(TOP Code: 050210; Academic Plan: C050210J)*

The Income Tax skills certificate is designed for students who want to work in accounting-related fields specific to taxation. Jobs in this field include 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 Computerized Bookkeeping and Accounting Technician certificate of achievement and then the AA degree in Accounting.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Prepare a 1040 tax form for a taxpayer following the appropriate regulations.
2. Identify and analyze various ethical dilemmas involved in related party transactions based on the rules used by the Internal Revenue Service.

### PROGRAM REQUIREMENTS

Requirements for the Income Tax skills certificate may be met by completing 9 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (9 UNITS)

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

## BUSINESS ADMINISTRATION

### OVERVIEW

Our programs in Business Administration are designed for students seeking entry-level positions in general areas of business commerce, finance, economics, international business management, and marketing, or for those currently employed in industry who want to upgrade their skills. Our programs provide students 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 prepares the student to transfer to a four-year university.

### PROGRAMS OFFERED

| AWARD                       | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|-----------------------------|------------|---------------|-------------|-----|
| Business Administration 2.0 | AS-T       | C041090H      | 28-31       | Y   |
| Business Administration     | AA         | C002718C      | 39          | Y   |
| Business Administration     | C          | C021609D      | 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.

## Business Administration 2.0

### Associate in Science (AS-T) Degree

*Major Units: 28-31      Total Units: Minimum of 60*

*(State Code: 41090; TOP Code: 050500; Academic Plan: C041090H)*

The Business Administration 2.0 Associate in Science for Transfer degree provides the foundation for students planning to transfer to a four-year college or university and includes core requirements in accounting, economics, and information systems. The degree provides students with an understanding of basic business practices, including operations, methods, and purpose, and an introduction to the major functional areas within business.

To earn the AS-T, 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 (CSU GE-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

- Prepare a business plan.
- Analyze and explain human relations and their implication for management and their employees.
- Evaluate the use of financial budgeting concepts to make sound decisions in managing their personal finances.
- 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.
- Demonstrate an industry standard skill-set when using relevant technology resources.

### PROGRAM REQUIREMENTS

Requirements for the Business Administration 2.0 Associate in Science transfer degree may be met by completing: (a) 19 units of major core courses, 3-5 units from the Math list, 3-4 units from the Statistics list, and 3 units from the Business or Business Writing list with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (19 UNITS)

|           |                                   |   |
|-----------|-----------------------------------|---|
| ACCTG 001 | INTRODUCTORY ACCOUNTING I.....    | 5 |
| ACCTG 002 | INTRODUCTORY ACCOUNTING II.....   | 5 |
| ECON 001  | PRINCIPLES OF MICROECONOMICS..... | 3 |
| ECON 002  | PRINCIPLES OF MACROECONOMICS..... | 3 |
| LAW 001   | BUSINESS LAW I.....               | 3 |

#### MATH – SELECT ONE OF THE FOLLOWING:

|           |   |   |
|-----------|---|---|
| MATH 230  | MATHEMATICS FOR LIBERAL ARTS STUDENTS.....    | 3 |
| MATH 236  | CALCULUS FOR BUSINESS AND SOCIAL SCIENCE..... | 5 |
| MATH 261  | CALCULUS I.....                               | 5 |
| MATH 261S | CALCULUS I WITH SUPPORT.....                  | 5 |

#### STATISTICS – SELECT ONE OF THE FOLLOWING:

|           |   |   |
|-----------|---|---|
| BUS 015   | BUSINESS STATISTICS.....                | 3 |
| MATH 227  | STATISTICS.....                         | 4 |
| MATH 227S | STATISTICS WITH SUPPORT.....            | 4 |
| MATH 229  | STATISTICS FOR DATA SCIENCE.....        | 4 |
| SOC 125   | STATISTICS FOR THE SOCIAL SCIENCES..... | 3 |

#### BUSINESS OR BUSINESS WRITING – SELECT ONE OF THE FOLLOWING:

|          |   |   |
|----------|---|---|
| BUS 001  | INTRODUCTION TO BUSINESS.....               | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS.....                | 3 |
| SUPV 012 | WRITTEN COMMUNICATIONS FOR SUPERVISORS..... | 3 |

## Business Administration

### Associate of Arts (AA) Degree

Major Units: 39      Total Units: Minimum of 60  
 (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, or sales managers.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Explain the major concepts of business organization.
2. Identify how business operates in an international/global environment including legal, social, cultural, and interdependence and integrated financial markets.
3. Establish a corporation's vision and strategic goals, while adhering to its set of corporate values.
4. Apply supervisory concepts to solve workplace problems.
5. Demonstrate an awareness of the appropriate language in written and oral communications.
6. Analyze the core components of the marketing concept and determine effective marketing programs, marketing mixes, SWOT analyses, and segmentation.
7. Construct and format a Microsoft PowerPoint slide presentation and Microsoft Excel spreadsheet for the business audience.

### PROGRAM REQUIREMENTS

Requirements for the Business Administration Associate of Arts degree may be met by completing: (a) 27 units of major core courses and 12 units of elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (27 UNITS)

|             |  |   |
|-------------|--|---|
| ACCTG 021   | BOOKKEEPING AND ACCOUNTING I           | 3 |
| BUS 001     | INTRODUCTION TO BUSINESS               | 3 |
| OR          |  |   |
| SUPV 012    | WRITTEN COMMUNICATIONS FOR SUPERVISORS | 3 |
| BUS 017     | COMPUTER USES FOR BUSINESS             | 3 |
| BUS 038     | BUSINESS COMPUTATIONS                  | 3 |
| OR          |  |   |
| ACCTG 031   | MATHEMATICS OF ACCOUNTING              | 3 |
| ECON 001    | PRINCIPLES OF MICROECONOMICS           | 3 |
| OR          |  |   |
| ECON 002    | PRINCIPLES OF MACROECONOMICS           | 3 |
| FINANCE 001 | PRINCIPLES OF FINANCE                  | 3 |
| INTBUS 001  | INTERNATIONAL TRADE                    | 3 |
| MARKET 021  | PRINCIPLES OF MARKETING                | 3 |
| SUPV 001    | ELEMENTS OF SUPERVISION                | 3 |

#### ELECTIVE COURSES (SELECT 12 UNITS)

|             |                                    |   |
|-------------|------------------------------------|---|
| FINANCE 002 | INVESTMENTS                        | 3 |
| FINANCE 008 | PERSONAL FINANCE AND INVESTMENTS   | 3 |
| FINANCE 015 | PRINCIPLES OF BANKING              | 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 001  | PRINCIPLES OF SELLING           | 3 |
| MARKET 011  | FUNDAMENTALS OF ADVERTISING     | 3 |
| MARKET 031  | RETAIL MERCHANDISING            | 3 |
| INTBUS 006  | INTERNATIONAL MARKETING I       | 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 |

## Business Administration

### Certificate of Achievement

Major Units: 22  
 (State Code: 21609; TOP Code: 050100; Academic Plan: C021609D)

The Business Administration certificate of achievement is designed for students who want to work in general business-related fields in both the public and private sector. Students 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. The program is structured so it may be completed in two semesters. The program serves as an excellent pathway in to the AS-T degree in Business Administration or the AA degree in Business Administration.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify how business operates in an international/global environment including legal, social, cultural, and interdependence and integrated financial markets.
2. Analyze the effects of government intervention in the economy.
3. Perform statistical calculations based on business scenarios involving sample space, probability descriptive statistics, frequency distribution, sampling distribution, estimation, and significance tests.

### PROGRAM REQUIREMENTS

Requirements for the Business Administration certificate of achievement may be met by completing 22 units of required courses and 3 units of elective courses with a grade of "C" or better.

#### REQUIRED COURSES (22 UNITS)

|           |  |   |
|-----------|--|---|
| ACCTG 001 | INTRODUCTORY ACCOUNTING I              | 5 |
| ACCTG 002 | INTRODUCTORY ACCOUNTING II             | 5 |
| BUS 001   | INTRODUCTION TO BUSINESS               | 3 |
| OR        |  |   |
| SUPV 012  | WRITTEN COMMUNICATIONS FOR SUPERVISORS | 3 |
| BUS 015   | BUSINESS STATISTICS                    | 3 |
| ECON 001  | PRINCIPLES OF MICROECONOMICS           | 3 |
| ECON 002  | PRINCIPLES OF MACROECONOMICS           | 3 |

## ECONOMICS

### OVERVIEW

The Economics curriculum is designed for students who are interested in an encompassing, formal economics education. In the Economics discipline, we offer the Associate in Arts for Transfer (AA-T) degree. Upon successful completion of this program, the student will have a broad fundamental knowledge of the principles and practices of economic policy and theory, and the skills needed to successfully apply their knowledge in a professional environment. Career opportunities include economist, data analyst, economics researcher, and economics professor.

### PROGRAM OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Economics  | AA-T       | C040566G      | 20-25       | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## Economics

### Associate in Arts (AA-T) Degree

*Major Units: 20-25      Total Units: Minimum of 60*  
(State Code: 40566; TOP Code: 220400; Academic Plan: C040566G)

The Associate in Arts in Economics for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. The Economics curriculum is designed for students who are interested in an encompassing, formal economics education. Upon successful completion of this program, the student will have an extensive background in the principles and practices of economic policy and theory. Students will acquire a broad fundamental knowledge of the theory and practice of economics and the skills needed to successfully apply their knowledge in a professional environment.

Economics is the science that deals with the production, distribution and consumption of goods and services. Economists attempt to understand the economy and the way it responds to various influences such as changes in federal interest rates. While there are many subdivisions in the study of economics, two major ones are macroeconomics and microeconomics. Macroeconomics is the study of the entire system of economics. Microeconomics is the study of how the system affects one business or parts of the economic system.

To earn the AA-T, 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 (CSU GE-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

- Use a cost-benefit analysis at the margin to analyze the behavior of economic agents.
- Analyze the workings of the market.
- Analyze the response of the economy to a disturbance.
- Analyze the effects of government intervention in the economy.
- Apply basic concepts of probability and probability distributions to computing probabilities related to real world problems.
- Prepare multiple step income statements, retained earnings statements and report forms of classified balance sheets.
- Solve application problems involving optimization.

### PROGRAM REQUIREMENTS

Requirements for the Economics Associate in Arts transfer degree may be met by completing: (a) 14-15 units of major core courses, 3-5 units from "List A," and 3-5 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (14-15 UNITS)

|          |                                   |   |
|----------|-----------------------------------|---|
| ECON 001 | PRINCIPLES OF MICROECONOMICS..... | 3 |
| ECON 002 | PRINCIPLES OF MACROECONOMICS..... | 3 |

#### SELECT ONE COURSE (3-4 UNITS)

|           |   |   |
|-----------|---|---|
| BUS 015   | BUSINESS STATISTICS.....                | 3 |
| MATH 227  | STATISTICS.....                         | 4 |
| MATH 227S | STATISTICS WITH SUPPORT.....            | 4 |
| MATH 229  | STATISTICS FOR DATA SCIENCE.....        | 4 |
| SOC 125   | STATISTICS FOR THE SOCIAL SCIENCES..... | 3 |

#### SELECT ONE COURSE (5 UNITS)

|           |   |   |
|-----------|---|---|
| MATH 236  | CALCULUS FOR BUSINESS AND SOCIAL SCIENCE..... | 5 |
| MATH 261  | CALCULUS I.....                               | 5 |
| MATH 261S | CALCULUS I WITH SUPPORT.....                  | 5 |

#### LIST A: SELECT ONE COURSE (3-5 UNITS)

|          |   |   |
|----------|---|---|
| ACCT 001 | INTRODUCTORY ACCOUNTING I.....                | 5 |
| ACCT 002 | PRINCIPLES OF MANAGERIAL ACCOUNTING.....      | 5 |
| BUS 001  | INTRODUCTION TO BUSINESS.....                 | 3 |
| BUS 017  | COMPUTER USES FOR BUSINESS.....               | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS.....                  | 3 |
| CIS 101  | INTRODUCTION TO COMPUTERS AND THEIR USES..... | 3 |
| MATH 230 | MATHEMATICS FOR LIBERAL ARTS STUDENTS.....    | 3 |
| MATH 262 | CALCULUS II.....                              | 5 |
| SUPV 012 | WRITTEN COMMUNICATIONS FOR SUPERVISORS.....   | 3 |

#### LIST B: SELECT ONE COURSE (3-5 UNITS)

|   |                     |   |
|---|---------------------|---|
| MATH 263  | CALCULUS III.....   | 5 |
| MATH 270  | LINEAR ALGEBRA..... | 3 |
| OR ANY COURSE APPROVED FOR CSUGE AREA D SOCIAL SCIENCES<br>OR IGETC AREA 4 SOCIAL SCIENCE |                     |   |

## FINANCE

### OVERVIEW

The Finance curriculum is designed 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 a certificate of achievement in Finance and Banking which is designed to give the student an extensive background in the principles and practices of banking and investment in the financial industry.

Our programs have been identified and included in the Federal Deposit Insurance Corporation’s (FDIC) Directory of College and University Degree Programs: [www.fdic.gov/regulations/resources/cbj/degree.html](http://www.fdic.gov/regulations/resources/cbj/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 | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Finance and Banking  | C          | C021610D      | 18          | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

### PROGRAM REQUIREMENTS

Requirements for the Finance and Banking certificate of achievement may be met by completing 18 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (18 UNITS)

|   |  |   |
|---|--|---|
| BUS 001<br>OR<br>SUPV 012<br>BUS 038<br>OR<br>ACCTG 031 | INTRODUCTION TO BUSINESS . . . . .               | 3 |
| FINANCE 001   | WRITTEN COMMUNICATIONS FOR SUPERVISORS . . . . . | 3 |
| FINANCE 002   | BUSINESS COMPUTATIONS . . . . .                  | 3 |
| FINANCE 008   | MATHEMATICS OF ACCOUNTING . . . . .              | 3 |
| FINANCE 015   | PRINCIPLES OF FINANCE . . . . .                  | 3 |
|   | INVESTMENTS . . . . .                            | 3 |
|   | PERSONAL FINANCE AND INVESTMENTS . . . . .       | 3 |
|   | PRINCIPLES OF BANKING . . . . .                  | 3 |

## Finance and Banking

### Certificate of Achievement

*Major Units: 18*

*(State Code: 21610; TOP Code: 050400; Academic Plan: C021610D)*

The Finance and Banking certificate of achievement is designed for students who are interested in a career in the banking and finance industries. Upon successful completion of the program, the student will have a broad understanding of the principles and practices of the financial world. The program prepares students for employment in entry level positions such as loan interviewers and clerks, new accounts clerks, and tellers.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize one or more of several stock selection techniques to choose companies to invest in and value its stock.
2. Research and analyze personal money management concepts and techniques.
3. Assess general banking policy decisions to be made and/or implemented at a Federal Open Market Committee (FOMC) meeting.
4. Examine and analyze financial instruments (e.g., formulas, rate of return, etc.) and financial principles as applied to various businesses.

## MANAGEMENT

### 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. Both programs 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 | MAJOR UNITS | FA* |
|--------------------------|------------|---------------|-------------|-----|
| Management               | C          | C021611D      | 18          | Y   |
| Retail Management (WAFC) | C          | C014232D      | 24          | 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.

## Management

### Certificate of Achievement

*Major Units: 18*

*(State Code: 21611; TOP Code: 050600; Academic Plan: C021611D)*

The Management certificate of achievement 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 positions, and the skill sets needed for leadership positions. Employment opportunities include general supervisory and assistant manager positions in various industries.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Research and analyze job analysis data for the job descriptions and job specifications of an occupation.
2. Determine the appropriate style flexing methods necessary to create and maintain effective interpersonal relationships.
3. Apply supervisory concepts to solve workplace problems.
4. Perform various Human Resources functions such as recruiting, selecting, training, appraising, and rewarding techniques.

### PROGRAM REQUIREMENTS

Requirements for the Management certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

### REQUIRED COURSES (SELECT 18 UNITS)

|          |   |   |
|----------|---|---|
| BUS 001  | INTRODUCTION TO BUSINESS . . . . .              | 3 |
| OR       |   |   |
| 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 |
| SUPV 001 | ELEMENTS OF SUPERVISION. . . . .                | 3 |

## Retail Management (WAFC)

### Certificate of Achievement

*Major Units: 24*

*(State Code: 14232; TOP Code: 050650; Academic Plan: C014232D)*

The Retail Management certificate of achievement is an accredited business program by the Western Association of Food Chains (WAFC). The program provides 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.

The certificate of achievement is designed for students who are interested in a career in the retail and service-oriented industry. The 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. For more information about this program or about the WAFC accrediting body, see <http://wafc.com/> and <https://retailmanagementcertificate.com/>

### PROGRAM STUDENT LEARNING OUTCOMES

1. Illustrate a standard overall retail merchandising strategy.
2. Analyze the core components of the marketing concept and determine effective marketing programs, marketing mixes, SWOT analyses, and segmentation strategies.
3. Perform various Human Resources functions such as recruiting, selecting, training, appraising, and rewarding techniques.

### PROGRAM REQUIREMENTS

Requirements for the Retail Management (WAFC) certificate of achievement may be met by completing 24 units of required courses with a grade of "C" or better.

### REQUIRED COURSES (24 UNITS)

|            |   |   |
|------------|---|---|
| ACCTG 021  | BOOKKEEPING AND ACCOUNTING I . . . . .          | 3 |
| BUS 017    | COMPUTER USES FOR BUSINESS. . . . .             | 3 |
| MARKET 021 | PRINCIPLES OF MARKETING . . . . .               | 3 |
| MARKET 031 | RETAIL MERCHANDISING . . . . .                  | 3 |
| MGMT 002   | ORGANIZATION AND MANAGEMENT THEORY . . . . .    | 3 |
| MGMT 031   | HUMAN RELATIONS FOR EMPLOYEES. . . . .          | 3 |
| MGMT 033   | HUMAN CAPITAL MANAGEMENT . . . . .              | 3 |
| SUPV 012   | WRITTEN COMMUNICATIONS FOR SUPERVISORS. . . . . | 3 |

## MARKETING

### OVERVIEW

The Marketing curriculum is designed 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. The Marketing Certificate of Achievement is designed to give the student an extensive background in the principles and practices of marketing in the business world.

### PROGRAMS OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Marketing  | C          | C021613D      | 18          | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## 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 fundraising. Students are advised to begin their studies with MARKET 021 (Principles of Marketing).

### PROGRAM STUDENT LEARNING OUTCOMES

1. Analyze the core components of the marketing concept and determine effective marketing programs, marketing mixes, SWOT analyses, and segmentation strategies.
2. Analyze and critique personal sales techniques required to successfully sell a good or service in the retail environment.
3. Prepare an Advertising Plan for a product or a service.

### PROGRAM REQUIREMENTS

Requirements for the Marketing certificate of achievement 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 |
| OR         |                                       |        |
| SUPV 012   | WRITTEN COMMUNICATION FOR SUPERVISORS | .....3 |
| 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 |

## REAL ESTATE

### OVERVIEW

The Real Estate curriculum prepares students who plan to enter the field in such areas as appraising, brokerage, escrows, property management, and sales. Both programs prepare students for employment and qualifies them for the California Real Estate Sales and Broker examinations. 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 at <https://dre.ca.gov/>.

### PROGRAMS OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| 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.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## Real Estate Broker License

### Certificate of Achievement

*Major Units: 24*

*(State Code: 10771; TOP Code: 051100; Academic Plan: C010771D)*

The Real Estate Broker License certificate of achievement 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. Consult with the California Department of Real Estate for additional licensing information and requirements at [www.dre.ca.gov/Examinees/ApplyBroker.html](http://www.dre.ca.gov/Examinees/ApplyBroker.html) or <https://dre.ca.gov/>.

Click here for this certificate Program Mapper.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Create a plan to schedule daily, weekly, and monthly real estate activities in order to obtain purchasing and/or listing clients. Evaluate the plan to reach the desired monthly income results.
2. Analyze and explain the various types of real property ownership in California.
3. Analyze and describe the various types of lending vehicles.
4. Analyze and explain economic forces of supply, demand, monetary and fiscal policy, taxation, social and cultural change.

### PROGRAM REQUIREMENTS

Requirements for the Broker License certificate of achievement 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 |

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**Real Estate Sales License****Skills Certificate***Major Units: 9**(TOP Code: 051100; Academic Plan: C051100J)*

The Real Estate Sales License skills 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 ES 001 and REAL ES 003), in addition to one of the eight required elective courses listed below. Consult with the California Department of Real Estate for additional licensing information and requirements at [www.dre.ca.gov/Examinees/ApplyBroker.html](http://www.dre.ca.gov/Examinees/ApplyBroker.html) or <https://dre.ca.gov/>.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Recognize, and prepare real estate agreements/contracts and/or their respective disclosures as required by state law.
2. Analyze and demonstrate techniques to obtain real estate transactions and how to deal with objections such as “open ended questions”.
3. Prepare a Purchase Agreement for a given scenario as a Selling Agent Representing a Buyer in Single Family Residence.
4. Create a plan to schedule daily, weekly, and monthly real estate activities in order to obtain purchasing and/or listing clients. Evaluate the plan to reach the desired monthly income results.

**PROGRAM REQUIREMENTS**

Requirements for the Real Estate Sales License skills certificate may be met by completing 6 units of required courses and 3 units of elective courses with a grade of “C” or better.

**REQUIRED COURSES (6 UNITS)**

|             |                              |   |
|-------------|------------------------------|---|
| REAL ES 001 | REAL ESTATE PRINCIPLES ..... | 3 |
| REAL ES 003 | REAL ESTATE PRACTICES .....  | 3 |

**ELECTIVE COURSES: SELECT ONE (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 021 | REAL ESTATE ECONOMICS .....           | 3 |

# Chemistry

Department Chair: Glen Baghdasarian

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## CHEMISTRY

### OVERVIEW

Everything in the world involves chemistry. The air you breathe, the food you eat, and the blood coursing through your veins all involve chemistry. It involves the snow on the mountains, the gasoline you put in your car, and the batteries used to run your iPad. A background in chemistry is essential to many high-paying, challenging careers in health care, technology, consumer industries, environmental management, and more, including pharmaceuticals, forensic science, food technology, petroleum industry, food technology, cosmetics, and so much more. Chemistry meets a general education requirement for most university majors, particularly for Pre-medical, Pre-Dental, Nursing, Anthropology, Biology, Chemistry, Geology, Physics, and Pharmacy majors.

### PROGRAMS OFFERED

| AWARD          | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|----------------|------------|---------------|-------------|-----|
| Chemistry      | AS         | C002756C      | 40          | Y   |
| UCTP Chemistry | AS         | C040232M      | 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.\

## Chemistry

### Associate of Science (AS) Degree

Major Units: 40      Total Units: Minimum of 60

(State Code: 02756; TOP Code: 190500; Academic Plan: C002756C)

The Chemistry 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, reactions, and mechanisms of that will lead to synthesis of desired compounds.
2. Solve problems using algebra, analyze graphical data, and convert between scientific units.
3. Apply the scientific method.
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. Design a synthesis of complex molecules from simple starting materials.

### PROGRAM REQUIREMENTS

Requirements for the Chemistry Associate of Science degree may be met by completing: (a) 40 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (40 UNITS)

|             |  |        |
|-------------|--|--------|
| CHEM 101*   | GENERAL CHEMISTRY I                        | .....5 |
| CHEM 102    | GENERAL CHEMISTRY II                       | .....5 |
| CHEM 211    | ORGANIC CHEMISTRY<br>FOR SCIENCE MAJORS I  | .....5 |
| CHEM 212    | ORGANIC CHEMISTRY<br>FOR SCIENCE MAJORS II | .....5 |
| MATH 261**  | CALCULUS I                                 | .....5 |
| MATH 262    | CALCULUS II                                | .....5 |
| PHYSICS 101 | PHYSICS FOR ENGINEERS<br>AND SCIENTISTS I  | .....5 |
| PHYSICS 102 | PHYSICS FOR ENGINEERS<br>AND SCIENTISTS II | .....5 |

\*CHEM 060 (Introduction to General Chemistry) or successful completion of high school chemistry or equivalent is a prerequisite for CHEM 101.

\*\*MATH 260 (Precalculus) or MATH 260S (Precalculus with Support) is a prerequisite for MATH 261.

## UCTP Chemistry

### Associate in Science for UC Transfer

Major Units: 53      Total Units: 69 - 74

(State Code: 40232; TOP Code: 190500; Academic Plan: C040232M)

The University of California Transfer Pathway (UCTP) Associate Degree in Chemistry is an extension of UC Pathways+. The degrees, which are created by the community colleges, include the major preparation outlined in the UC Transfer Pathway for Chemistry.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Describe chemical and physical structures and reactions and mechanisms of chemical formation be able to synthesize.
2. Solve problems using 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. Design a synthesis of complex molecules from simple starting

materials.

## PROGRAM REQUIREMENTS

1. Students must meet the following requirements to earn the degree:
  - a. Completion of a minimum of 69 semester units with a minimum cumulative grade point average of 2.0 that are eligible for transfer to the University of California. Completion of 74 units is required if the IGETC 6A Language Other Than English requirement was not completed in high school.
  - b. A minimum of 12 units must be completed at Los Angeles City College District.
2. Completion of the following curricular requirements:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) Areas indicated below with a minimum grade of "C" in each course or a grade of "P" if the general education course is taken on a "P/NP" basis.
  - b. The major requirements listed below with a minimum grade of "C" in each course. Major courses may not be taken on a "P/NP" basis.
3. Requirements for Admission to the UC: The UC Transfer Pathways Associate Degree in Chemistry is an extension of University of California's Pathways+. The degrees, which are created by the community colleges, include the major preparation outlined in the UC Transfer Pathway for Chemistry. As with Pathways+, in order to secure an admissions guarantee in Chemistry to a UC campus, students must complete the following requirements:
  - a. Complete the Transfer Pathway,
  - b. Meet or exceed the required campus-based TAG GPA. Depending on the campus the minimum GPA requirement ranges from 2.8 - 3.4.
  - c. Submit a TAG application by September 30, and
  - d. Apply for admission by November 30.

In addition to the benefits of the Pathways+ option, students completing the UCTP Associate's Degree in Chemistry will earn an AS degree from their respective community college.

For more information, visit the University of California Pathways+ website (<https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/pathways-plus.html>).

## MAJOR CORE COURSES (53 UNITS)

|             |  |   |
|-------------|--|---|
| CHEM 101*   | GENERAL CHEMISTRY I .....                        | 5 |
| CHEM 102    | GENERAL CHEMISTRY II.....                        | 5 |
| CHEM 211    | ORGANIC CHEMISTRY<br>FOR SCIENCE MAJORS I .....  | 5 |
| CHEM 212    | ORGANIC CHEMISTRY<br>FOR SCIENCE MAJORS II.....  | 5 |
| 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<br>AND SCIENTISTS I .....  | 5 |
| PHYSICS 102 | PHYSICS FOR ENGINEERS<br>AND SCIENTISTS II.....  | 5 |
| PHYSICS 103 | PHYSICS FOR ENGINEERS<br>AND SCIENTISTS III..... | 5 |

\*CHEM 060 (Introduction to General Chemistry) or successful completion of high school chemistry or equivalent is a prerequisite for CHEM 101.

\*\*MATH 260 (Precalculus) is a prerequisite for MATH 261.

# Computer Science (CSISA)

Department Chair: Shawki Dakduk  
 For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

### OVERVIEW

The Computer Applications and Office Technologies (CAOT) program offers a variety of programs for students interested in working closely with management and various types of businesses, professional, educational, and industrial offices.

### PROGRAMS OFFERED

| AWARD                                 | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|---------------------------------------|------------|---------------|-------------|-----|
| Administrative Office Assistant       | AA         | C002727C      | 39          | Y   |
| Computer Applications Specialist      | AA         | C008216C      | 30          | Y   |
| Administrative Office Assistant       | C          | C021614D      | 39          | Y   |
| Business Information Worker I         | C          | C042568D      | 24          | Y   |
| Business Information Worker II        | C          | C042651D      | 39          | Y   |
| Clerical Office Assistant             | C          | C008215D      | 27          | Y   |
| Basic Administrative Office Assistant | CS         | C051400J      | 18          | 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.

## Administrative Office Assistant

### Associate of Arts (AA) Degree

*Major Units: 39      Total Units: Minimum of 60*  
 (State Code: 02727; TOP Code: 051400; Academic Plan: C002727C)

The Administrative Office Assistant Associate of Arts degree 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, and computer applications including word processing, spreadsheets, databases, and desktop publishing. In addition, students are prepared to assume general office duties and decision-making office responsibilities. Completion of the 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 Microsoft Word.
3. Prepare a multi-column newsletter containing desktop publishing elements in Microsoft 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 Administrative Office Assistant Associate of Arts degree may be met by completing: (a) 39 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (39 UNITS)

|          |  |   |
|----------|--|---|
| CAOT 001 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I                           | 3 |
| CAOT 002 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II                          | 3 |
| CAOT 014 | MICROCOMPUTER OFFICE APPLICATIONS: POWERPOINT                              | 3 |
| CAOT 031 | BUSINESS ENGLISH   | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS  | 3 |
| CAOT 033 | RECORDS MANAGEMENT AND ELECTRONIC FILING                                   | 3 |
| CAOT 043 | OFFICE PROCEDURES  | 3 |
| CAOT 048 | CUSTOMER SERVICE   | 3 |
| CAOT 082 | MICROSOFT OFFICE SUITE   | 3 |
| CAOT 084 | MICROSOFT WORD   | 3 |
| CAOT 085 | MICROSOFT EXCEL: SPREADSHEET   | 3 |
| CAOT 088 | MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING                      | 3 |
| CAOT 098 | MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY | 3 |

## Computer Applications Specialist

### Associate of Arts (AA) Degree

Major Units: 30      Total Units: Minimum of 60  
(State Code: 08216; TOP Code: 051400; Academic Plan: C008216C)

The Computer Applications Specialist Associate of Arts degree 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, and computer applications including word processing, spreadsheets, databases, and desktop publishing. Completion of the program enables students to qualify for intermediate office positions that require knowledge of a variety of computer applications.

### 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 Microsoft 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 Computer Applications Specialist Associate of Arts degree may be met by completing: (a) 30 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (30 UNITS)

|          |  |   |
|----------|--|---|
| CAOT 001 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I                           | 3 |
| CAOT 002 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II                          | 3 |
| CAOT 014 | MICROCOMPUTER OFFICE APPLICATIONS: POWERPOINT                              | 3 |
| CAOT 031 | BUSINESS ENGLISH   | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS  | 3 |
| CAOT 082 | MICROSOFT OFFICE SUITE   | 3 |
| CAOT 084 | MICROSOFT WORD   | 3 |
| CAOT 085 | MICROSOFT EXCEL: SPREADSHEET   | 3 |
| CAOT 088 | MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING                      | 3 |
| CAOT 098 | MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY | 3 |

## Administrative Office Assistant

### Certificate of Achievement

Major Units: 39  
(State Code: 21614; TOP Code: 051400; Academic Plan: C021614D)

The Administrative Office Assistant certificate of achievement 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, and computer applications including word processing, spreadsheets, databases, and desktop publishing. In addition, students are prepared to assume general office duties and decision-making office responsibilities. Completion of the 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 Microsoft Word.
3. Prepare a multi-column newsletter containing desktop publishing elements in Microsoft 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 Administrative Office Assistant certificate of achievement may be met by completing 39 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (39 UNITS)

|          |  |   |
|----------|--|---|
| CAOT 001 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I                           | 3 |
| CAOT 002 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II                          | 3 |
| CAOT 014 | MICROCOMPUTER OFFICE APPLICATIONS: POWERPOINT                              | 3 |
| CAOT 031 | BUSINESS ENGLISH   | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS  | 3 |
| CAOT 033 | RECORDS MANAGEMENT AND ELECTRONIC FILING                                   | 3 |
| CAOT 043 | OFFICE PROCEDURES  | 3 |
| CAOT 048 | CUSTOMER SERVICE   | 3 |
| CAOT 082 | MICROSOFT OFFICE SUITE   | 3 |
| CAOT 084 | MICROSOFT WORD   | 3 |
| CAOT 085 | MICROSOFT EXCEL: SPREADSHEET   | 3 |
| CAOT 088 | MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING                      | 3 |
| CAOT 098 | MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY | 3 |

## Business Information Worker I

### Certificate of Achievement

*Major Units: 24*

*(State Code: 42568; TOP Code: 051400; Academic Plan: C042568D)*

Business Information Worker I (BIW I) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions, including office and executive administrative support, office supervision, small business support, retail sales, and customer service representatives. The BIW I Certificate of Achievement builds the foundation in this pathway by providing students with basic skills in Word, Excel, and customer relations and introductory instruction in Access and PowerPoint. In addition, students review English grammar and acquire a foundation in business communications to prepare them for office writing tasks. Students completing this first stage of the two-part BIW pathway will be equipped to take Microsoft Office Specialist credential exams in Excel and Word.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify appropriate software to use for a business problem.
2. Develop written content for inclusion in business presentations using correct grammar and relying on appropriate communication approaches that are tailored to the audience and purpose.
3. Create basic reports using appropriate spreadsheet and word processing software.
4. Implement sound customer service strategies to attract and retain clients.

### PROGRAM REQUIREMENTS

Requirements for the Business Information Worker I certificate of achievement may be met by completing 24 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (24 UNITS)

|          |  |   |
|----------|--|---|
| CAOT 001 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I .....                         | 3 |
| CAOT 031 | BUSINESS ENGLISH .....   | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS .....  | 3 |
| CAOT 048 | CUSTOMER SERVICE .....   | 3 |
| CAOT 082 | MICROSOFT OFFICE SUITE .....   | 3 |
| CAOT 084 | MICROSOFT WORD .....   | 3 |
| CAOT 085 | MICROSOFT EXCEL: SPREADSHEET .....   | 3 |
| CAOT 098 | MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY ... | 3 |

## Business Information Worker II

### Certificate of Achievement

*Major Units: 39*

*(State Code: 42651; TOP Code: 051400; Academic Plan: C042651D)*

Business Information Worker II (BIW II) Certificate of Achievement is designed to prepare students for mid-level office and administrative support in a variety of job positions, including office and executive administrative support, office supervision, small business support, retail sales, and customer service representatives. The BIW II Certificate of Achievement builds on the BIW I foundation and provides students with additional skills in PowerPoint, Excel, Access, QuickBooks, records management, and customer relations. Students completing this stage of the BIW pathway will be equipped to take multiple Microsoft Office Specialist credential exams.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Develop a solution to a business problem using the most appropriate business application software.
2. Apply software tools to function effectively as a team member using collaborative web-based workspaces.
3. Construct business presentations that are accurate, well-organized, and are appropriate to the audience and purpose.
4. Develop accurate accounting reports using appropriate spreadsheet and accounting software.
5. Organize customer service tasks using customer relationship management software.

### PROGRAM REQUIREMENTS

Requirements for the Business Information Worker II certificate of achievement may be met by completing 39 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (39 UNITS)

|          |  |   |
|----------|--|---|
| CAOT 001 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I .....                         | 3 |
| CAOT 002 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II .....                        | 3 |
| CAOT 014 | MICROCOMPUTER OFFICE APPLICATIONS: POWERPOINT .....                            | 3 |
| CAOT 031 | BUSINESS ENGLISH .....   | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS .....  | 3 |
| CAOT 033 | RECORDS MANAGEMENT AND ELECTRONIC FILING .....                                 | 3 |
| CAOT 048 | CUSTOMER SERVICE .....   | 3 |
| CAOT 050 | DATA ANALYTICS WITH EXCEL FOR OFFICE WORKERS .....                             | 3 |
| CAOT 078 | COMPUTER ACCOUNTING APPLICATIONS: QUICKBOOKS .....                             | 3 |
| CAOT 082 | MICROSOFT OFFICE SUITE .....   | 3 |
| CAOT 084 | MICROSOFT WORD .....   | 3 |
| CAOT 085 | MICROSOFT EXCEL: SPREADSHEET .....   | 3 |
| CAOT 098 | MICROCOMPUTER OFFICE APPLICATIONS: DISCOVERING COMPUTERS: DIGITAL LITERACY ... | 3 |

## Clerical Office Assistant

### Certificate of Achievement

*Major Units: 27*

(State Code: 08215; TOP Code: 051400; Academic Plan: C008215D)

The Clerical Office Assistant certificate of achievement 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 Clerical Office Assistant certificate of achievement may be met by completing 27 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (27 UNITS)

|          |   |   |
|----------|---|---|
| CAOT 001 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I.....                                 | 3 |
| CAOT 002 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II.....                                | 3 |
| CAOT 031 | BUSINESS ENGLISH.....   | 3 |
| CAOT 032 | BUSINESS COMMUNICATIONS.....  | 3 |
| CAOT 043 | OFFICE PROCEDURES.....  | 3 |
| CAOT 084 | MICROSOFT WORD.....   | 3 |
| CAOT 085 | MICROSOFT EXCEL: SPREADSHEET.....   | 3 |
| CAOT 098 | MICROCOMPUTER OFFICE APPLICATIONS:<br>DISCOVERING COMPUTERS:<br>DIGITAL LITERACY..... | 3 |
| CAOT 082 | MICROSOFT OFFICE SUITE.....   | 3 |

## Basic Administrative Office Assistant

### Skills Certificate

*Major Units: 18*

(TOP Code: 051400; Academic Plan: C051400J)

The Basic Administrative Office Assistant skills 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, including 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. Create a business report with a cover sheet, table of contents, and a bibliography.
2. 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 Microsoft Word.

### PROGRAM REQUIREMENTS

Requirements for the Basic Administrative Office Assistant skills certificate may be met by completing 18 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (18 UNITS)

|          |   |   |
|----------|---|---|
| CAOT 001 | COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I..... | 3 |
| CAOT 082 | MICROSOFT OFFICE SUITE.....                           | 3 |
| CAOT 031 | BUSINESS ENGLISH.....                                 | 3 |
| CAOT 043 | OFFICE PROCEDURES.....                                | 3 |
| CAOT 084 | MICROSOFT WORD.....                                   | 3 |
| CAOT 085 | MICROSOFT EXCEL: SPREADSHEET.....                     | 3 |

# COMPUTER SCIENCE

## OVERVIEW

The Computer Science (CS) and Computer Information Systems (CIS) programs provide a solid foundation for students to either transfer to universities for advanced CS and CIS studies or begin a career directly related to the computer science and information systems fields. Students completing one of our programs can expect high-paying employment opportunities in computer programming, software development, database administration, cloud computing, full-stack web development, and other CS and CIS related fields.

## PROGRAMS OFFERED

| AWARD                                | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--------------------------------------|------------|---------------|-------------|-----|
| Computer Information Systems (CIS)   | AA         | C002730C      | 33          | Y   |
| Computer Science                     | AA         | C010774C      | 35-37       | Y   |
| Cybersecurity                        | AS         | C038828C      | 30          | Y   |
| Applications Software                | C          | C008224D      | 30          | Y   |
| C++ Programming                      | C          | C040999D      | 18          | Y   |
| Cloud Computing                      | C          | C039854D      | 21          | Y   |
| Cybersecurity                        | C          | C038827D      | 30          | Y   |
| Cybersecurity Analyst                | C          | C042224D      | 18          | Y   |
| Data Science                         | C          | C042225D      | 22          | Y   |
| Full Stack Web Application Developer | C          | C040237D      | 18          | Y   |
| Java Programming                     | C          | C041000D      | 18          | Y   |
| Machine Learning                     | C          | C042224D      | 18          | Y   |
| Programming Languages                | C          | C008225D      | 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.

## Computer Information Systems (CIS)

### Associate of Arts (AA) Degree

Major Units: 33      Total Units: Minimum of 60  
 (State Code: 02730; TOP Code: 070200; Academic Plan: C002730C)

The CIS Associate of Arts degree prepares students for careers as entry-level programmers using C++, Java, and Visual Basic; database application developers using SQL and PL/SQL; and Web application developers using leading HTML standards, JavaScript, and Python. The program provides a well-rounded education with solid foundations in procedural and object-oriented methodologies, data structures, and computer organization that also helps students pursue a bachelor's degree in a CIS field.

## PROGRAM STUDENT LEARNING OUTCOMES

- Gain appropriate skills in computer literacy, computer applications, and programming to enable efficient use of computers and their applications.
- Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
- Gain knowledge in basic mathematics as it relates to Computer Science including number systems, Sets & Venn Diagrams,

boolean logic, truth tables, and circuit gates.

- Install, configure, and troubleshoot given problems for Linux, Windows, or other operating systems.
- Design, create, update, and query a relational database using entity-relationship diagrams, normalization, and SQL.
- Design and implement solutions to general purpose problems using a programming language such as C++, Java, and Python.
- Gain skills in the use of client-side web technologies, such as HTML and CSS, for the design and development of interactive websites.
- Employ complex data structures and algorithms, including sorting, searching, and recursion, to design and implement solutions to advanced computer science problems.
- Gain an understanding of computer architecture and organization and apply this understanding to develop low-level code in assembly-language to solve a given problem.
- Use advanced programming constructs to solve problems related to recursion, object-oriented programming, dynamic data types, networking, and/or multithreading.

## PROGRAM REQUIREMENTS

Requirements for the Computer Information Systems Associate of Arts degree may be met by completing: (a) 33 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (SELECT 33 UNITS)

|         |   |   |
|---------|---|---|
| CS 101  | INTRODUCTION TO COMPUTER SCIENCE.....                           | 3 |
| CS 102  | PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)..... | 3 |
| CS 103  | MATHEMATICS FOR PROGRAMMERS.....                                | 3 |
| CS 116  | PROGRAMMING IN C++.....   | 3 |
| OR      |   |   |
| CS 113  | PROGRAMMING IN JAVA.....  | 3 |
| CS 119  | PROGRAMMING IN PYTHON.....                                      | 3 |
| CS 130  | INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION.....     | 3 |
| CS 136  | INTRODUCTION TO DATA STRUCTURES.....                            | 3 |
| CS 216  | OBJECT-ORIENTED PROGRAMMING IN C++.....                         | 3 |
| OR      |   |   |
| CS 213  | ADVANCED PROGRAMMING IN JAVA.....                               | 3 |
| CIS 112 | OPERATING SYSTEMS - BEGINNING LINUX.....                        | 3 |
| CIS 148 | INTRODUCTION TO WEB DEVELOPMENT HTML5 & CSS.....                | 3 |
| CIS 219 | INTRODUCTION TO ORACLE: SQL AND PL/SQL.....                     | 3 |

## Computer Science

### Associate of Arts (AA) Degree

Major Units: 35-37      Total Units: Minimum of 60  
(State Code: 10774; TOP Code: 070600; Academic Plan: C010774C)

The Computer Science Associate of Arts degree prepares the student to transfer to four-year colleges or begin an entry-level job related to programming and software development. The program provides a well-rounded education with an emphasis on solid foundations in procedural and object-oriented programming and methodologies, data structures, and computer architecture and organization.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Gain appropriate skills in computer literacy, computer applications, and programming to enable efficient use of computers and their applications.
2. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
3. Gain knowledge in basic mathematics as it relates to Computer Science including number systems, Sets & Venn Diagrams, boolean logic, truth tables, and circuit gates.
4. Install, configure, and troubleshoot given problems for Linux, Windows, or other operating systems.
5. Design, create, update, and query a relational database using entity-relationship diagrams, normalization, and SQL.
6. Design and implement solutions to general purpose problems using a programming language such as C++, Java, and Python.
7. Employ complex data structures and algorithms, including sorting, searching, and recursion, to design and implement solutions to advanced computer science problems.
8. Gain an understanding of computer architecture and organization and apply this understanding to develop low-level code in assembly-language to solve a given problem.

### PROGRAM REQUIREMENTS

Requirements for the Computer Science Associate of Arts degree may be met by completing: (a) 35-37 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (35-37 UNITS)

|             |   |   |
|-------------|---|---|
| CS 116      | PROGRAMMING IN C++.....                                     | 3 |
| OR          |   |   |
| CS 113      | PROGRAMMING IN JAVA.....                                    | 3 |
| CS 130      | INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION..... | 3 |
| CS 136      | INTRODUCTION TO DATA STRUCTURES.....                        | 3 |
| CS 131      | DISCRETE STRUCTURES FOR COMPUTER SCIENCE.....               | 3 |
| OR          |   |   |
| MATH 272    | METHODS OF DISCRETE MATHEMATICS.....                        | 5 |
| CS 213      | ADVANCED PROGRAMMING JAVA.....                              | 3 |
| OR          |   |   |
| CS 216      | OBJECT-ORIENTED PROGRAMMING IN C++.....                     | 3 |
| 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 |

## Cybersecurity

### Associate of Science (AS) Degree

Major Units: 30      Total Units: Minimum of 60  
(State Code: 38828; TOP Code: 070800; Academic Plan: C038828C)

The Cybersecurity Associate of Science degree prepares students for a career in a sector of technology that is growing rapidly and will continue to grow for the foreseeable future. This curriculum teaches students to recognize threats and procedures to be proactive against cybersecurity threats and/or respond to cybersecurity incidents, how to protect and defend against intrusions through the use of advanced techniques used by cybercriminals, and how to create innovative solutions to prevent hackers from stealing critical information or causing problems for computer networks. Students also learn about the ethics of security and hacking and the geopolitical ramifications of cyberattacks. The Cybersecurity Associate of Science is comprised of a group of industry-recognized CompTIA certifications and computer forensics and ethical hacking certification programs which will enhance a student's ability to pursue a career in cybersecurity.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Gain an understanding of computer technologies, such as, hardware, software, and networking technologies, as well as troubleshooting, methods of signaling and encoding, interfaces, transmission media, and the most important protocols involved in moving data over a communication network.
2. Understand concepts of cybersecurity, network security, risk assessment, disaster recovery, threat assessment, computer forensics, privacy, and ethics as it relates to security, law, civil compliance, and criminal activity.
3. Gain the skills necessary to apply knowledge of concepts, tools, and procedures to react to cybersecurity incidents and guard against cybersecurity attacks.
4. Understand how hardware, software, and networks interact and how to protect and defend against intrusions using advanced techniques that are used by cybercriminals.
5. Create innovative solutions to prevent hackers from stealing critical information or cause problems for computer networks.
6. Understand the ethical implications of working to protect organizations or countries against a cyberattack.

### PROGRAM REQUIREMENTS

Requirements for the Cybersecurity Associate of Science degree may be met by completing (a) 30 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### REQUIRED COURSES (30 UNITS)

|         |  |   |
|---------|--|---|
| CS 101  | INTRODUCTION TO COMPUTER SCIENCE.....      | 3 |
| CIS 210 | INTRODUCTION TO COMPUTER NETWORKING.....   | 3 |
| CIS 212 | A+ CERTIFICATION PREPARATION-HARDWARE..... | 3 |
| CIS 213 | A+ CERTIFICATION PREPARATION-SOFTWARE..... | 3 |
| CIS 214 | INTRODUCTION TO NETWORK+.....              | 3 |
| CIS 211 | SECURITY+ CERTIFICATION PREPARATION.....   | 3 |
| CIS 170 | INTRODUCTION TO ETHICAL HACKING.....       | 3 |
| CIS 112 | OPERATING SYSTEMS - BEGINNING LINUX.....   | 3 |
| CIS 166 | COMPUTER FORENSICS I.....                  | 3 |
| CIS 119 | PROGRAMMING IN PYTHON.....                 | 3 |

## Applications Software

### Certificate of Achievement

*Major Units: 30*

(State Code: 08224; TOP Code: 070200; Academic Plan: C008224D)

The Applications Software certificate of achievement prepares students for careers in applications software development and usage in fields related to microcomputer applications, databases, cloud computing, and programming. Students completing the program will find opportunities for employment in various computer science and information systems related businesses and industries.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
2. Gain appropriate skills in computer literacy, computer applications, and programming to enable efficient use of computers and their applications.
3. Gain knowledge in basic mathematics as it relates to Computer Science including number systems, Sets & Venn Diagrams, boolean logic, truth tables, and circuit gates.
4. Gain skills in the use of client-side web technologies, such as HTML and CSS, for the design and development of interactive websites.
5. Design and implement solutions to general purpose problems using a programming language such as C++, Java, and Python.
6. Install, configure, and troubleshoot given problems for Linux, Windows, or other operating systems.
7. Design, create, update, and query a relational database using entity-relationship diagrams, normalization, and SQL.
8. Design Infrastructure as a Service (IaaS) for cloud computing to provide computing instances, establish virtual private networks, and manage databases and storage.
9. Analyze performance metrics of cloud architecture to respond dynamically to information and computing workloads.

#### PROGRAM REQUIREMENTS

Requirements for the Applications Software certificate of achievement may be met by completing 30 units of required courses with a grade of "C" or better.

##### REQUIRED COURSES (30 UNITS)

|              |   |   |
|--------------|---|---|
| CS 101       | INTRODUCTION TO COMPUTER SCIENCE .....                          | 3 |
| CS 102       | PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)..... | 3 |
| CS 103       | MATHEMATICS FOR PROGRAMMERS .....                               | 3 |
| CS 113<br>OR | PROGRAMMING IN JAVA.....  | 3 |
| CS 116       | PROGRAMMING IN C++.....   | 3 |
| CS 119       | PROGRAMMING IN PYTHON.....                                      | 3 |
| CIS 112      | OPERATING SYSTEMS - BEGINNING LINUX.....                        | 3 |
| CIS 148      | INTRODUCTION TO WEB DEVELOPMENT USING HTML AND CSS .....        | 3 |
| CIS 192      | INTRODUCTION TO CLOUD COMPUTING.....                            | 3 |
| CIS 193      | DATABASE ESSENTIALS IN AMAZON WEB SERVICES ..                   | 3 |
| CIS 219      | INTRODUCTION TO ORACLE: SQL AND PL/SQL .....                    | 3 |

## C++ Programming

### Certificate of Achievement

*Major Units 18*

(State Code: 40999; TOP Code: 070710; Academic Plan: C040999D)

The C++ Programming certificate of achievement provides students with comprehensive training in high demand programming languages and tools including Visual Basic and C++. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development.

Possible Jobs: Computer Programmers, Software Developers: Applications, Software Developers: Systems Software, Web Developers

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
2. Create, deploy, and test a basic program with valid syntax and proper logical and mathematical functions using the C++ programming language.
3. Design and implement solutions to a general-purpose problem using advanced programming techniques in the C++ programming language.
4. Employ complex data structures and algorithms, including sorting, searching, and recursion, to design and implement solutions to advanced computer science problems.

#### PROGRAM REQUIREMENTS

Requirements for the C++ Programming certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

##### REQUIRED COURSES (18 UNITS)

|        |   |   |
|--------|---|---|
| CS 101 | INTRODUCTION TO COMPUTER SCIENCE .....                          | 3 |
| CS 102 | PROGRAMMING LOGIC AND DESIGN (INTRODUCTION TO PROGRAMMING)..... | 3 |
| CS 103 | MATHEMATICS FOR PROGRAMMERS .....                               | 3 |
| CS 116 | PROGRAMMING IN C++.....   | 3 |
| CS 136 | INTRODUCTION TO DATA STRUCTURES .....                           | 3 |
| CS 216 | OBJECT-ORIENTED PROGRAMMING IN C++ .....                        | 3 |

## Cloud Computing

### Certificate of Achievement

*Major Units: 21*

(State Code: 39854; TOP Code: 070730; Academic Plan: C039854D)

The Cloud Computing program prepares students to design solutions for Infrastructure as a Service (IaaS) architectures by provisioning computing instances, establishing virtual private networks, managing databases, and storage within a secure online environment. Students produce dynamic solutions responsive to information and computing technology workloads with on-demand pay-as-you-go pricing allowing flexibility for small business, entrepreneurship, and enterprise adoption. Industry certifications are program proposal attributes embedded to prepare for occupations in cloud architect, cloud support associate, cloud engineer, or cloud technicians. Some preparation in information technology or computer programming is recommended.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Gain appropriate skills in computer literacy, computer applications, and programming to enable efficient use of computers and their applications.
2. Design Infrastructure as a Service (IaaS) solutions by provisioning computing instances, establishing virtual private networks, managing databases, and storage within a secure online environment.
3. Analyze performance metrics of cloud architecture to respond dynamically to information and computing technology workloads and optimize service costs.
4. Collaborate in a team designing business solutions in an industry-aligned project.
5. Design and implement solutions to general purpose problems using Python or Javascript.
6. Design, create, update, and query a relational database using entity-relationship diagrams, normalization, and SQL.

### PROGRAM REQUIREMENTS

Requirements for the Cloud Computing certificate of achievement may be met by completing 21 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (21 UNITS)

|         |  |
|---------|--|
| CS 101  | INTRODUCTION TO COMPUTER SCIENCE.....3         |
| CS 112  | PROGRAMMING IN JAVASCRIPT.....3                |
| OR      |  |
| CS 119  | PROGRAMMING IN PYTHON.....3                    |
| CIS 192 | INTRODUCTION TO CLOUD COMPUTING.....3          |
| CIS 193 | DATABASE ESSENTIALS IN AMAZON WEB SERVICES...3 |
| CIS 194 | COMPUTE ENGINES IN AMAZON WEB SERVICES.....3   |
| CIS 195 | SECURITY IN THE CLOUD.....3                    |
| CIS 219 | INTRODUCTION TO ORACLE: SQL AND PL/SQL.....3   |

## Cybersecurity

### Certificate of Achievement

*Major Units: 30*

(State Code: 38827; TOP Code: 070800; Academic Plan: C038827D)

The Cybersecurity certificate of achievement prepares students for a career in a sector of technology that is growing rapidly and will continue to grow for the foreseeable future. The curriculum teaches students to recognize threats and procedures to be proactive against cybersecurity threats and/or respond to cybersecurity incidents, how to protect and defend against intrusions through the use of advanced techniques used by cybercriminals, and how to create innovative solutions to prevent hackers from stealing critical information or causing problems for computer networks. Students also learn about the ethics of security and hacking and the geopolitical ramifications of cyberattacks. The Cybersecurity Certificate is comprised of a group of industry-recognized CompTIA certifications and computer forensics and ethical hacking certification programs which will enhance a student's ability to pursue a career in cybersecurity.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Gain an understanding of computer technologies, such as, hardware, software, and networking technologies, as well as troubleshooting, methods of signaling and encoding, interfaces, transmission media, and the most important protocols involved in moving data over a communication network.
2. Understand concepts of cybersecurity, network security, risk assessment, disaster recovery, threat assessment, computer forensics, privacy, and ethics as it relates to security, law, civil compliance, and criminal activity.
3. Gain the skills necessary to apply knowledge of concepts, tools, and procedures to react to cybersecurity incidents and guard against cybersecurity attacks.
4. Understand how hardware, software, and networks interact and how to protect and defend against intrusions using advanced techniques that are used by cybercriminals.
5. Create innovative solutions to prevent hackers from stealing critical information or cause problems for computer networks.
6. Understand the ethical implications of working to protect organizations or countries against a cyberattack.

### PROGRAM REQUIREMENTS

Requirements for the Cybersecurity certificate of achievement may be met by completing 30 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (30 UNITS)

|         |   |
|---------|---|
| CS 101  | INTRODUCTION TO COMPUTER SCIENCE.....3      |
| CIS 210 | INTRODUCTION TO COMPUTER NETWORKING.....3   |
| CIS 212 | A+ CERTIFICATION PREPARATION-HARDWARE.....3 |
| CIS 213 | A+ CERTIFICATION PREPARATION-SOFTWARE.....3 |
| CIS 214 | INTRODUCTION TO NETWORK+.....3              |
| CIS 211 | SECURITY+ CERTIFICATION PREPARATION.....3   |
| CIS 170 | INTRODUCTION TO ETHICAL HACKING.....3       |
| CIS 112 | OPERATING SYSTEMS - BEGINNING LINUX.....3   |
| CIS 166 | COMPUTER FORENSICS I.....3                  |
| CIS 119 | PROGRAMMING IN PYTHON.....3                 |

## Cybersecurity Analyst

### Certificate of Achievement

Major Units: 18

(State Code: 42239; TOP Code: 070200; Academic Plan: C042239D)

The Cybersecurity Analyst certificate of achievement program is a short, 2-semester program that prepares students for an entry level position in the field of computer internetwork systems security. The curriculum includes courses that prepare students to configure, analyze, test, troubleshoot, and evaluate local area networks (LANs), wide area networks (WANs), and cloud networks. The courses are also designed to teach students assessment procedures of system security vulnerabilities, implementing hardening the systems, risk mitigation strategies, and prevention strategies against cybersecurity attacks. Possible job opportunities include Computer Network Support Specialist, IT Consultant, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Systems Specialist, Information Security Officer, Information Security Specialist, Information Systems Security Analyst, Information Technology Security Analyst, Network Security Analyst, and Systems Analyst, and Penetration Testers.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Apply security concepts to mitigate risk and utilize wireless and cloud assessment tools to assess vulnerabilities of a system.
2. Set up a virtual private cloud including IAM user accounts using one of the major cloud service providers.
3. Install, set up, and configure a network based on the Linux or Microsoft Windows operating systems on a virtual computer.
4. Configure a sniffer (e.g. Wireshark, AirSnort,) and analyze data collected from multiple target systems and perform a session hijack between a target and a server.
5. Access a vulnerable virtual private network (VPN) and patch the vulnerability.

### PROGRAM REQUIREMENTS

Requirements for the Cybersecurity Analyst certificate of achievement may be met by completing 18 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (18 UNITS)

|         |   |   |
|---------|---|---|
| CIS 112 | OPERATING SYSTEMS - BEGINNING LINUX.....  | 3 |
| CIS 191 | CLOUD+ CERTIFICATION PREPARATION .....    | 3 |
| CIS 210 | INTRODUCTION TO COMPUTER NETWORKING ..... | 3 |
| CIS 162 | CYBER SECURITY I .....                    | 3 |
| CIS 170 | INTRODUCTION TO ETHICAL HACKING .....     | 3 |
| CIS 211 | SECURITY+ CERTIFICATION PREPARATION ..... | 3 |

## Data Science

### Certificate of Achievement

Major Units: 22

(State Code: 42225D ; TOP Code: 070200; Academic Plan: C042225D)

The Data Science certificate of achievement provides students with foundational and practical knowledge and training to prepare them for entry-level careers in Data Science or Data Analytics. The program touches on both the Mathematical and Computational areas of the subject matter including Descriptive and Inferential Statistics, Programming & Analysis Tools such as Python and R, and existing AWS Cloud Services such as Data Lake, Athena, Glue, and Redshift. The program also helps prepare students with an appropriate background for the Data Analytics specialty certification from AWS. Topics include Data Exploration and Visualization with Jupyter, Regression Analysis, and other Data Science tools such as numpy, scipy, pandas, matplotlib, seaborn, statsmodels, scikit-learn, keras, and TensorFlow.

Possible Jobs: Data Scientist, Associate Data Scientist, Junior Data Scientist, Data Analyst, Business Analytics Specialist, Data Visualization Developer, Operations Research Analyst, Market Research Analyst, Modeling and Simulation Analyst, and Big Data Analyst.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Use Jupyter notebooks for interactive data exploration and visualization.
2. Use various Python libraries such as numpy, scipy, pandas, matplotlib, seaborn, statsmodels, scikit-learn, keras, and TensorFlow to analyze, visualize, and forecast data for various applications.
3. Apply data cleaning, preparation, wrangling, and ETL (Extract-Transform-Load) techniques to analyze structured, unstructured, and streaming data.
4. Use AWS Cloud Services such as Data Lakes, Athena, Glue, and Redshift to simplify Data Analysis.
5. Apply mathematical concepts related to probability and statistics in a modern, hands-on approach that uses software tools such as Python and R to gather, summarize, visualize data and to make predictions and with regression analysis.

### PROGRAM REQUIREMENTS

Requirements for the Data Science certificate of achievement may be met by completing 22 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (22 UNITS)

|          |  |   |
|----------|--|---|
| CS 119   | PROGRAMMING IN PYTHON.....                                     | 3 |
| CIS 192  | INTRODUCTION TO CLOUD COMPUTING.....                           | 3 |
| CIS 193  | DATABASE ESSENTIALS IN AMAZON<br>WEB SERVICES.....             | 3 |
| CS 121   | PYTHON PROGRAMMING FOR DATA<br>SCIENCE & MACHINE LEARNING..... | 3 |
| CIS 219  | INTRODUCTION TO ORACLE: SQL AND PL/SQL .....                   | 3 |
| CS 165   | DATA SCIENCE PROGRAMMING AND APPLICATIONS .....                | 3 |
| MATH 229 | STATISTICS FOR DATA SCIENCE .....                              | 3 |

## Full Stack Web Application Developer

### Certificate of Achievement

*Major Units: 18*

(State Code: 40237; TOP Code: 070710; Academic Plan: C040237D)

The certificate of achievement in Full Stack Web Application Developer provides the necessary skills required to code and maintain web applications. The certificate of achievement in Full Stack Web Application Developer uses MEAN development environment. MEAN stands for MongoDB, Express, Angular and Node.js. These are technologies that are the next generation in Web development. Students that complete the certificate will produce a personal portfolio of Web applications showcasing the various technologies.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Create a web application using CRUD methodology. Use it in fictitious books store to manage inventory, back orders and maintain a best seller list.
2. Create a web application that relies on HTTP verbs and supports RESTful paradigm. Implement this design by an order and line item processing application.
3. Create a portfolio of web sites highlighting use of JavaScript and CSS3. Showcase features such as accordions, SPA(single page application), modify web pages dynamically.
4. Gain appropriate skills in computer literacy, computer applications, and programming to enable efficient use of computers and their applications.
5. Gain skills in the use of client-side web technologies, such as HTML and CSS, for the design and development of interactive websites.

### PROGRAM REQUIREMENTS

Requirements for the Full Stack Web Application Developer certificate of achievement may be met by completing 12 units of required courses and 6 units of electives with a grade of "C" or better.

#### REQUIRED COURSES (12 UNITS)

|         |   |   |
|---------|---|---|
| CS 101  | INTRODUCTION TO COMPUTER SCIENCE .....                    | 3 |
| CIS 148 | INTRODUCTION TO WEB DEVELOPMENT<br>USING HTML & CSS ..... | 3 |
| CS 112  | PROGRAMMING IN JAVASCRIPT .....                           | 3 |
| CS 157  | FULL-STACK WEB APPLICATION DEVELOPMENT .....              | 3 |

#### ELECTIVE COURSES (CHOOSE 6 UNITS)

|         |  |   |
|---------|--|---|
| CS 119  | PROGRAMMING IN PYTHON.....                   | 3 |
| CS 113  | PROGRAMMING IN JAVA.....                     | 3 |
| CS 116  | PROGRAMMING IN C++.....                      | 3 |
| CIS 219 | INTRODUCTION TO ORACLE: SQL AND PL/SQL ..... | 3 |

## Java Programming

### Certificate of Achievement

*Major Units: 18*

(State Code: 41000; TOP Code: 070710; Academic Plan: C041000D)

The Java Programming certificate of achievement provides students with comprehensive training in high-demand programming languages and methodologies including Visual Basic, Java, and Assembly language. Successful completion of the program will prepare students for an exciting career in software analysis, design, and development. Possible jobs include Computer Programmers, Software Developers: Applications, Software Developers: Systems Software, and Web Development.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
2. Gain appropriate skills in computer literacy, computer applications, and programming to enable efficient use of computers and their applications.
3. Design and implement solutions to general purpose problems using the Java programming language.
4. Employ advanced constructs such as networking, multi-threading, and recursion to design and implement solutions to advanced computer science problems.
5. Gain knowledge in basic mathematics as it relates to Computer Science including number systems, Sets & Venn Diagrams, boolean logic, truth tables, and circuit gates.
6. Gain an understanding of computer architecture and organization and apply this understanding to develop low-level code in assembly-language to solve a given problem.

### PROGRAM REQUIREMENTS

Requirements for the Java Programming certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (18 UNITS)

|        |  |   |
|--------|--|---|
| CS 101 | INTRODUCTION TO COMPUTER SCIENCE.....                              | 3 |
| CS 102 | PROGRAMMING LOGIC AND DESIGN<br>(INTRODUCTION TO PROGRAMMING)..... | 3 |
| CS 103 | MATHEMATICS FOR PROGRAMMERS .....                                  | 3 |
| CS 113 | PROGRAMMING IN JAVA.....   | 3 |
| CS 130 | INTRODUCTION TO COMPUTER ARCHITECTURE AND<br>ORGANIZATION .....    | 3 |
| CS 213 | ADVANCED PROGRAMMING IN JAVA .....                                 | 3 |

## Machine Learning

### Certificate of Achievement

*Major Units: 18*

(State Code: 42224; TOP Code: 070200; Academic Plan: C042224D)

The Machine Learning certificate of achievement provides foundational and practical knowledge and training to help students enter careers related to Machine Learning applications and development, Data Science, or Data Engineering. The program touches on both open source programming tools and libraries such as Python, Scikit, and TensorFlow, and existing AWS Cloud Services such as Rekognition, SageMaker, and Deep Racer. The program also helps prepare students with an appropriate background for the Machine Learning specialty certification from AWS. Topics include concepts and terminology of Artificial Intelligence and Machine Learning, the four prevalent (Supervised, Unsupervised, Reinforcement, and GAN) models of machine learning and their applications, and various Python and AWS tools and services.

Possible Jobs: Machine Learning Engineer, Associate Data & Machine Learning Engineer, Data Scientist, Associate Data Scientist, Data Analyst, Business Analytics Specialist, Data Visualization Developer, Operations Research Analyst, Market Research Analyst, Modeling and Simulation Analyst, and Big Data Analyst.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Use various Python libraries such as numpy, scipy, pandas, matplotlib, seaborn, statsmodels, scikit-learn, keras, and TensorFlow to analyze, visualize, and forecast data for various applications.
2. Apply linear, polynomial, or logistic regression to determine relationship between input and output in supervised learning.
3. Apply binary, multi-class, and multi-label classification algorithms to choose between different alternatives in supervised learning.
4. Demonstrate the use of clustering algorithms and dimensional reduction technique in unsupervised learning applications.
5. Explore reinforcement learning by modeling and formalizing computer interaction with the environment and machine learning through this interaction.
6. Apply AWS Cloud Services such as Rekognition, SageMaker, and Deep Racer to Machine Learning applications.

### PROGRAM REQUIREMENTS

Requirements for the Machine Learning certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (18 UNITS)

|         |   |
|---------|---|
| CS 101  | INTRODUCTION TO COMPUTER SCIENCE.....3                          |
| CS 119  | PROGRAMMING IN PYTHON .....3                                    |
| CIS 192 | INTRODUCTION TO CLOUD COMPUTING.....3                           |
| CS 121  | PYTHON PROGRAMMING FOR DATA<br>SCIENCE & MACHINE LEARNING.....3 |
| CIS 194 | COMPUTE ENGINES IN AMAZON WEB SERVICES.....3                    |
| CS 166  | MACHINE LEARNING PROGRAMMING<br>AND APPLICATIONS.....3          |

## Programming Languages

### Certificate of Achievement

*Major Units: 33*

(State Code: 08225; TOP Code: 070710; Academic Plan: C008225D)

The Programming Languages certificate of achievement provides students with comprehensive training in high demand programming languages and tools such as Visual Basic, C++, Java, SQL, and others. Students can choose between Oracle Database Administration and Cloud Computing tracks. Successful completion of the program will prepare students for an exciting career related to database administration, cloud computing, or software development.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Create a fully documented modular design with correct mathematical and logical operations suitable for implementation from a given program specification.
2. Gain appropriate skills in computer literacy, computer applications, and programming to enable efficient use of computers and their applications.
3. Design and implement solutions to general purpose problems using a programming language such as C++, Java, and Python.
4. Install, configure, and troubleshoot given problems for Linux, Windows, or other operating systems.
5. Design, create, update, and query a relational database using entity-relationship diagrams, normalization, and SQL.
6. Design Infrastructure as a Service (IaaS) for cloud computing to provide computing instances, establish virtual private networks, and manage databases and storage.
7. Analyze performance metrics of cloud architecture to respond dynamically to information and computing workloads.
8. Employ complex data structures and algorithms, including sorting, searching, and recursion, to design and implement solutions to advanced computer science problems.
9. Gain knowledge in basic mathematics as it relates to Computer Science including number systems, Sets & Venn Diagrams, boolean logic, truth tables, and circuit gates.
10. Use advanced programming constructs to solve problems related to recursion, object-oriented programming, and dynamic data types.

### PROGRAM REQUIREMENTS

Requirements for the Programming Languages certificate of achievement may be met by completing 33 units of required courses with a grade of "C" or better.

**REQUIRED COURSES (33 UNITS)**

CIS 112 OPERATING SYSTEMS - BEGINNING LINUX .....3  
 CIS 192 INTRODUCTION TO CLOUD COMPUTING .....3  
 CIS 193 DATABASE ESSENTIALS IN AMAZON  
 WEB SERVICES .....3  
 CIS 194 COMPUTE ENGINES IN AMAZON WEB  
 SERVICES .....3  
 CIS 219 INTRODUCTION TO ORACLE: SQL AND PL/SQL .....3  
 CS 101 INTRODUCTION TO COMPUTER SCIENCE .....3  
 CS 102 PROGRAMMING LOGIC AND DESIGN  
 (INTRODUCTION TO PROGRAMMING) .....3  
 CS 103 MATHEMATICS FOR PROGRAMMERS .....3  
 CS 113 PROGRAMMING IN JAVA .....3  
 OR  
 CS 116 PROGRAMMING IN C++ .....3  
 CS 136 INTRODUCTION TO DATA STRUCTURES .....3  
 CS 213 ADVANCED PROGRAMMING IN JAVA .....3  
 OR  
 CS 216 OBJECT ORIENTED PROGRAMMING IN C++ .....3

**COMPUTER TECHNOLOGY**

**OVERVIEW**

The Computer Technology (CT) program provides training in the principles underlying the design of modern computer systems. The program presents the theory of computer architecture and design. The CT program prepares students for entry-level positions related to computer hardware. Opportunities include computer repair, manufacture, and installation, among others. 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 | MAJOR UNITS | FA* |
|-----------------------------|------------|---------------|-------------|-----|
| Computer Technology         | AS         | C008229C      | 36          | Y   |
| Computer Technology         | C          | C021624D      | 36          | Y   |
| Program in A+ Certification | CS         | C070810J      | 12-13       | 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.

**Computer Technology**

**Associate of Science (AS) Degree**

*Major Units: 36 Total Units: Minimum of 60*  
 (State Code: 08229; TOP Code: 093410; Academic Plan: C008229C)

The Computer Technology AS degree prepares students for a career as a technician in digital electronics technology in all branches of the industry, from manufacturing to testing and service. The program gives students hands-on experience 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 Computer Technology Associate of Science degree may be met by completing: (a) 36 units of major core courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (36 UNITS)**

CIS 101 INTRODUCTION TO COMPUTERS AND THEIR USES ... 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  
 CIS 212 A+ CERTIFICATION PREPARATION-HARDWARE ..... 3  
 CIS 213 A+ CERTIFICATION PREPARATION-SOFTWARE ..... 3  
 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: 36*  
 (State Code: 21624; TOP Code: 093410; Academic Plan: C021624D)

The Computer Technology certificate of achievement prepares students for a career as a technician in digital electronics technology in all branches of the industry, from manufacturing to testing and service. The program gives students hands-on experience 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 or a simple embedded system.
3. Design a simple motor control system.

**PROGRAM REQUIREMENTS**

Requirements for the Computer Technology certificate of achievement may be met by completing 36 units of required courses with a grade of “C” or better.

**REQUIRED COURSES (36 UNITS)**

|             |   |
|-------------|---|
| CIS 101     | INTRODUCTION TO COMPUTERS AND THEIR USES ...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                      |
| CIS 212     | A+ CERTIFICATION PREPARATION-HARDWARE.....3   |
| CIS 213     | A+ CERTIFICATION PREPARATION-SOFTWARE.....3   |
| CO TECH 020 | COMPUTER LOGIC AND ARITHMETIC.....4           |
| CO TECH 030 | INTRODUCTION TO MICROPROCESSORS.....4         |
| CO TECH 036 | DIGITAL DEVICES AND CIRCUITS.....4            |

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**Program in A+ Certification**

**Skills Certificate**

*Major Units: 12-13*

*(TOP Code: 070810; Academic Plan: C070810J)*

Upon completing this short program, the student is fully prepared to sit for the CompTIA A+ Certification Examination and 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**

Requirements for the A+ Certification skills certificate may be met by completing 12-13 units of required courses with a grade of “C” or better.

**REQUIRED COURSES (12-13 UNITS)**

|             |   |
|-------------|---|
| CIS 101     | INTRODUCTION TO COMPUTERS AND THEIR USES ...3 |
| CIS 212     | A+ CERTIFICATION PREPARATION-HARDWARE.....3   |
| CIS 213     | A+ CERTIFICATION PREPARATION-SOFTWARE.....3   |
| CO TECH 002 | INTRODUCTION TO ELECTRONICS.....3             |
| OR          |   |
| CO TECH 005 | FUNDAMENTALS OF ELECTRONICS I.....4           |
| OR          |   |
| CO TECH 006 | FUNDAMENTALS OF ELECTRONICS II.....4          |

# Earth Sciences

Department Chair: Nate Lorentz

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## EARTH SCIENCES

### OVERVIEW

Earth Sciences is comprised of the diverse disciplines of Earth Science, Environmental Science, Geography, and Geology. We use the scientific method to understand Earth and its inhabitants on numerous spatial and temporal scales. Students will recognize and explain fundamental Earth science principles; obtain data from online, library, and field experiences; and obtain technical vocabulary and skills. Earth Sciences courses are intended for both majors and general education, providing opportunities for students to meet Physical Science and Social Science CSU/UC transfer requirements. Our transfer students are represented at CSU, UC, and private universities throughout California and beyond.

Department resources include ArcGIS software, minerals, rocks, fossils, maps, and access to a district-owned 250-acre ecological reserve.

Geography is best described as a “spatial science” in that it employs the use of maps and spatial analysis to understand the world. Introductory courses explore both physical and human patterns via spatial analysis. These components of physical geography (Earth’s weather, climate, and landforms) and cultural geography (population, migration, culture, and industry) are synthesized in courses on the geography of California, and soon-to-come mapping and fieldwork courses.

Geologists study the solid Earth, including Earth materials, Earth history, and the internal and external Earth processes. Earth scientists study the components of the Earth system and their interactions, including the geosphere, hydrosphere, and atmosphere.

### PROGRAMS OFFERED

| AWARD     | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|-----------|------------|---------------|-------------|-----|
| Geography | AA-T       | C040897G      | 20-21       | Y   |
| Geology   | AS-T       | C039789H      | 28          | 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.

## Geography

### Associate in Arts (AA-T) Degree

Major Units: 20-21      Total Units: Minimum of 60

(State Code: 40897; TOP Code: 220600; Academic Plan: C040897G)

The Associates in Arts in Geography for Transfer degree is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Arts Degree program in Geography. The transfer degree assures foundational preparation for transfer opportunities at California State Universities as students pursue a degree in Geography or a related field.

The Geography ADT provides students a transfer curriculum focused on the integration of Physical (GEOG 1) and Cultural (GEOG 2) Geographic knowledge with a spatial perspective that is useful in identifying, understanding, and solving problems of local, regional, and global importance. The degree provides students an opportunity to gain experience gathering, analyzing, and displaying spatial data. Field and map courses weave research design and the scientific method to complement the technical skills learned. Both Physical and Social Sciences are integrated into a framework to apply critical Geographic thought.

The Geography coursework complements coursework in the related disciplines of Geology and Anthropology and helps students develop skills that are applicable to a wide range of careers such as: urban/regional planning, natural resource management, cartography/mapmaking, marketing consulting, epidemiological modeling, natural hazard assessment, social science research, and climatology.

Completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Geography or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university’s requirements.

To earn the AA-T, 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 (CSU GE-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 to a local CSU campus.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Describe how physical and cultural characteristics contribute to a sense of place.
2. Obtain spatial data from online sources.
3. Obtain original spatial data from geographic fieldwork.
4. Create testable hypotheses that integrate a spatial perspective to address social and environmental issues.
5. Select and perform spatial analysis techniques in a GIS computer environment to test hypotheses.
6. Create a map, complete with appropriate cartographic elements, that communicates spatial information.

**PROGRAM REQUIREMENTS**

Requirements for the Geography Associate in Arts transfer degree may be met by completing: (a) 6-7 units of major core courses, 6-7 units from "List A," and 6 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (6-7 UNITS)**

|          |                                     |   |
|----------|-------------------------------------|---|
| GEOG 001 | PHYSICAL GEOGRAPHY.....             | 3 |
| GEOG 015 | PHYSICAL GEOGRAPHY LABORATORY ..... | 2 |
| GEOG 002 | CULTURAL ELEMENTS OF GEOGRAPHY..... | 3 |

**LIST A: SELECT TWO TO THREE COURSES (6-7 UNITS)**

|            |   |   |
|------------|---|---|
| GEOG 014   | GEOGRAPHY OF CALIFORNIA.....              | 3 |
| GEOG 004   | MAP READING AND INTERPRETATION .....      | 3 |
| GEOG 020-1 | GEOGRAPHIC FIELD STUDIES (MOUNTAINS)..... | 1 |

**LIST B: SELECT TWO COURSES (6 UNITS)**

|   |  |
|---|--|
| ANTHRO 102                              | HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY .3 |
| GEOLOGY 001                             | PHYSICAL GEOLOGY.....3                       |
| OR ANY "LIST A" COURSE NOT ALREADY USED |  |

**Geology**

**Associate in Science (AS-T) Degree**

*Major Units: 28                      Total Units: Minimum of 60*  
*(State Code: 39789; TOP Code: 191400; Academic Plan: C039789H)*

The Geology Associate in Science transfer degree is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Science Degree program in the Geological Sciences. The transfer degree assures foundational preparation for transfer opportunities at CSUs as students pursue a degree in Geology or a related field. The major provides students with a comprehensive view of the geological history of Earth and its inhabitants in the context of dynamic internal and external processes, including tectonism, formation of Earth materials, and climate systems. Students develop skills in spatial analysis, quantitative thinking, and the scientific inquiry; learn to recognize the importance and impacts of water, energy, and mineral resource production; and gain an understanding of the natural world through supportive STEM coursework. Completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work.

Students should consult a counselor, the Transfer Center, and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements.

To earn the AS-T, 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 (CSU GE-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 of "C" (or "P") for each course in the major and minimum grade point average of 2.0 or higher. Students completing this degree will have satisfied the lower division major preparation and transfer requirements for priority admission consideration to a local CSU campus.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Apply scientific reasoning to problem solving.
2. Employ vocabulary of geological subjects.
3. Acquire, synthesize, and interpret geological data.
4. Recognize and explain fundamental geologic principles, including plate tectonics theory, deep time, and formation of natural resources.

**PROGRAM REQUIREMENTS**

Requirements for the Geology Associate in Science transfer degree may be met by completing: (a) 28 units of major core courses with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (28 UNITS)**

|             |                                  |   |
|-------------|----------------------------------|---|
| GEOLOGY 001 | PHYSICAL GEOLOGY.....            | 3 |
| GEOLOGY 006 | PHYSICAL GEOLOGY LABORATORY..... | 1 |
| GEOLOGY 002 | EARTH HISTORY .....              | 3 |
| GEOLOGY 007 | EARTH HISTORY LABORATORY .....   | 1 |
| CHEM 101*   | GENERAL CHEMISTRY I .....        | 5 |
| CHEM 102    | GENERAL CHEMISTRY II.....        | 5 |
| MATH 261**  | CALCULUS I.....                  | 5 |
| MATH 262    | CALCULUS II.....                 | 5 |

\*CHEM 060 (Introduction to General Chemistry) is a prerequisite for CHEM 101.

\*\*MATH 260 (Precalculus) or MATH 260S (Precalculus with Support) is a prerequisite for MATH 261.

# Life Sciences

Department Chair: Greg Gonsalves  
For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## LIFE SCIENCES

### OVERVIEW

The Life Sciences Department's goal is to provide all students the opportunity to explore the science of life and to complete general education requirements in the natural sciences. We also prepare students for transfer to four-year programs in the biological sciences and for acceptance into various allied health programs. This preparation may lead to careers in teaching, nursing, medicine, dentistry, veterinary medicine, pharmacy, physical therapy, physician assistant, and many other fields. We are committed to providing our students with the knowledge and skills necessary for a successful career path and to nurture a life-long curiosity of the natural and biological world.

### PROGRAMS OFFERED

| AWARD             | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|-------------------|------------|---------------|-------------|-----|
| Biology           | AS-T       | C036049H      | 33-35       | Y   |
| Pre-Allied Health | AS         | C038859C      | 26-28       | Y   |
| Pre-Allied Health | C          | C038860D      | 20-22       | 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.

## Biology

### Associate in Science (AS-T) Degree

*Major Units: 33-35      Total Units: Minimum of 60*  
(State: 36049; TOP Code: 040100; Academic Plan: C036049H)

The Biology AS-T provides 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. The 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) system.

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

- Completion of 60 semester units or 90 quarter 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 (CSU GE-Breadth) requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- Minimum grade of "C" (or "P") for each course in the major, and 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

- Apply concepts of the scientific method.
- Demonstrate understanding of core biological concepts.
- Demonstrate proficiency in common biological lab skills and analysis.

### PROGRAM REQUIREMENTS

Requirements for the Biology Associate in Science transfer degree may be met by completing: (a) 10 units of major core courses and 23-25 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (10 UNITS)

|             |                    |   |
|-------------|--------------------|---|
| BIOLOGY 006 | GENERAL BIOLOGY I  | 5 |
| BIOLOGY 007 | GENERAL BIOLOGY II | 5 |

### LIST A (23-25 UNITS)

|                    |   |   |
|--------------------|---|---|
| CHEM 101           | GENERAL CHEMISTRY I                     | 5 |
| CHEM 102           | GENERAL CHEMISTRY II                    | 5 |
| MATH 261           | CALCULUS I                              | 5 |
| PHYSICS 006<br>AND | GENERAL PHYSICS I                       | 4 |
| PHYSICS 007<br>OR  | GENERAL PHYSICS II                      | 4 |
| PHYSICS 101<br>AND | PHYSICS FOR ENGINEERS AND SCIENTISTS I  | 5 |
| PHYSICS 102        | PHYSICS FOR ENGINEERS AND SCIENTISTS II | 5 |

## Pre-Allied Health

### Associate of Science (AS) Degree

Major Units: 26-28      Total Units: Minimum of 60  
 (State Code: 38859; TOP Code: 126000; Academic Plan: C038859C)

The Pre-Allied Health AS prepares students for entry into allied health programs such as nursing, dental hygiene, occupational therapy, physical therapy, pharmacy, radiologic technologies, physician assistant, and chiropractic. Courses in this degree are prerequisites for many health professional programs and are transferable to various majors, including Nursing, Kinesiology, and Nutrition. Some variations of entry requirements may exist among allied health programs and will require students to refer to the school of interest.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate proficiency in various laboratory techniques and methods.
2. Work safely in a laboratory or clinical setting.
3. Apply biological concepts as it relates to health and disease.
4. Describe anatomical structures.

#### PROGRAM REQUIREMENTS

Requirements for the Pre-Allied Health Associate of Science degree may be met by completing: (a) 12-13 units of required courses and 14-15 units of elective courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

##### REQUIRED COURSES (12-13 UNITS)

|             |                                       |   |
|-------------|---------------------------------------|---|
| ANATOMY 001 | INTRODUCTION TO HUMAN ANATOMY.....    | 4 |
| PHYSIOL 001 | INTRODUCTION TO HUMAN PHYSIOLOGY..... | 4 |
| MICRO 001   | INTRODUCTORY MICROBIOLOGY .....       | 5 |
| OR          |                                       |   |
| MICRO 020   | GENERAL MICROBIOLOGY.....             | 4 |

##### ELECTIVE COURSES (14-15 UNITS)

###### AREA 1: SELECT ONE COURSE

|          |   |   |
|----------|---|---|
| CHEM 060 | INTRODUCTION TO GENERAL CHEMISTRY ..... | 5 |
| OR       |   |   |
| CHEM 101 | GENERAL CHEMISTRY I .....               |   |

###### AREA 2: SELECT THREE COURSES

|             |   |   |
|-------------|---|---|
| COMM 101    | PUBLIC SPEAKING .....                   | 3 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I ..... | 3 |
| FAM &CS 021 | NUTRITION .....                         | 3 |
| HEALTH 002  | HEALTH AND FITNESS .....                | 3 |
| HEALTH 008  | WOMEN'S PERSONAL HEALTH.....            | 3 |
| HEALTH 021  | HUMAN SEXUALITY .....                   | 3 |
| MATH 227    | STATISTICS .....                        | 4 |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY.....            | 3 |
| SOC 001     | INTRODUCTION TO SOCIOLOGY.....          | 3 |

## Pre-Allied Health

### Certificate of Achievement

Major Units: 20-22  
 (State Code: 38860; TOP Code: 126000; Academic Plan: C038860D)

The Pre-Allied Health certificate of achievement prepares students for entry into allied health programs such as nursing, dental hygiene, occupational therapy, physical therapy, pharmacy, radiologic technologies, physician assistant, and chiropractic. Courses in this certificate are prerequisites for many health professional programs and are transferable to various majors at four-year institutions. Some variations of entry requirements may exist among allied health programs and will require students to refer to the school of interest.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate proficiency in various laboratory techniques and methods.
2. Work safely in a laboratory or clinical setting.
3. Apply biological concepts as it relates to health and disease.
4. Describe anatomical structures.

#### PROGRAM REQUIREMENTS

Requirements for the Pre-Allied Health certificate of achievement may be met by completing 12-13 units of required courses and 8-9 units of elective courses with a grade of “C” or better.

##### REQUIRED COURSES (12-13 UNITS)

|             |                                       |   |
|-------------|---------------------------------------|---|
| ANATOMY 001 | INTRODUCTION TO HUMAN ANATOMY.....    | 4 |
| PHYSIOL 001 | INTRODUCTION TO HUMAN PHYSIOLOGY..... | 4 |
| MICRO 001   | INTRODUCTORY MICROBIOLOGY .....       | 5 |
| OR          |                                       |   |
| MICRO 020   | GENERAL MICROBIOLOGY.....             | 4 |

##### ELECTIVE COURSES: SELECT ONE FROM EACH AREA (8-9 UNITS)

###### LIST A: SELECT ONE (5 UNITS)

|          |   |   |
|----------|---|---|
| CHEM 060 | INTRODUCTION TO GENERAL CHEMISTRY ..... | 5 |
| OR       |   |   |
| CHEM 101 | GENERAL CHEMISTRY I .....               | 5 |

###### LIST B: SELECT ONE (3-4 UNITS)

|             |   |   |
|-------------|---|---|
| COMM 101    | PUBLIC SPEAKING .....                   | 3 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I ..... | 3 |
| FAM &CS 021 | NUTRITION .....                         | 3 |
| HEALTH 002  | HEALTH AND FITNESS .....                | 3 |
| HEALTH 008  | WOMEN'S PERSONAL HEALTH.....            | 3 |
| HEALTH 021  | HUMAN SEXUALITY .....                   | 3 |
| MATH 227    | STATISTICS .....                        | 4 |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY.....            | 3 |
| SOC 001     | INTRODUCTION TO SOCIOLOGY.....          | 3 |

# Liberal Arts

## Liberal Arts: Natural and Applied Sciences and Mathematics

### Associate of Arts (AA) Degree

Major Units: 18      Total Units: Minimum of 60  
(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 Liberal Arts: Natural Sciences and Mathematics Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better, chosen from a minimum of two different subjects; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken within the LACCD.

### MAJOR CORE 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 |
| BUS 015     | BUSINESS STATISTICS.....   | 3 |
| CHEM 060    | INTRODUCTION TO GENERAL CHEMISTRY.....   | 5 |
| CHEM 071    | INTRO TO FOOD 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 |
| ENG GEN 101 | INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY.....                                 | 2 |
| ENG GEN 120 | INTRODUCTION TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS..... | 4 |
| ENG GEN 131 | STATISTICS.....  | 3 |
| ENG GEN 151 | MATERIALS OF ENGINEERING.....  | 3 |
| ENG ELC 220 | ELECTRICAL CIRCUITS I.....   | 4 |
| ENV SCI 001 | INTRODUCTION TO ENVIRONMENTAL SCIENCE.....   | 3 |

|             |   |   |
|-------------|---|---|
| FAM &CS 021 | NUTRITION.....                                | 3 |
| GEOG 001    | PHYSICAL GEOGRAPHY.....                       | 3 |
| GEOG 015    | PHYSICAL GEOGRAPHY LABORATORY.....            | 2 |
| GEOLOGY 001 | PHYSICAL GEOLOGY.....                         | 3 |
| GEOLOGY 002 | EARTH HISTORY.....                            | 3 |
| GEOLOGY 006 | PHYSICAL GEOLOGY LABORATORY.....              | 2 |
| GEOLOGY 007 | EARTH HISTORY LABORATORY.....                 | 1 |
| MATH 215    | MATHEMATICAL CONCEPTS FOR TEACHERS I.....     | 3 |
| MATH 216    | MATHEMATICAL CONCEPTS FOR TEACHERS II.....    | 3 |
| MATH 227    | STATISTICS.....                               | 4 |
| MATH 227S   | STATISTICS WITH SUPPORT.....                  | 4 |
| MATH 229    | STATISTICS FOR DATA SCIENCE.....              | 4 |
| MATH 230    | MATHEMATICS FOR LIBERAL ARTS STUDENTS.....    | 3 |
| MATH 236    | CALCULUS FOR BUSINESS AND SOCIAL SCIENCE..... | 5 |
| MATH 245    | COLLEGE ALGEBRA.....                          | 3 |
| MATH 258    | GEOMETRY AND TRIGONOMETRY.....                | 5 |
| MATH 260    | PRECALCULUS.....                              | 5 |
| MATH 260S   | PRECALCULUS WITH SUPPORT.....                 | 5 |
| MATH 261    | CALCULUS I.....                               | 5 |
| MATH 261A   | CALCULUS I PART A.....                        | 3 |
| MATH 261B   | CALCULUS I PART B.....                        | 3 |
| MATH 261S   | CALCULUS I WITH SUPPORT.....                  | 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 |
| MATH 279    | LINEAR ALGEBRA FOR DATA SCIENCE.....          | 4 |
| MICRO 001   | INTRODUCTORY MICROBIOLOGY.....                | 5 |
| MICRO 020   | GENERAL MICROBIOLOGY.....                     | 4 |
| MICRO 040   | MICROBIOLOGY LABORATORY PREPARATIONS.....     | 1 |
| PHYS SC 004 | PHYSICAL SCIENCE AND LABORATORY.....          | 4 |
| 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 |
| PHYSICS 161 | ASTROPHYSICS AND COSMOLOGY.....               | 3 |
| PHYSIOL 001 | INTRODUCTION TO HUMAN PHYSIOLOGY.....         | 4 |
| PSYCH 002   | BIOLOGICAL PSYCHOLOGY.....                    | 3 |
| OR          |   |   |

OR ANY COURSE NOT LISTED ABOVE APPROVED FOR LACCD GE AREA A, CSU GE-BREADTH AREA B1, B2, B3, OR B4;; IGETC SUBJECT AREA 2A, 5 (5A, 5B, OR 5C);, OR CAL-GETC AREA 2A, 5 (5A, 5B, OR 5C)

# Mathematics

Department Chair: Kee Lam  
 For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## MATHEMATICS

### OVERVIEW

The LACC Mathematics program offers courses ranging from entry-level to university level, including basic statistics, college algebra, and math for liberal arts and business majors, as well as calculus and ordinary differential equations for STEM majors. Our courses are offered in different sessions: 15-week semesters (Fall/Spring), 5-week Winter session, and 5-week and 8-week Summer sessions. Instructional modalities include in-person, hybrid, online (synchronous and asynchronous) classes which meet from one to four days per week. Classes start early in the morning and finish in late evening to accommodate a variety of schedules.

LACC's student Math Team has placed in the top 5 out of 200 colleges in the National American Mathematical Association of Two-Year Colleges competition for 16 times in the past 20 years. We placed number 1 in the nation for six of those years.

The Mathematics Program is extremely proactive with respect to student support and scholarship. Each spring semester, as part of student encouragement and recognition, the Program awards several merit-based scholarships to students taking transfer-level courses. The amount of the awards is between \$500 and \$1000, with an occasional \$1250 award.

A tutoring lab and four computer laboratories are available for student support and student employment. Many classes use software including MyMathLab. Math Department offers tutoring service in-person in the Pi-Shop Tutoring Center in FH 104 and remotely via zoom. The tutoring support offered by the Pi-Shop has become crucial to the learning of science and mathematics and helping students to reach their academic goals, and the student success rates speak very highly of it.

Tutor position is currently open for employment. This is a great opportunity for individual who have a passion for teaching and helping students succeed academically.

### PROGRAMS OFFERED

| AWARD                      | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|----------------------------|------------|---------------|-------------|-----|
| Mathematics                | AS-T       | C033153H      | 21          | Y   |
| Mathematics                | AS         | C002754C      | 21          | Y   |
| Statistical Data Analytics | C          | C044061D      | 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.  
 R = In progress  
 Please consult with Financial Aid Office on award eligibility.

## Mathematics

### Associate in Science (AS-T) Degree

Major Units: 21      Total Units: Minimum of 60  
 (State Code: 33153; TOP Code: 170100; Academic Plan: C033153H)

The Mathematics Associate in Science transfer 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 degree provides students with an analytical academic foundation to help them transfer to the California State University system.

To earn the AS-T, 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 (CSU GE-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. Solve, interpret, and analyze mathematical concepts/graphs.
2. Apply mathematical problem-solving techniques.

### PROGRAM REQUIREMENTS

Requirements for the Mathematics Associate in Science transfer degree may be met by completing: (a) 15 units of major core courses and 6 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (15 UNITS)

|           |                   |   |
|-----------|-------------------|---|
| MATH 261* | CALCULUS I.....   | 5 |
| MATH 262  | CALCULUS II.....  | 5 |
| MATH 263  | CALCULUS III..... | 5 |

#### LIST A (6 UNITS)

|          |                                      |   |
|----------|--------------------------------------|---|
| MATH 270 | LINEAR ALGEBRA.....                  | 3 |
| MATH 275 | ORDINARY DIFFERENTIAL EQUATIONS..... | 3 |

\*MATH 260 (Precalculus) or MATH 260S (Precalculus with Support) is a prerequisite for MATH 261.

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## Mathematics

### Associate of Science (AS) Degree

*Major Units: 21                      Total Units: Minimum of 60*  
*(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. Students 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. LACC graduates have gone on to earn bachelor's degrees from UC Berkeley, UCLA, UCSD, UCI, the California State University system, and nationwide. Students can join the award-winning Math Club. LACC Math Club students have been National Champions for the AMATYC National Mathematics Competition five times in the last 18 years. The Math Club placed in the top six for the past 16 years. Math scholarships are available.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Solve, interpret, and analyze mathematical concepts/graphs.
2. Apply mathematical problem-solving techniques.

### PROGRAM REQUIREMENTS

Requirements for the Mathematics Associate of Science degree may be met by completing: (a) 21 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### 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 |

\*MATH 260 (Precalculus) or MATH 260S (Precalculus with Support) is a prerequisite for MATH 261.

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## Statistical Data Analytics

### Certificate of Achievement

*Major Units: 19*  
*(State Code: Pending; TOP Code: 070200; Academic Plan: C044061D)*

The Statistical Data Analytics Certificate of Achievement provides students with foundational knowledge of statistical theory, methodologies, and tools, enabling them to apply statistical techniques to diverse data analysis tasks. Students will demonstrate proficiency in using data science tools, like Python and R, for data processing, including data collection, cleaning, and transformation, to ensure data quality and reliability for analytical purposes.

Potential careers: Data Analyst, Data Scientist, Healthcare Data Analyst, Statistical Analyst, Research Scientist, Market Research Analyst, Data Consultant, Statistical Software Developer, Data Visualization Developer, computer systems analyst, computer network support specialist, computer network architect, statistical assistant, and professional career in data science fields.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Convey information to diverse stakeholders through clear and impactful data visualization through the use of Python or R.
2. Construct and evaluate complex statistical models, interpret findings, and make data-driven recommendations in various contexts.

### PROGRAM REQUIREMENTS

Requirements for the Statistical Data Analytics certificate of achievement may be met by completing 19 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (19 UNITS)

|          |   |   |
|----------|---|---|
| MATH 217 | FUNDAMENTALS OF MATHEMATICAL PROGRAMMING..... | 4 |
| MATH 229 | STATISTICS FOR DATA SCIENCE.....              | 4 |
| CIS 219  | INTRODUCTION TO ORACLE: SQL AND PL/SQL.....   | 3 |
| MATH 279 | LINEAR ALGEBRA FOR DATA SCIENCE.....          | 4 |
| MATH 239 | APPLIED DATA SCIENCE.....                     | 4 |

# Physics/Engineering

Department Chair: Jayesh Bhakta

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## ENGINEERING

### OVERVIEW

The Engineering program supports students planning to pursue further studies through courses that fulfill the lower division course requirements for Engineering majors.

### PROGRAM OFFERED

| AWARD       | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|-------------|------------|---------------|-------------|-----|
| Engineering | AS         | C008226C      | 45-60       | 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.

## Engineering

### Associate of Science (AS) Degree

*Major Units: 45      Total Units: Minimum of 60*  
*(State Code: 08226; TOP Code: 090100; Academic Plan: C008226C)*

The Engineering Associate of Science degree consists of the math, physics, chemistry, and engineering courses that are typically required to fulfill lower division requirements for transfer as Mechanical, Civil, Electrical, Computer, or other Engineering majors at four-year colleges. Students should have completed precalculus level math to begin the sequence of math and physics courses that comprise this degree. Students undertaking this program of study are 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 Engineering Associate of Science degree may be met by completing: (a) 45 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (28 UNITS)

|             |  |   |
|-------------|--|---|
| MATH 261S   | 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 |

#### SCIENCE AND ENGINEERING ELECTIVE COURSES (14 UNITS)

|              |  |   |
|--------------|--|---|
| ENG GEN 101  | INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY..... | 2 |
| EGD TEK 101  | ENGINEERING GRAPHICS.....                                | 3 |
| MATH 270     | LINEAR ALGEBRA.....                                      | 3 |
| MATH 272     | METHODS OF DISCRETE MATHEMATICS.....                     | 5 |
| ENG GEN 151  | MATERIALS OF ENGINEERING.....                            | 3 |
| ENG GEN 131  | STATICS.....   | 3 |
| PHYSICS 103  | PHYSICS FOR ENGINEERS AND SCIENTISTS II.....             | 5 |
| ENG ELEC 220 | ELECTRICAL CIRCUITS I.....                               | 4 |
| CHEM 101*    | GENERAL CHEMISTRY I.....                                 | 5 |
| CHEM 102     | GENERAL CHEMISTRY II.....                                | 5 |
| CS 216       | OBJECT-ORIENTED PROGRAMMING IN C++.....                  | 3 |

#### COMPUTER PROGRAMMING ELECTIVE COURSES (3 UNITS)

|             |   |   |
|-------------|---|---|
| ENG GEN 120 | INTRO TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS..... | 4 |
| CS 116      | PROGRAMMING IN C++.....   | 3 |
| CS 119      | PROGRAMMING IN PYTHON.....  | 3 |
| CS 113      | PROGRAMMING IN JAVA.....  | 3 |

\*CHEM 060 (Introduction to General Chemistry) is a prerequisite for CHEM 101.

\*\*MATH 260 (Precalculus) or MATH 260S (Precalculus with Support) is a prerequisite for MATH 261.

## PHYSICS

### 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 to four-year schools. 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 | MAJOR UNITS | FA* |
|---------|------------|---------------|-------------|-----|
| Physics | AS-T       | C033154H      | 30          | Y   |
| Physics | AS         | C002755C      | 41-42       | 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.

## Physics

### Associate in Science (AS-T) Degree

*Major Units: 30      Total Units: Minimum of 60*  
(State Code: 33154; TOP Code: 190200; Academic Plan: C033154H)

The Associate in Science in Physics 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 AS-T, 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 (CSU GE-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

- Comprehend the core concepts and principles of classical and modern physics.
- Recognize the interrelationships between the various principles of physics as well as recognizing the coherence of the entire subject.

- Apply the scientific method to design and conduct physics experiments, and to analyze and interpret the data obtained.
- Solve problems using a systematic approach, test the correctness of solutions, and interpret results in terms of the physical reality they represent.
- Utilize computer applications for data acquisition, presentation and analysis.

### PROGRAM REQUIREMENTS

Requirements for the Physics Associate in Science transfer degree may be met by completing: (a) 15 units of major core courses and 15 units from “List A” with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (15 UNITS)

|             |   |   |
|-------------|---|---|
| PHYSICS 101 | PHYSICS FOR ENGINEERS AND SCIENTISTS I.....   | 5 |
| PHYSICS 102 | PHYSICS FOR ENGINEERS AND SCIENTISTS II.....  | 5 |
| PHYSICS 103 | PHYSICS FOR ENGINEERS AND SCIENTISTS III..... | 5 |

#### LIST A (15 UNITS)

|           |                   |   |
|-----------|-------------------|---|
| MATH 261* | CALCULUS I.....   | 5 |
| MATH 262  | CALCULUS II.....  | 5 |
| MATH 263  | CALCULUS III..... | 5 |

\*MATH 260 (Precalculus) or MATH 260S (Precalculus with Support) is a prerequisite for MATH 261.

## Physics

### Associate of Science (AS) Degree

Major Units: 41-42      Total Units: Minimum of 60  
(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 precalculus level math and are encouraged to consult with a counselor as transfer institutions may have additional lower-division major preparation requirements.

### 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 Physics Associate of Science degree may be met by completing: (a) 38 units of major core courses with a grade of "C" or better, 3 units from the list electives (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (38 UNITS)

|             |   |    |
|-------------|---|----|
| CHEM 101    | GENERAL CHEMISTRY I .....                         | .5 |
| 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<br>AND SCIENTISTS I .....   | .5 |
| PHYSICS 102 | PHYSICS FOR ENGINEERS<br>AND SCIENTISTS II .....  | .5 |
| PHYSICS 103 | PHYSICS FOR ENGINEERS<br>AND SCIENTISTS III ..... | .5 |

#### ELECTIVE COURSES (3 UNITS)

|          |   |    |
|----------|---|----|
| ENG GEN  | INTRODUCTION TO PROGRAMMING CONCEPTS<br>AND METHODOLOGIES FOR SCIENTISTS AND<br>ENGINEERS ..... | .4 |
| CS 113   | PROGRAMMING IN JAVA .....   | .3 |
| CS 116   | PROGRAMMING IN C++ .....  | .3 |
| CS 119   | PROGRAMMING IN PYTHON .....   | .3 |
| MATH 270 | LINEAR ALGEBRA .....  | .3 |

\*MATH 260 (Precalculus) or MATH 260S (Precalculus with Support) is a prerequisite for MATH 261.



# The School of Health, Child, and Family Sciences

The School of Health, Child, and Family Sciences prepares students for careers in various healthcare and human services professions, as well as providing education in areas related to family dynamics and community well-being. The School offers a range of programs and pathways designed to equip students with the knowledge, skills, and practical experience needed to succeed in their chosen fields. Through rigorous coursework, hands-on experiences, and supportive faculty guidance, students in these programs are prepared for rewarding careers in diverse healthcare and human services professions.

## **NURSING**

The Nursing program prepares students for careers as Registered Nurses (RNs) through a combination of classroom instruction, laboratory practice, and clinical rotations in healthcare settings.

## **DENTAL TECHNOLOGY**

The Dental Technology program guides students towards a successful career as a dental technologist in either a commercial dental laboratory or dental office laboratory.

## **CHILD DEVELOPMENT**

The Child Development program focuses on understanding child growth and development, as well as effective teaching and caregiving techniques for young children. These programs prepare students for employment in early childhood programs and related fields in early care and education.

## **KINESIOLOGY**

Kinesiology programs focus on the study of physical activity and its impact on health, society, and quality of life. These programs educate and inspire students to understand the importance of physical activity during the lifespan.

# Child & Family Studies/Dietetics

Department Chair: Keli Miller, MA  
 Vice Chair: Aykanush Ter-Pogosyan  
 For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## CHILD DEVELOPMENT

### 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, and school-age before and after-school programs.

Courses allow students to prepare for increasingly higher levels of employment and certification. The programs may prepare the student for the educational requirements of the Department of Social Services Community Care Licensing, the California Child Development Permit, the Associate of Arts degree in Child Development, or the Associate in Science transfer degree 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. Call ahead to schedule a Mantoux test and reading at 323-953-4000 ext. 2485.
- In order to complete CH DEV 022/023 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:** Employers may require students 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):** When students are ready to apply for the Child Development Permit from the Commission on Teacher Credentialing, visit <https://childdevelopment.org/>. For assistance, contact a Child Development faculty member.

### PROGRAMS OFFERED

| AWARD                               | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|-------------------------------------|------------|---------------|-------------|-----|
| Early Childhood Education           | AS-T       | C031030H      | 25          | Y   |
| Child Development                   | AA         | C010783C      | 36          | Y   |
| Child Development Associate Teacher | C          | C008236D      | 16          | Y   |
| Child Development Master Teacher    | C          | C008238D      | 40          | Y   |
| Child Development Site Supervisor   | C          | C008239D      | 36          | Y   |
| Child Development Teacher           | C          | C008237D      | 28          | Y   |
| Children With Special Needs         | C          | C038856D      | 18          | Y   |
| Infant & Toddler Studies            | C          | C038156D      | 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.

## Early Childhood Education

### Associate in Science (AS-T) Degree

*Major Units: 25*      *Total Units: Minimum of 60*  
*(State Code: 31030; TOP Code: 130500; Academic Plan: C031030H)*

The Early Childhood Education Associate transfer degree prepares students for transfer to a California State University (CSU) 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 early childhood education programs. Students who successfully complete the 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 AS-T, 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 (CSU GE-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

- Integrate understanding of the needs, characteristics, and multiple influences on all areas of development of children birth to age eight that support optimal development.
- Promote partnerships between programs, teachers, family, and communities, applying ethical standards and culturally sensitive professional behavior.

- Design, implement, and evaluate developmentally appropriate environments, curriculum, and teacher/child interactions, applying the skills of observation and assessment.

### PROGRAM REQUIREMENTS

Requirements for the Early Childhood Education Associate in Science transfer degree may be met by completing: (a) 25 units of major core courses with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE 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<br>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<br>CHILDREN'S BEHAVIOR .....             | 3 |
| CH DEV 042 | TEACHING IN A DIVERSE SOCIETY .....                              | 3 |

## Child Development

### Associate of Arts (AA) Degree

*Major Units: 36                      Total Units: Minimum of 60*  
(State Code: 10783; TOP Code: 130500; Academic Plan: C010783C)

Completion of the Child Development Associate of Arts 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 early childhood education programs.

### PROGRAM STUDENT LEARNING OUTCOMES

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

### PROGRAM REQUIREMENTS

Requirements for the Child Development Associate of Arts degree may be met by completing: (a) 27 units of major core courses and 9 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### REQUIRED COURSES (27 UNITS)

|            |   |   |
|------------|---|---|
| CH DEV 001 | CHILD GROWTH AND DEVELOPMENT.....                 | 3 |
| CH DEV 002 | EARLY CHILDHOOD: PRINCIPLES<br>AND PRACTICES..... | 3 |
| CH DEV 007 | INTRODUCTION TO CURRICULUM IN EARLY               |   |

|              |  |     |
|--------------|--|-----|
|              | CHILDHOOD EDUCATION .....  | 3   |
|              | HEALTH, SAFETY AND NUTRITION .....   | 3   |
|              | CHILD, FAMILY AND COMMUNITY .....  | 3   |
|              | PRACTICUM IN CHILD DEVELOPMENT I .....   | 4   |
|              | PRACTICUM IN CHILD DEVELOPMENT II .....  | 4   |
|              | ADULT SUPERVISION/EARLY<br>CHILDHOOD MENTORING.....                              | 2   |
| CH DEV 084-1 | CHILD DEVELOPMENT LAB I:<br>CURRICULUM DEVELOPMENT .....                         | 0.5 |
| CH DEV 084-2 | CHILD DEVELOPMENT LAB I:<br>TECHNOLOGY FOR THE<br>EARLY CHILDHOOD EDUCATOR ..... | 0.5 |
| CH DEV 172   | INTRODUCTION TO CAREERS IN CHILD<br>DEVELOPMENT.....                             | 1   |

#### MAJOR ELECTIVE COURSES: SELECT THREE (9 UNITS)

|              |  |   |
|--------------|--|---|
| CH DEV 030   | INFANT/TODDLER DEVELOPMENT.....  | 3 |
| CH DEV 031   | INFANT/TODDLER CARE AND EDUCATION .....  | 3 |
| CH DEV 034   | OBSERVING AND RECORDING<br>CHILDREN'S<br>BEHAVIOR .....                              | 3 |
| CH DEV 038   | ADMINISTRATION & SUPERVISION<br>OF EARLY CHILDHOOD PROGRAMS I .....                  | 3 |
| CH DEV 039   | ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN<br>EARLY<br>CHILDHOOD EDUCATION ..... | 3 |
| CH DEV 042   | TEACHING IN A DIVERSE SOCIETY .....  | 3 |
| CH DEV 044   | EARLY INTERVENTION FOR<br>CHILDREN WITH SPECIAL NEEDS .....                          | 3 |
| CH DEV 045   | PROGRAMS FOR CHILDREN<br>WITH SPECIAL NEEDS .....                                    | 3 |
| CH DEV 048   | POSITIVE GUIDANCE IN<br>EARLY CHILDHOOD SETTINGS.....                                | 3 |
| ENGLISH 218  | CHILDREN'S LITERATURE .....  | 3 |
| FAM & CS 021 | NUTRITION .....  | 3 |
| FAM & CS 031 | MARRIAGE AND FAMILY LIFE .....   | 3 |

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

\*\*Consult with the department regarding specialization options to satisfy AA degree and certificate requirements.

## Child Development Associate Teacher

### Certificate of Achievement

*Major Units: 16*  
(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 CH DEV 030, infant programs. With work experience, students may qualify for the California Child Development Permit: Associate Teacher level.

### PROGRAM STUDENT LEARNING OUTCOMES

- Integrate an understanding of the needs, characteristics, and multiple influences that support optimal development in all areas of development for children from birth to age eight.
- Promote partnerships between programs, teachers, families, and communities, applying ethical standards and culturally sensitive professional behavior.
- 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 Child Development Associate Teacher certificate of achievement may be met by completing 16 units of required courses with a grade of “C” or better.

**REQUIRED COURSES (16 UNITS)**

|              |  |     |
|--------------|--|-----|
| CH DEV 001   | CHILD GROWTH AND DEVELOPMENT .....   | 3   |
| CH DEV 002   | EARLY CHILDHOOD:<br>PRINCIPLES AND PRACTICES .....                               | 3   |
| CH DEV 007   | INTRODUCTION TO CURRICULUM<br>IN EARLY CHILDHOOD EDUCATION .....                 | 3   |
| CH DEV 010   | HEALTH, SAFETY AND NUTRITION .....   | 3   |
| CH DEV 011   | CHILD, FAMILY AND COMMUNITY .....  | 3   |
| CH DEV 172   | INTRODUCTION TO CAREERS IN<br>CHILD DEVELOPMENT.....                             | 1   |
| OR           |  |     |
| CH DEV 084-1 | CHILD DEVELOPMENT LAB I:<br>CURRICULUM DEVELOPMENT .....                         | 0.5 |
| AND          |  |     |
| CH DEV 084-2 | CHILD DEVELOPMENT LAB I:<br>TECHNOLOGY FOR THE<br>EARLY CHILDHOOD EDUCATOR ..... | 0.5 |

*\*\*To qualify for Title 22, Director, complete all core units and CH DEV 038 (Administration & Supervision of Early Childhood Programs I).*

**Child Development Master Teacher**

**Certificate of Achievement**

*Major Units: 40*

*(State Code: 08238; TOP Code: 130500; Academic Plan: C008238D)*

This certificate enables the recipient to teach and supervise other child development teachers and staff. Some responsibilities of the Master Teacher may include developing and implementing age-appropriate curriculum within a safe, healthy, and stimulating environment; supervision of classroom staff; and creating positive communication links with parents, school, and community. Additionally, the 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 permit is the gateway to becoming a Mentor Teacher with the CA Early Childhood Mentor Program.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Integrate an understanding of the needs, characteristics, and multiple influences that support optimal development in all areas of development for children from birth to age eight.
2. Apply methods and principles of effective supervision and mentoring in early childhood programs to develop positive staff relationships and support professional growth.
3. Design, implement, and evaluate developmentally appropriate environments, curriculum, and teacher/child interactions, while applying the skills of observation and assessment.
4. Apply effective guidance and interaction strategies that support a child’s social learning, identity, and self-confidence in an early childhood classroom setting.
5. 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 Child Development Master Teacher certificate of achievement may be met by completing 34 units of required courses and 6 units of elective courses with a grade of “C” or better.

**REQUIRED COURSES (34 UNITS)**

|             |  |   |
|-------------|--|---|
| CH DEV 001  | CHILD GROWTH AND DEVELOPMENT .....                               | 3 |
| CH DEV 002  | EARLY CHILDHOOD:<br>PRINCIPLES AND PRACTICES .....               | 3 |
| CH DEV 007  | INTRODUCTION TO CURRICULUM<br>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<br>CHILDREN’S BEHAVIOR.....              | 3 |
| CH DEV 042  | TEACHING IN A DIVERSE SOCIETY .....                              | 3 |
| CH DEV 065  | ADULT SUPERVISION AND<br>EARLY CHILDHOOD MENTORING.....          | 2 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I.....                           | 3 |

**ELECTIVE COURSES (SELECT 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: 36**(State Code: 08239; TOP Code: 130580; Academic Plan: C008239D)*

This certificate is the highest certificate offered by the Child Development program. Recipients of the certificate are qualified to supervise an entire program at one site. Some responsibilities of site supervisors include the 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; hiring; inspiring and supervising all staff; fostering positive communication links between home, school and community; maintaining appropriate health, safety, and nutrition standard; 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.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Child Development Site Supervisor certificate of achievement may be met by completing 36 units of required courses with a grade of "C" or better.

**REQUIRED COURSES (36 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 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I.....   | 3 |

**Child Development Teacher****Certificate of Achievement***Major Units: 28**(State Code: 08237; TOP Code 130500; Academic Plan: C008237D)*

This certificate of achievement, along with 16 general education units and work experience, makes the student eligible for the California Child Development Permit: Teacher level. Recipients of this certificate may teach in private or public preschool and school-age programs, and with the addition of CH DEV 030, in infant programs

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Child Development Teacher certificate of achievement may be met by completing 28 units of required courses with a grade of "C" or better.

**REQUIRED COURSES (28 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 |

ENGLISH 101 COLLEGE READING AND COMPOSITION I .....3

To complete the requirements for the California Child Development Permit: Teacher level, add 16 general education units including humanities, social science, math/science, and English. Consult with a counselor regarding general education requirements.

## Children with Special Needs

### Certificate of Achievement

Major Units: 18

(State Code: 38856; TOP Code: 130520; Academic Plan: C038856D)

This certificate of achievement qualifies students for an entry-level teacher or assistant position in a program with children who have special needs. Students gain skills in accommodating and adapting the physical environment and developing instructional strategies and curriculum to meet the needs of differently-abled children and their families.

### PROGRAM STUDENT LEARNING OUTCOMES

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

### PROGRAM REQUIREMENTS

Requirements for the Children with Special Needs skills certificate 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 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 |

## Infant & Toddler Studies

### Certificate of Achievement

Major Units: 21

(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 from birth through 2½ years old. 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 multiple influences that support optimal development in all areas for children from birth through 2½ 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 Infant & Toddler Studies certificate of achievement may be met by completing 21 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (21 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 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I .....           | 3 |

## DIETETICS/NUTRITION/ FAMILY AND CONSUMER STUDIES

### OVERVIEW

LACC's Dietetics/Nutrition/Family and Consumer Studies programs include an Associate in Science transfer degree in Nutrition and Dietetics and a Dietetic Service Supervisor certificate of achievement. The degree in Nutrition and Dietetics provides the first two years of the Registered Dietitian pathway. The Dietetic Service Supervisor certificate is an approved Pathway I program through the Association of Nutrition and Foodservice Professionals. Completion of Dietetic Service Supervisor courses provides eligibility for the Certifying Exam for Dietary Managers.

Dietetics/Nutrition/Family and Consumer Studies programs involve course, fieldwork, and hands-on experience in therapeutic and clinical nutrition, food service management, and food production through on-campus events and simulated restaurant experience. Students are invited and encouraged to take part in the Dietetics Club endorsed by the Associated Student Government. The club brings nutrition and healthy diet practices to the LACC community.

### PROGRAMS OFFERED

| AWARD                       | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|-----------------------------|------------|---------------|-------------|-----|
| Nutrition and Dietetics     | AS-T       | C038867H      | 26          | Y   |
| 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.

## Nutrition and Dietetics

### Associate in Science (AS-T) Degree

*Major Units: 26*      *Total Units: Minimum of 60*  
(State Code: 38867; TOP Code: 130600; Academic Plan: C038867H)

The Nutrition and Dietetics AS-T prepares students to integrate and apply the principles of the food and nutrition sciences, human behavior, and the biomedical sciences to design and manage effective nutrition programming in a variety of settings including hospitals, health care organizations, food service operations, business and industry (product development, marketing, consulting), food assistance programs, education and research, health promotion, and private practice counseling. Careers include nutritionist, nutrition educator, weight loss counselor, diet technician, food services manager, patient services manager, dietitian, pediatric dietitian, nutrition researcher, sports and cardiac rehabilitation dietitian, nutrition consultant, diabetes educator, and many others.

The Associate degree track may be completed in two years and consists of a core of liberal arts, nutrition, and science courses. Support courses in the curriculum allow the student to explore special interests that are related to their personal/professional goals and interests.

To earn the AS-T, 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 (CSU GE-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

- Evaluate current health/ nutrition information for scientific accuracy and reliability.
- Apply scientific/reliable approaches to make recommendations to meet an individual's health and wellness goals.
- Utilize nutrition and diet technology to analyze the nutritional status of individuals and make appropriate dietary recommendations.
- Effectively communicate health and nutrition information through written assignments and oral presentations
- Identify components of a healthy diet and lifestyle that lead to optimal health and chronic disease prevention.
- Apply principles of diet therapy and specific diseases.

### PROGRAM REQUIREMENTS

Requirements for the Nutrition and Dietetics Associate in Science transfer degree may be met by completing: (a) 15 units of major core courses, 8 units from "List A," and 3 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (15 UNITS)

|              |                         |   |
|--------------|-------------------------|---|
| CHEM 101     | GENERAL CHEMISTRY I     | 5 |
| FAM & CS 021 | NUTRITION               | 3 |
| MICRO 020    | GENERAL MICROBIOLOGY    | 4 |
| PSYCH 001    | INTRODUCTORY PSYCHOLOGY | 3 |

#### LIST A: SELECT TWO COURSES (8 UNITS)

|             |                                  |   |
|-------------|----------------------------------|---|
| ANATOMY 001 | INTRODUCTION TO HUMAN ANATOMY    | 4 |
| OR          |                                  |   |
| PHYSIOL 001 | INTRODUCTION TO HUMAN PHYSIOLOGY | 4 |
| MATH 227    | STATISTICS                       | 4 |

#### LIST B: SELECT ONE COURSE (3 UNITS)

|              |                       |   |
|--------------|-----------------------|---|
| FAM & CS 024 | FOOD PREPARATION      | 3 |
| FAM & CS 050 | SANITATION AND SAFETY | 3 |

## Dietetic Service Supervisor

### Certificate of Achievement

*Major Units: 25*

*(State Code: 08242; TOP Code: 130620; Academic Plan: C008242D)*

The Dietetic Service Supervisor certificate meets the standards of training for dietetic service supervisors as specified by the California Department of Public Health (CDPH). Completion of the certificate qualifies students to work as a food service director in a variety of healthcare settings including skilled nursing facilities. Some responsibilities of a dietetic service supervisor are to supervise employees, assure menu acceptance by clients, and manage food production. Successful completion of the program also qualifies students to take the Certifying Exam for Dietary Managers 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, see the Certified Board for Dietary Managers (the credentialing agency for the Association of Nutrition & Foodservice Professionals) website at <https://www.cbdmonline.org/>. 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 food service 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 Dietetic Service Supervisor certificate of achievement 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<br>LABORATORY ..... | 2 |

*Note: Prerequisite for FAM &CS 156: Mantoux test, health exam, fingerprinting, drug screening, background check, and liability insurance.*

# Dental Technology

Department Chair: Olga Ramadan

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## DENTAL TECHNOLOGY

### OVERVIEW

#### Dental Prosthetic Technology

LACC's Dental Prosthetic Technology program is one of only two California community college programs accredited without reporting requirements by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA). The program is a member of the National Association of Dental Laboratories (NADL).

Using state-of-the-art equipment, experienced faculty, and hands-on instruction, the program prepares students for a successful career in dental technology. Classes cover basic and advanced prosthodontic designs and techniques, incorporating the applications of analogue and digital technologies. Program components include dental anatomy, the science of dental materials, history, ethics, and lab management. The curriculum is designed to prepare students to pass the Recognized Graduate (RG) exam and the Certified Dental Technologist (CDT) Specialty Exams.

The Dental Prosthetic Technology Associate of Science degree and certificate program are identical except that the degree requires additional general education courses. As part of the program, students will complete certificates of achievement in Fixed Prosthodontics and Removable Prosthodontics.

Entrance into the Dental Prosthetic Technology Program:

The first semester of Dental Technology courses prepares the student for entry into the program. The first semester is open to all students who have a high school diploma or GED. Advisories: General Chemistry and Physics.

To enter the program, students are required to complete DEN TEK 100 (Introduction to the Dental Laboratory) which includes a dexterity exam that is designed to measure hand/eye coordination and perception of three-dimensional objects; DEN TEK 101 (Elements of Dental Technology); and DEN TEK 102 (Dental Anatomy and Terminology) with a grade of "C" or better.

#### Digital Prosthetic Dentistry

The Digital Prosthetic Dentistry certificate of achievement consists of advanced courses in restorative prosthodontics technology and is open to all students who have successfully completed the Dental Prosthetic Technology certificate of achievement at LACC, similar programs accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), or by demonstrating competencies equivalent with the course objectives of DEN TEK 207, 208, and 401.

### Immunizations

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, consult your personal physician. If you would like to learn more about Dental Technology policies and procedures regarding infection control, you may contact the department at (323) 953-4000 x2500 or 2501, or at [www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments).

### PROGRAMS OFFERED

| AWARD                        | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|------------------------------|------------|---------------|-------------|-----|
| Dental Prosthetic Technology | AS         | C002748C      | 73.5        | Y   |
| Digital Prosthetic Dentistry | C          | C038651D      | 16          | Y   |
| Dental Prosthetic Technology | C          | C021626D      | 73.5        | Y   |
| Fixed Prosthodontics         | C          | C039316D      | 40.5        | Y   |
| Removable Prosthodontics     | C          | C039349D      | 37.5        | 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.

## Dental Prosthetic Technology

### Associate of Science (AS) Degree

*Major Units: 73.5*

*(State Code: 02748; TOP Code: 124030; Academic Plan: C002748C)*

The Dental Prosthetic Technology Associate of Science 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. Successful entrance into the program requires good hand/eye coordination, communication skills, and the ability to follow directions. The curriculum is delivered in four semesters and three 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 Prosthetic Technology curriculum are sequential.

Students who successfully complete all the Dental Prosthetic Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam administered by the National Board for Certification in Dental Technology. The Dental Prosthetic Technology 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.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Understand, interpret, and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into the design and construction of dental prosthetic restorations.
3. Design and construct basic orthodontic restorations, and 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 Dental Prosthetic Technology Associate of Science degree may be met by completing: (a) 73.5 units of major core courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (73.5)**

|             |  |     |
|-------------|--|-----|
| DEN TEK 100 | INTRODUCTION TO THE DENTAL LABORATORY..... | .1  |
| 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.....    | .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.....    | .2  |
| DEN TEK 401 | DENTAL IMPLANTS.....                       | .4  |

**Digital Prosthetic Dentistry**

**Certificate of Achievement**

*Major Units: 16*

*(State Code: 38651; TOP Code: 124030; Academic Plan: C038651D)*

The Digital Prosthetic Dentistry certificate of achievement provides students with a complex learning experience incorporating advanced restorative fixed and removable prosthodontics concepts and techniques, science of materials, esthetic and optic components (smile design), implants, fixed and removable combined case analysis, and the integration of digital technologies.

Students who complete the Digital Prosthetic Dentistry certificate program will have the necessary skills and knowledge required for positions in the restorative prosthodontic technology industry including digital fixed prosthodontics/implants technologist, digital removable prosthodontics/implants technologist, and dental ceramist.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. 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.
2. The student will apply the principles of computer application design (CAD) in the anterior segment reconstruction by using the correct morphology and function in arch integration.
3. The student will select the correct materials based on case requirements.
4. The student will apply the principles of optical characterization as to achieve natural look.
5. 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.
6. The student will evaluate and design complex partial denture frameworks restorative cases according to biomechanical principles and clinical standards with the aid of computer applications design (i.e. CAD technologies).
7. The student will evaluate, design and fabricate with the aid of CAD/CAM technologies, screw retained bar over multiple units abutments in accordance with clinical standards.
8. The student will evaluate, design and fabricate with the aid of CAD/CAM technologies, screw retained bar over multiple units abutments in accordance with clinical standards.
9. The students will gain the necessary proficiencies required for the Certified Dental Technologist Ceramic, Crown and Bridge, Implant, Dentures Specialty Practical Exam.

**PROGRAM REQUIREMENTS**

Requirements for the Digital Prosthetic Dentistry certificate of achievement may be met by completing 16 units of required courses with a grade of “C” or better.

**REQUIRED COURSES (16 UNITS)**

|             |  |    |
|-------------|--|----|
| DEN TEK 304 | DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS I.....  | .8 |
| DEN TEK 403 | DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS II..... | .8 |

## Dental Prosthetic Technology

### Certificate of Achievement

*Major Units: 73.5*

*(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. Successful entrance into the program requires good hand/eye coordination, communication skills, and the ability to follow directions. The curriculum is delivered in four semesters and three 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. All courses listed are also required for the Dental Prosthetic Technology Associate of Science degree.

Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam administered 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.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into the design and construction of dental prosthetic restorations.
3. Design and construct basic orthodontic restorations, and 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 Dental Prosthetic Technology certificate of achievement may be met by completing 73.5 units of required courses with a grade of "C" or better. A pre-algebra course or higher must be taken before the completion of the Dental Prosthetic Technology Certificate Program.

#### REQUIRED COURSES (73.5 UNITS)

|             |  |     |
|-------------|--|-----|
| DEN TEK 100 | INTRODUCTION TO THE DENTAL LABORATORY..... | 1   |
| 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.....    | 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 ..... | 2 |
| DEN TEK 401 | DENTAL IMPLANTS .....                    | 4 |

## Fixed Prosthodontics

### Certificate of Achievement

*Major Units: 40.5*

*(State Code: 39316; TOP Code: 124030; Academic Plan: C039316D)*

The Fixed Prosthodontics certificate of achievement is designed to provide students with learning experiences pertaining to fixed prosthodontics technology including crown, bridge, and ceramics. The courses are sequential, delivered in four semesters and one intercession, providing students with a cumulative learning experience that includes concepts of dental morphology, function, science of materials, and their application in the design and fabrication of the fixed dental prosthesis. Students evaluate design and construct dental prosthesis by using analogue and digital tools and technologies.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into the design and construction of dental prosthetic restorations.
3. Design and construct fixed dental prosthesis single and multiple units.

#### PROGRAM REQUIREMENTS

Requirements for the Fixed Prosthodontics certificate of achievement may be met by completing 40.5 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (40.5 UNITS)

|             |  |     |
|-------------|--|-----|
| DEN TEK 100 | INTRODUCTION TO THE DENTAL LABORATORY..... | 1   |
| DEN TEK 101 | ELEMENTS OF DENTAL TECHNOLOGY .....        | 2   |
| DEN TEK 102 | DENTAL ANATOMY AND TERMINOLOGY.....        | 3   |
| 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 185 | DIRECTED STUDY – DENTAL TECHNOLOGY.....    | 1   |
| DEN TEK 203 | CERAMIC RESTORATIONS.....                  | 2   |
| DEN TEK 206 | FIXED PROSTHODONTICS III.....              | 6   |
| DEN TEK 208 | FIXED PROSTHODONTICS IV.....               | 6   |
| DEN TEK 285 | DIRECTED STUDY - DENTAL TECHNOLOGY .....   | 2   |

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## Removable Prosthodontics

### Certificate of Achievement

*Major Units: 37.5*

*(State Code: 39349; TOP Code: 124030; Academic Plan: C039349D)*

The Removable Prosthodontics certificate of achievement is designed to provide students with learning experiences pertaining to removable prosthodontics technology, including removable partial dentures and complete dentures. The courses are sequential, delivered in four semesters and three intersessions, providing the students with cumulative learning experiences that include concepts of dental morphology, function, science of materials, and their application in the design and fabrication of the removable dental prosthesis. Students will evaluate design and construct dental prosthesis by using analogue and digital tools and technologies.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into constructions.
3. Design and construct basic orthodontic restorations, and partial and full removable dental prosthesis.

### PROGRAM REQUIREMENTS

Requirements for the Removable Prosthodontics certificate of achievement may be met by completing 37.5 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (37.5 UNITS)

|             |  |     |
|-------------|--|-----|
| DEN TEK 100 | INTRODUCTION TO THE DENTAL LABORATORY..... | 1   |
| 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 112 | REMOVABLE PROSTHODONTICS III .....         | 6   |
| DEN TEK 185 | DIRECTED STUDY – DENTAL TECHNOLOGY.....    | 1   |
| DEN TEK 204 | ORTHODONTICS .....                         | 3   |
| DEN TEK 207 | REMOVABLE PROSTHODONTICS IV .....          | 6   |
| DEN TEK 285 | DIRECTED STUDY - DENTAL TECHNOLOGY .....   | 2   |

# Kinesiology

Department Chair: Aykanush Gevanyan

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## KINESIOLOGY

### OVERVIEW

Kinesiology is an academic discipline that 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 students to understand the importance of physical activity during the lifespan.

### PROGRAMS OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Kinesiology  | AA-T       | C036026G      | 21-22       | Y   |
| Public Health Science  | AS-T       | C039577H      | 33          | Y   |
| Fitness Specialist/Personal Trainer/<br>Group Fitness Instructor | C          | C038829D      | 19.5-21.5   | Y   |
| Physical Therapy Aide  | C          | C043016D      | 19.5        | 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.

## Kinesiology

### Associate in Arts (AA-T) Degree

*Major Units: 21-22      Total Units: Minimum of 60*  
(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 are introduced to 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, and gerokinesiology, as well as pre-professional training for physical therapy, medicine, and research.

To earn the AA-T, 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 (CSU GE-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 Kinesiology Associate in Arts transfer degree may be met by completing: (a) 11 units of major core courses, 3 units of movement-based courses in "Areas 1-6," and 7-8 units in "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (11 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 FROM AT LEAST THREE AREAS (MINIMUM 3 UNITS)

##### 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 TWO COURSES (7-8 UNITS)**

|             |                                      |
|-------------|--------------------------------------|
| BIOLOGY 003 | INTRODUCTION TO BIOLOGY.....4        |
| HEALTH 012  | SAFETY EDUCATION AND FIRST AID.....3 |
| MATH 227    | STATISTICS.....4                     |
| PHYSICS 006 | GENERAL PHYSICS I.....4              |

**Public Health Science**

**Associate in Science (AS-T) Degree**

*Major Units: 33      Total Units: Minimum of 60*  
*(State Code: 39577; TOP Code: 120100; Academic Plan: C039577H)*

The Public Health Science Associate in Science transfer degree is designed to prepare students for a seamless transfer into the California State University (CSU) system to complete a baccalaureate degree in Public Health Science or similar majors.

To earn the AS-T, 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 (CSU GE-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 to earn the degree, including a C or better (or P, if P/NP grading is allowed) in all courses required for the major. 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 core functions of public health.
2. Identify various career opportunities within the field of public health.
3. Apply critical analysis skills to contemporary health issues.
4. Assess the fundamental characteristics and organizational structures of the U.S. health system and note significant differences in systems in other countries.
5. Discuss the role of community engagement in promoting public health and social justice.
6. Describe risk factors and modes of transmission for infectious and chronic diseases and how these diseases affect both personal and public health.
7. Appreciate the multiple determinants of health, including sociological, economic, genetic, behavioral, environmental, and other factors that impact human health and health disparities.

8. Apply the basic concepts, methods, and tools of public health data collection, use, and analysis and explain why evidence-based approaches are an essential part of public health practice.
9. Endorse lifestyle behaviors that promote individual and public health and well-being.
10. Value multicultural perspectives and sensitivities on health.

**PROGRAM REQUIREMENTS**

Requirements for the Public Health Science Associate in Arts transfer degree may be met by completing: (a) 30 units of major core courses and 3 units from “List A” with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (30 UNITS)**

|             |   |
|-------------|---|
| ANATOMY 001 | INTRODUCTION TO HUMAN ANATOMY.....4     |
| BIOLOGY 003 | INTRODUCTION TO BIOLOGY.....4           |
| CHEM 060    | INTRODUCTION TO GENERAL CHEMISTRY.....5 |
| OR          |   |
| CHEM 101    | GENERAL CHEMISTRY I.....5               |
| HEALTH 011  | PRINCIPLES OF HEALTHFUL LIVING.....3    |
| HEALTH 101  | INTRODUCTION TO PUBLIC HEALTH.....3     |
| MATH 227    | STATISTICS.....4                        |
| PHYSIOL 001 | INTRODUCTION TO HUMAN PHYSIOLOGY.....4  |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY.....3           |

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

|              |                                    |
|--------------|------------------------------------|
| ECON 001     | PRINCIPLES OF MICROECONOMICS.....3 |
| ECON 002     | PRINCIPLES OF MACROECONOMICS.....3 |
| FAM & CS 021 | NUTRITION.....3                    |
| HEALTH 021   | HUMAN SEXUALITY.....3              |
| HEALTH 051   | DRUGS AND ALCOHOL IN SOCIETY.....3 |
| SOC 001      | INTRODUCTION TO SOCIOLOGY.....3    |

**Fitness Specialist/Personal Trainer/  
Group Fitness Instructor**

**Certificate of Achievement**

*Major Units: 19.5-21.5*  
*(State Code: 38829; TOP Code: 083520; Academic Plan: C038829D)*

The Fitness Specialist/Personal Trainer/Group Fitness Instructor Certificate is designed to prepare students with the knowledge, skills and abilities required to become a Personal Trainer. The program course work will prepare students to successfully obtain an NCCA Accredited Personal Training/ Group Fitness Certification, earn secondary specialized fitness certifications relevant today’s fitness hiring management, develop comprehensive knowledge of evidence-based practice and apply the tools, protocols, and resources specific to the working with the general population as a fitness professional. Practical experience is integrated into curriculum to develop the skills required for employment as a personal trainer. Students are recommended to have basic knowledge of human biology, basic English writing and speaking skills, and the ability to perform moderate physical activity before beginning this program.

## PROGRAM STUDENT LEARNING OUTCOMES

1. Apply appropriate exercise science and kinesiology-related principles to design safe and effective exercise sessions based on movement screening and assessment.
2. Demonstrate effective communication skills and teaching strategies when coaching individuals one on one, in small group and large group fitness training environments.
3. Use scientifically anchored periodization protocols to deliver safe and effective exercise training programs when coaching individuals one on one, in small group and large group fitness training environments.

## PROGRAM REQUIREMENTS

Requirements for the Fitness Specialist/Personal Trainer certificate of achievement may be met by completing 15.5 units of required courses and 4-6 units of elective courses with a grade of "C" or better.

### REQUIRED COURSES (15.5 UNITS)

|             |  |     |
|-------------|--|-----|
| HEALTH 002  | HEALTH AND FITNESS .....   | 3   |
| HEALTH 055  | ADULT AND PEDIATRIC FIRST AID, CPR, AND AED SKILLS RECERTIFICATION ..... | 0.5 |
| KIN MAJ 113 | EXERCISE TESTING & PRESCRIPTION .....                                    | 2   |
| KIN MAJ 114 | TECHNIQUES OF INSTRUCTION: GROUP FITNESS .....                           | 1.5 |
| KIN MAJ 115 | TECHNIQUES OF INSTRUCTION: STRENGTH TRAINING .....                       | 1.5 |
| KIN MAJ 117 | PERSONAL TRAINER INSTRUCTOR .....  | 3   |
| KIN MAJ 217 | FUNCTIONAL MOVEMENT SCREENING ASSESSMENT AND ANALYSIS .....              | 3   |
| KIN MAJ 131 | KINESIOLOGY INTERNSHIP EXPERIENCE .....                                  | 1   |

### ELECTIVE COURSES (4-6 UNITS)

|             |  |   |
|-------------|--|---|
| KIN MAJ 150 | SENIOR FITNESS ASSESSMENT, STRENGTH & CONDITIONING PROGRAMMING ..... | 3 |
| KIN MAJ 175 | KETTLEBELL FUNDAMENTALS .....  | 3 |
| KIN MAJ 218 | CORRECTIVE EXERCISES STRATEGIES FOR THE MOVEMENT PROFESSIONAL .....  | 2 |
| KIN MAJ 220 | APPLIED HEALTH & HUMAN PERFORMANCE SPECIALIST .....                  | 3 |
| KIN 202     | LAP SWIMMING SKILLS .....  | 1 |
| KIN 229     | BODY CONDITIONING SKILLS .....                                       | 1 |
| KIN 237     | BOOT CAMP I .....  | 1 |
| KIN 246     | BODY SCULPTING SKILLS .....  | 1 |
| KIN 249-1   | STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT I .....                | 1 |
| KIN 251-1   | YOGA SKILLS I .....  | 1 |
| KIN 251-2   | YOGA SKILLS II .....   | 1 |
| KIN 251-3   | YOGA SKILLS III .....  | 1 |
| KIN 326     | AEROBIC SUPER CIRCUIT LAB .....                                      | 1 |
| KIN 327     | LIFELONG FITNESS LAB .....   | 1 |
| KIN 328-1   | BICYCLE SPINNING I .....   | 1 |
| KIN 328-2   | BICYCLE SPINNING II .....  | 1 |
| KIN 331     | CROSS TRAINING .....   | 1 |
| KIN 334     | FITNESS WALKING .....  | 1 |

## Physical Therapy Aide

### Certificate of Achievement

*Major Units: 19.5*

*(State Code: 43016; TOP Code: 122200; Academic Plan: C043016D)*

The Physical Therapy Aide Certificate of Achievement is designed to prepare students with the knowledge and skills and abilities required to competently work hand in hand with a Physical Therapist in a treatment plan. The program course work will prepare student to help with the treatment plan used to help individuals receiving treatment from injury and or physical disability/limitations. Students will develop the skillset and learn various therapeutic exercises, use of rehabilitation modalities, corrective exercise, basic anatomy and physiology in completion of the program.

## PROGRAM STUDENT LEARNING OUTCOMES

1. Apply the education, training, and hands on experience needed to enter the Physical Therapy field in the workforce.
2. Demonstrate competent skillset in preparing treatment areas, ordering devices and supplies, and transporting patients.
3. Assist the Physical Therapist or Physical Therapy Assistant with administering treatment plans under direct supervision of the Physical Therapist and/or Physical Therapy Assistant.
4. Identify the key role of the physical therapy aide in a variety of settings including hospitals, rehabilitation centers, nursing homes, home care agencies, outpatient clinics, community health centers, and sports medicine clinics.

## PROGRAM REQUIREMENTS

Requirements for the Physical Therapy Aide certificate of achievement may be met by completing 19.5 units of required courses with a grade of "C" or better.

### REQUIRED COURSES (19.5)

|             |  |     |
|-------------|--|-----|
| KIN MAJ 116 | INTRODUCTION TO EXERCISE PHYSIOLOGY .....                                | 3   |
| KIN MAJ 125 | INTRODUCTION TO PHYSICAL THERAPY AIDE .....                              | 3   |
| HEALTH 055  | ADULT AND PEDIATRIC FIRST AID, CPR, AND AED SKILLS RECERTIFICATION ..... | 0.5 |
| KIN MAJ 150 | SENIOR FITNESS ASSESSMENT, STRENGTH & CONDITIONING PROGRAMMING .....     | 3   |
| KIN MAJ 217 | FUNCTIONAL MOVEMENT SCREENING ASSESSMENT AND ANALYSIS .....              | 3   |
| KIN MAJ 218 | CORRECTIVE EXERCISES STRATEGIES FOR THE MOVEMENT PROFESSIONAL .....      | 2   |
| KIN MAJ 131 | KINESIOLOGY INTERNSHIP EXPERIENCE .....                                  | 1   |
| ANATOMY 001 | INTRODUCTION TO HUMAN ANATOMY .....                                      | 4   |

# Nursing

Interim Director: Linda Valadez  
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## NURSING

### OVERVIEW

The LACC Registered Nursing program leads to eligibility for licensure as a registered nurse (RN). The program is accredited by the California Board of Registered Nursing.

The Associate of Science degree is a two-year full-time program that includes theory and clinical courses. Clinical experiences include the opportunity for students to participate in nursing care and treatments of clients in hospitals and other health care facilities.

### Admission to the Program

All students interested in the Nursing Program must first attend a mandatory information session. Prospective students should visit the department website for information. Details on Registered Nursing program standards can be found in the E-10 Guidelines at the LACC Nursing and LACCD websites.

The following are required for entry into the program:

1. Completion of prerequisite courses with a grade of “C” or better, posted on the student transcript. Prerequisite courses include: Anatomy 001 (4 units); Physiology 001 (4 units); Microbiology 020 (4 units); Chemistry 060 (5 units) if the student has not completed one-year of high school Chemistry (two semesters each with a “C” or higher); Psychology 001 (3 units); Psychology 041 (3 units); English 101 (3 units); and Math 125, the equivalent, or higher (5 units). Students must meet a “cut score” of 80% based on college grade point average (GPA), college English GPA, and core Biology GPA. Students are strongly encouraged to complete Communication Studies 101 (3 units), an American Institutions course (3 units), and a Humanities course (3 units) prior to entering the program, as these are required to graduate.
2. Students must take the Test of Essential Academic Skills (TEAS)—a diagnostic assessment test of basic math, English, reading, and science—and achieve a composite minimum average score of 62% on the first attempt or, on a second attempt, a minimum of 62% in all areas after remediation.
3. Submit a Nursing Program application with proof of high school diploma and/or college degree. If students received their high school diploma from a foreign country and/or are requesting equivalency of foreign college credits to fulfill prerequisites, transcripts must be evaluated for equivalency by an LACCD approved agency.
4. The complete application is reviewed by a selection committee. Should the number of qualified applicants exceed the number of available openings, a simple lottery will be implemented.

### NCLEX-RN Exam

Upon graduation, students will be eligible to apply for and take the NCLEX-RN examination. The Board of Registered Nursing may deny licensure on such grounds as being convicted of crime, acts of dishonesty, and fraud or deceit.

The information above may be updated or modified subject to district, state, and/or BRN request. Contact the LACC Nursing Department and visit the LACC Nursing website for additional information.

### PROGRAM OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Registered Nursing   | AS         | C014274C      | 36          | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## Registered Nursing

### Associate of Science (AS) Degree

*Major Units: 36                      Total Units: Minimum of 60*  
*(State Code: 14274; TOP Code: 123010; Academic Plan: C014274C)*

### PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize the nursing process as a basis for decisions in the planning and implementation for nursing care across the lifespan to a diverse population.
2. Apply critical thinking to make decisions and provide safe patient care.
3. Demonstrate 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 Registered Nursing Associate of Science degree may be met by completing: (a) 36 units of major core courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (36 UNITS)

|              |   |     |
|--------------|---|-----|
| REGNRSG 103  | NURSING PHARMACOLOGY .....                  | 1   |
| REGNRSG 104  | NURSING FOUNDATIONS - THEORY .....          | 2   |
| REGNRSG 104L | NURSING FOUNDATIONS - CLINICAL .....        | 2.5 |
| REGNRSG 105  | BEGINNING MEDICAL/SURGICAL - THEORY .....   | 2   |
| REGNRSG 105L | BEGINNING MEDICAL/SURGICAL - CLINICAL ..... | 2.5 |

|              |   |     |
|--------------|---|-----|
| REGNRSG 106  | NURSING CARE OF THE<br>CHILDBEARING FAMILY - THEORY .....               | 2   |
| REGNRSG 106L | NURSING CARE OF THE<br>CHILDBEARING FAMILY - CLINICAL .....             | 2   |
| REGNRSG 107  | NURSING CARE OF THE<br>PEDIATRIC CLIENT - THEORY .....                  | 2   |
| REGNRSG 107L | NURSING CARE OF THE<br>PEDIATRIC CLIENT - CLINICAL .....                | 2   |
| REGNRSG 108  | NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL<br>NEEDS - THEORY .....   | 2   |
| REGNRSG 108L | NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL<br>NEEDS - CLINICAL ..... | 2   |
| REGNRSG 109  | INTERMEDIATE MEDICAL/SURGICAL<br>NURSING - THEORY .....                 | 2.5 |
| REGNRSG 109L | INTERMEDIATE MEDICAL/SURGICAL<br>NURSING - CLINICAL .....               | 2.5 |
| REGNRSG 110  | ADVANCED MEDICAL/SURGICAL<br>NURSING - THEORY .....                     | 2.5 |
| REGNRSG 110L | ADVANCED MEDICAL/SURGICAL<br>NURSING - CLINICAL .....                   | 2.5 |
| REGNRSG 111  | NURSING LEADERSHIP AND<br>MANAGEMENT - THEORY .....                     | 2   |
| REGNRSG 111L | NURSING LEADERSHIP AND<br>MANAGEMENT - CLINICAL .....                   | 2   |

*Note: The major core courses listed above reflect a revision to the program. The revised theory and clinical courses will be phased in over the next four semesters. Students who started the program prior to fall 2020 should consult the catalog for that year. Speak to the Nursing program director for more information.*

# Radiologic Technology

Department Chair: Julie Washenik

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## RADIOLOGIC TECHNOLOGY

### 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).

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 001; Physiology 001; English 101; Math 125, the equivalent, or higher; and Radiologic Technology 200, 201, 202, and 203. We encourage for you to meet with an LACC Counselor for questions regarding the Math, English, and general education courses.

All LACCD students must also satisfy 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.

An application form, to be submitted online through the LACC Radiologic Technology Department website at:

[www.lacc.edu/academics/pathways/hs/radiology-dept](http://www.lacc.edu/academics/pathways/hs/radiology-dept)

Applicants are selected via lottery and are placed on a waiting list. The waiting list selection method was implemented for the first time with the fall 2020 cohort.

### PROGRAMS OFFERED

| AWARD                                      | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Radiologic Technology                      | AS         | C002749C      | 100.5-109.5 | 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.

## Radiologic Technology

### Associate of Science (AS) Degree

*Major Units: 100.5-109.5*

*(State Code: 02749; TOP Code: 122500; Academic Plan: C002749C)*

### 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. Pass the American Registry of Radiologic Technology examination in radiography.

## PROGRAM REQUIREMENTS

Requirements for the Radiologic Technology Associate of Science degree may be met by completing: (a) 100.5 units of major core courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (100.5-109.5 UNITS)

|             |   |
|-------------|---|
| ANATOMY 001 | INTRODUCTION TO HUMAN ANATOMY.....4   |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I.....3   |
| PHYSIOL 001 | INTRODUCTION TO HUMAN PHYSIOLOGY.....4  |
| MATH 125    | INTERMEDIATE ALGEBRA.....5  |
| RAD TEC 200 | INTRODUCTION TO<br>RADIOLOGIC TECHNOLOGY.....3                                    |
| RAD TEC 201 | MEDICAL TERMINOLOGY FOR RADIOLOGIC.....3  |
| RAD TEC 202 | INTRODUCTION TO ELECTROMAGNETIC RADIATION<br>IMAGE RECORDING AND PROCESSING.....4 |
| RAD TEC 103 | RADIOGRAPHIC ANATOMY AND<br>POSITIONING SKELETAL SYSTEM.....4                     |
| RAD TEC 205 | FUNDAMENTALS OF X-RAY PHYSICS.....4   |
| RAD TEC 207 | PATIENT CARE AND MANAGEMENT.....4   |
| RAD TEC 208 | CROSS SECTIONAL ANATOMY AND PATHOLOGY.....3                                       |
| RAD TEC 210 | QUALITY MANAGEMENT.....1  |
| RAD TEC 104 | RADIOGRAPHIC ANATOMY/POSITIONING CRANIUM &<br>VISCERAL ORGANS.....4               |
| RAD TEC 108 | RADIOGRAPHIC BOOTCAMP.....1   |
| RAD TEC 206 | RADIOGRAPHIC EXPOSURE.....4   |
| RAD TEC 209 | PHARMACOLOGY AND VENIPUNCTURE<br>WITH BASIC LIFE SUPPORT (BLS).....1.5            |
| RAD TEC 240 | RADIATION PROTECTION AND BIOLOGY.....4  |
| RAD TEC 260 | INTRODUCTION TO CLINICAL EDUCATION.....4  |
| RAD TEC 280 | CLINICAL EDUCATION IN<br>RADIOLOGIC TECHNOLOGY I.....6                            |
| RAD TEC 281 | CLINICAL EDUCATION IN<br>RADIOLOGIC TECHNOLOGY II.....12                          |
| RAD TEC 211 | COMPUTER TOMOGRAPHY.....3   |
| RAD TEC 282 | CLINICAL EDUCATION IN<br>RADIOLOGIC TECHNOLOGY III.....4                          |
| RAD TEC 243 | PRINCIPLES AND PRACTICES OF<br>FLUOROSCOPY.....3                                  |
| RAD TEC 283 | CLINICAL EDUCATION IN<br>RADIOLOGIC TECHNOLOGY IV.....12                          |

## Patient Care

### Skills Certificate

*Major Units: 8*

*(TOP Code: 122500; Academic Plan: C122502J)*

The Patient Care skills certificate focuses on teaching students to deliver quality care to diverse patients of various ages and ethnicities. Students complete an internship while enrolled in the cooperative education courses.

### PROGRAM STUDENT LEARNING OUTCOMES

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

### PROGRAM REQUIREMENTS

Requirements for the Patient Care skills certificate may be met by completing 8 units of required courses with a grade of “C” or better.

#### 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. Perform radiographic procedures and produce quality images.
2. Apply radiation safety and protection for patients, themselves and others.
3. Utilize effective communication with patients and colleagues in the clinical environment.

### PROGRAM REQUIREMENTS

Requirements for the Clinical Education skills certificate may be met by completing 12 units of required courses with a grade of “C” or better.

#### REQUIRED COURSE (12 UNITS)

|              |  |
|--------------|--|
| RAD TECH 283 | CLINICAL EDUCATIONAL IN<br>RADIOLOGIC TECHNOLOGY IV.....12 |
|--------------|--|

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## 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. Identify and describe various ways of maintaining quality control in fluoroscopy.
2. Examine fluoroscopy images for correct positioning, centering, appropriate anatomy, and overall image quality.
3. Differentiate fluoroscopic examinations from static diagnostic radiographic examinations.

### PROGRAM REQUIREMENTS

Requirements for the Fluoroscopy skills certificate may be met by completing 3 units of required courses with a grade of "C" or better.

#### REQUIRED COURSE (3 UNITS)

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|              |  |   |
|--------------|--|---|
| RAD TECH 243 | PRINCIPLES AND PRACTICES<br>OF FLUOROSCOPY ..... | 3 |
|--------------|--|---|



# The School of Language Arts, Social and Behavioral Sciences

The School of Language Arts, Social and Behavioral Sciences provides students with a comprehensive education in language, literature, communication, social sciences, and behavioral sciences. The programs offered within the pathway showcase a diverse range of programs and courses aimed at fostering critical thinking, effective communication, cultural understanding, and social awareness. The pathways in Language Arts, Social and Behavioral Sciences provide students with a rich and intellectually stimulating educational experience that prepares them for success in their academic and professional pursuits, as well as for active and informed citizenship in an increasingly complex and interconnected world. Through rigorous coursework, experiential learning opportunities, and supportive faculty mentorship, students in these programs develop the skills, knowledge, and perspectives needed to navigate diverse cultural, social, and intellectual landscapes.

## LANGUAGES, HUMANITIES, AND COMMUNICATION

Programs in English/ESL typically focus on developing students' writing, reading, and analytical skills, as well as exploring literature from diverse cultural and historical perspectives. Communication Studies programs provide students with the tools to effectively convey ideas, information, and arguments in various interpersonal, organizational, and public settings. Journalism programs cover principles of reporting, writing, and media production, preparing students for careers in print, broadcast, digital, and multimedia journalism. Philosophy programs engage students in critical inquiry into fundamental questions about existence, knowledge, ethics, and the nature of reality.

## SOCIAL AND BEHAVIORAL SCIENCES

In the Social and Behavioral Sciences career and academic pathway at Los Angeles City College, students have the opportunity to explore a wide range of fields, including psychology, sociology, and political science. These programs offer comprehensive coursework covering various aspects of human behavior, cognition, emotion, developmental psychology, abnormal psychology, and research methods. Social Sciences programs delve into the examination of social structures, institutions, and processes, addressing critical issues such as inequality, diversity, globalization, and social change. Additionally, the college offers specialized programs like African American Studies, focusing on the history, culture, and contributions of African Americans. Political Science, which delves into government systems and policies. Social Justice, aimed at understanding and addressing social inequalities. Sociology, which examines social interactions and institutions. Administration of Justice. This program prepares students for careers in law enforcement. Law, which focuses on studying legal principles and systems. Humanities is a program encompassing human culture and the arts. Modern Languages and Civilizations focuses on modern languages and associated cultures, Philosophy explores fundamental questions about existence and ethics. Lastly, Psychology and Human Services examines human behavior and emotional well-being while covering topics such as counseling techniques and social services. These programs provide students with a rich and diverse educational experience, equipping them with valuable knowledge and skills applicable to various academic and career paths.

# Administration of Justice/Law

Department Chair: Wilhelm I. Vargas, J.D.

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## 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, police assistants, financial investigators, and 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 Academy.

### PROGRAMS OFFERED

| AWARD                     | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|---------------------------|------------|---------------|-------------|-----|
| Administration of Justice | AS-T       | C033121H      | 18-19       | Y   |
| Administration of Justice | AA         | C002759C      | 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.

## Administration of Justice

### Associate in Science (AS-T) Degree

*Major Units: 18-19      Total Units: Minimum of 60*  
(State Code: 33121; TOP Code: 210500; Academic Plan: C033121H)

The Administration of Justice Associate in Science transfer degree prepares students for transfer to the California State University (CSU) system and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Criminal Justice at a CSU. The courses emphasize the modern role of law enforcement and corrections within the criminal justice systems. Written and oral communication skills are a consistent focus.

To earn the AS-T, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter 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 (CSU GE-Breadth) requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- Minimum grade of "C" (or "P") for each course in the major and 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

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

### PROGRAM REQUIREMENTS

Requirements for the Administration of Justice Associate in Science transfer degree may be met by completing: (a) 6 units of major core courses, 6 units from "List A," and 6-7 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR 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 | PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM ..... | 3 |
| ADM JUS 005 | CRIMINAL INVESTIGATION .....                          | 3 |
| ADM JUS 008 | JUVENILE PROCEDURES .....                             | 3 |

|             |                                   |   |
|-------------|-----------------------------------|---|
| ADM JUS 067 | COMMUNITY RELATIONS I.....        | 3 |
| ADM JUS 180 | INTRODUCTION TO FORENSICS .....   | 3 |
| CORR 001    | INTRODUCTION TO CORRECTIONS ..... | 3 |

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

|             |   |   |
|-------------|---|---|
| BUS 015     | BUSINESS STATISTICS.....                    | 3 |
| MATH 227    | STATISTICS .....                            | 4 |
| MATH 227S   | STATISTICS WITH SUPPORT.....                | 4 |
| SOC 125     | STATISTICS FOR SOCIAL SCIENCES.....         | 3 |
| ADM JUS 016 | RECRUITMENT SELECTION PROCESSES .....       | 3 |
| ADM JUS 053 | FORENSIC FINGERPRINT EVIDENCE .....         | 3 |
| ADM JUS 062 | FINGERPRINT CLASSIFICATION .....            | 3 |
| ADM JUS 160 | POLICE ORGANIZATION AND ADMINISTRATION..... | 3 |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY.....                | 3 |
| POL SCI 001 | THE GOVERNMENT OF THE UNITED STATES .....   | 3 |
| SOC 001     | INTRODUCTION TO SOCIOLOGY.....              | 3 |

OR ANY "LIST A" COURSE NOT ALREADY USED

|             |  |   |
|-------------|--|---|
| ADM JUS 067 | COMMUNITY RELATIONS I.....                     | 3 |
| ADM JUS 160 | POLICE ORGANIZATION<br>AND ADMINISTRATION..... | 3 |
| ADM JUS 180 | INTRODUCTION TO FORENSICS .....                | 3 |

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## Administration of Justice

**Associate of Arts (AA) Degree**

*Major Units: 36*      *Total Units: Minimum of 60*  
(State Code: 02759; TOP Code: 210500; Academic Plan: C002759C)

The Administration of Justice AA degree enables 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 the trial process. The degree is not intended to prepare a student for transfer to a four-year college or university.

**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 Administration of Justice Associate of Arts degree may be met by completing: (a) 18 units of major core courses and 18 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (18 UNITS)**

|             |  |   |
|-------------|--|---|
| ADM JUS 001 | INTRODUCTION TO ADMINISTRATION<br>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<br>SYSTEM ..... | 3 |
| ADM JUS 005 | CRIMINAL INVESTIGATION .....                             | 3 |
| CORR 001    | INTRODUCTION TO CORRECTIONS .....                        | 3 |

**MAJOR 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 |

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## Administration of Justice

**Certificate of Achievement**

*Major Units: 36*

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

The Administration of Justice certificate of achievement is designed for students who wish to prepare themselves for one of several careers in law enforcement. The certificate enables 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. The certificate is not intended to prepare a student for transfer to a four-year college or university.

**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 Administration of Justice certificate of achievement 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 TO 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<br>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<br>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 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: 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

Requirements for the Fingerprint Expert skills certificate may be met by completing 6 units of required courses with a grade of "C" or better.

**REQUIRED COURSES (6 UNITS)**

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

## LAW

### OVERVIEW

In addition to offering Business Law courses to the student community, the Law discipline also offers the Paralegal Program. The Paralegal Program is approved by the American Bar Association (A.B.A.), which is significant in that the most lucrative paralegal jobs require a paralegal degree or certificate from an A.B.A.-approved paralegal program. We offers two options: an Associate of Arts degree in Paralegal Studies and a certificate of achievement in Paralegal Studies for degree holders. Note that paralegals may not provide legal services directly to the public, except as permitted by law. For more information, contact the Paralegal Program director.

### PROGRAMS OFFERED

| AWARD                           | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|---------------------------------|------------|---------------|-------------|-----|
| Law, Public Policy, and Society | AA-T       | C043107G      | 30-31       | Y   |
| Paralegal Studies               | AA         | C002750C      | 43          | Y   |
| Paralegal Studies               | C          | C039561D      | 46          | Y   |
| Pathway to Law School           | C          | C039348D      | 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.

## Law, Public Policy, and Society

### Associate in Arts (AA-T) Degree

*Major Units: 30-31      Total Units: Minimum of 60*

*(State Code: 43107; TOP Code: 140100; Academic Plan: C043107G)*

The Law, Public Policy, and Society is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social and Behavioral Sciences (Political Economy Concentration) (Note: List is not meant to be exhaustive. Other destination majors may exist.) or a similar major. Upon completion of this degree, students will have a strong academic foundation in the field and be prepared for upper division baccalaureate study. Students who have completed the Law, Public Policy, and Society will have satisfied the lower division requirements for transfer into American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social and Behavioral Sciences (Political Economy Concentration) (Note: List is not meant to be exhaustive. Other destination majors may exist.) or similar major for many campuses in the California State University system. This degree complies with the Student Transfer Achievement Reform Act (California Education Code 66746).

Students must complete the following Associate Degree for Transfer requirements:

1. Completion of 60 semester units (or 90 quarter units) that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements.

- b. A minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis, as determined by the community college district.
- 2. Obtainment of a minimum grade point average of 2.0.
- 3. Obtainment of a grade of C or higher in each course in the Area of Emphasis, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher (Title 5 §55063).

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Use evidence and data to develop arguments related to pertinent legal, public policy, and societal issues.
2. Successfully complete the reasoning and formal or informal logic coursework, and provide evidence through coursework that students can successfully apply those skills.
3. Understand the role of law and public policy in private and public life.
4. Recognize and implement the connections between theory and practice.
5. Be able to find, interpret, integrate, synthesize and apply information effectively from multiple sources to legal, public policy, and societal issues.
6. Understand ways in which privilege and marginality shape lives, opportunities and communities, and understand how to effectively respond to these through community action, the law or public policy.
7. Understand how to work cooperatively with communities and other constituencies.
8. Coherently and compellingly communicate – in both verbal and written form – arguments, policies and actions pertinent to the law, public policy, and society.

**PROGRAM REQUIREMENTS**

Requirements for the Associate in Arts in Law, Public Policy, and Society for Transfer Degree may be met by completing (a) 24-25 units of major core courses, 6 units from “List A” from two of the areas listed with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (24-25 UNITS)**

|             |   |   |
|-------------|---|---|
| LAW 007     | STREET LAW .....                                      | 3 |
| OR          |   |   |
| ADM JUS 001 | INTRODUCTION TO ADMINISTRATION OF JUSTICE .....       | 3 |
| OR          |   |   |
| ADM JUS 002 | CONCEPTS OF CRIMINAL LAW .....                        | 3 |
| OR          |   |   |
| ADM JUS 004 | PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM ..... | 3 |
| PHILOS 020  | ETHICS .....  | 3 |
| COMM 101    | PUBLIC SPEAKING .....                                 | 3 |
| OR          |   |   |
| COMM 151    | SMALL GROUP COMMUNICATION .....                       | 3 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I .....               | 3 |
| COMM 104    | ARGUMENTATION AND DEBATE .....                        | 3 |
| OR          |   |   |
| ENGLISH 103 | COMPOSITION AND CRITICAL THINKING .....               | 3 |
| OR          |   |   |
| PHILOS 008  | DEDUCTIVE LOGIC .....                                 | 3 |
| MATH 227    | STATISTICS .....                                      | 4 |
| OR          |   |   |

|             |   |   |
|-------------|---|---|
| MATH 2275   | STATISTICS WITH SUPPORT .....                                     | 4 |
| OR          |   |   |
| MATH 229    | STATISTICS FOR THE DATA SCIENCES .....                            | 4 |
| OR          |   |   |
| BUS 015     | BUSINESS STATISTICS .....   | 3 |
| OR          |   |   |
| SOC 125     | STATISTICS FOR THE SOCIAL SCIENCES .....                          | 3 |
| HISTORY 011 | POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES TO 1877 .....   | 3 |
| OR          |   |   |
| HISTORY 012 | POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES FROM 1865 ..... | 3 |
| POL SCI 001 | THE GOVERNMENT OF THE UNITED STATES .....                         | 3 |

**LIST A: SELECT 2 COURSES (6 UNITS) FROM TWO AREAS LISTED BELOW (NOTE: COURSES MUST NOT HAVE BEEN USED FOR MAJOR CORE)**

**AREA 1: ADMINISTRATIVE OF JUSTICE/CRIMINAL JUSTICE/CRIMINOLOGY**

|             |  |   |
|-------------|--|---|
| ADM JUS 001 | INTRODUCTION TO ADMINISTRATION OF JUSTICE .....        | 3 |
| OR          |  |   |
| ADM JUS 002 | CONCEPT OF CRIMINAL LAW .....                          | 3 |
| OR          |  |   |
| ADM JUS 003 | LEGAL ASPECTS OF EVIDENCE .....                        | 3 |
| OR          |  |   |
| ADM JUS 004 | PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEMS ..... | 3 |
| OR          |  |   |
| ADM JUS 067 | COMMUNITY RELATIONS I .....                            | 3 |
| OR          |  |   |
| CORR 001    | INTRODUCTION TO CORRECTIONS .....                      | 3 |
| OR          |  |   |
| ADM JUS 008 | JUVENILE PROCEDURES .....                              | 3 |
| OR          |  |   |
| SOC 032     | INTRODUCTION TO CRIMINOLOGY .....                      | 3 |

**AREA 2: BUSINESS**

|         |                      |   |
|---------|----------------------|---|
| LAW 001 | BUSINESS LAW I ..... | 3 |
|---------|----------------------|---|

**AREA 3: ECONOMICS**

|          |                                    |   |
|----------|------------------------------------|---|
| ECON 001 | PRINCIPLES OF MICROECONOMICS ..... | 3 |
| OR       |                                    |   |
| ECON 002 | PRINCIPLES OF MACROECONOMICS ..... | 3 |

**AREA 4: POLITICAL SCIENCE**

|             |  |   |
|-------------|--|---|
| POL SCI 005 | THE HISTORY OF WESTERN POLITICAL THOUGHT ..... | 3 |
| OR          |  |   |
| POL SCI 002 | INTRODUCTION TO COMPARATIVE POLITICS .....     | 3 |
| OR          |  |   |
| POL SCI 007 | INTRODUCTION TO INTERNATIONAL RELATIONS .....  | 3 |

**AREA 5: PUBLIC POLICY**

|             |                                      |   |
|-------------|--------------------------------------|---|
| POL SCI 060 | INTRODUCTION TO GLOBALIZATION .....  | 3 |
| OR          |                                      |   |
| PUB REL 001 | PRINCIPLES OF PUBLIC RELATIONS ..... | 3 |
| OR          |                                      |   |
| SOC 002     | AMERICAN SOCIAL PROBLEMS .....       | 3 |
| OR          |                                      |   |
| HEALTH 051  | DRUGS AND ALCOHOL IN SOCIETY .....   | 3 |
| AND         |                                      |   |
| BUS 001     | INTRODUCTION TO BUSINESS .....       | 3 |
| OR          |                                      |   |
| HEALTH 101  | INTRODUCTION TO PUBLIC HEALTH .....  | 3 |
| OR          |                                      |   |
| INTBUS 001  | INTERNATIONAL TRADE .....            | 3 |
| OR          |                                      |   |
| LAW 002     | BUSINESS LAW II .....                | 3 |
| OR          |                                      |   |
| LAW 003     | CIVIL RIGHTS AND THE LAW .....       | 3 |

|                                     |   |   |
|-------------------------------------|---|---|
| OR                                  |   |   |
| LAW 007                             | STREET LAW .....  | 3 |
| OR                                  |   |   |
| LAW 033                             | LAW AND THE MEDIA.....  | 3 |
| <b>AREA 6: DIVERSITY</b>            |   |   |
| ANTHRO 102                          | HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY.....                    | 3 |
| OR                                  |   |   |
| COMM 122                            | INTERCULTURAL COMMUNICATION .....                                 | 3 |
| OR                                  |   |   |
| GEOG 002                            | CULTURAL ELEMENTS OF GEOGRAPHY.....                               | 3 |
| OR                                  |   |   |
| SOC 031                             | SOCIOLOGY OF GENDER.....  | 3 |
| OR                                  |   |   |
| SOC 011                             | RACE AND ETHICS RELATIONS.....                                    | 3 |
| OR                                  |   |   |
| AFRO AM 004                         | THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I.....            | 3 |
| OR                                  |   |   |
| AFRO AM 005                         | THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II .....          | 3 |
| OR                                  |   |   |
| AFRO AM 007                         | BLACK AMERICANS AND THE POLITICAL SYSTEMS .....                   | 3 |
| OR                                  |   |   |
| ASIAN 001                           | THE ASIAN-AMERICAN IN THE HISTORY OF THE UNITED STATES.....       | 3 |
| OR                                  |   |   |
| CHICANO 004                         | INTRODUCTION TO CHICANA/O STUDIES .....                           | 3 |
| OR                                  |   |   |
| CHICANO 007                         | THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I.....   | 3 |
| OR                                  |   |   |
| CHICANO 008                         | THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II ..... | 3 |
| OR                                  |   |   |
| CHICANO 047                         | THE MEXICAN-AMERICAN WOMEN IN SOCIETY.....                        | 3 |
| <b>AREA 7: COLLEGE SUCCESS</b>      |   |   |
| COUNSEL 040                         | COLLEGE SUCCESS SEMINAR .....                                     | 3 |
| <b>AREA 8: INTERNSHIP/FIELDWORK</b> |   |   |
| COOP ED 395                         | WORK EXPERIENCE - GENERAL I .....                                 | 3 |

## Paralegal Studies

### Associate of Arts (AA) Degree

*Major Units: 43      Total Units: Minimum of 60  
(State Code: 02750; TOP Code: 140200; Academic Plan: C002750C)*

The Paralegal Studies Associate of Arts degree is best suited for students who do not hold a degree. The course of study is comprised of paralegal-specific courses, paralegal-related courses, and general education courses. This combination of courses produces a professional and competent paralegal. The degree is not intended to prepare a student for transfer to a four-year college or university.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Provide the student with an overview of the paralegal profession that includes typical paralegal tasks, places of legal employment, areas of law, and ethical responsibility.
2. Provide the student with an understanding of the court system and the rules of civil procedure.
3. Develop the student's legal writing skills by exercising the student's critical thinking skills and analytical skills.

4. Provide the student with an understanding of legal research and develop the student's ability to locate answers to legal questions.
5. Develop the student's ability to prepare legal documents that are adequate, accurate, and professional.
6. Ensure that students have current skills in technology, including the use of computers for data and word processing, and legal research.
7. Through practical application, improve the student's ability to work cooperatively with others, develop leadership skills and the ability to assume responsibility, and improve the ability to follow directions.

### PROGRAM REQUIREMENTS

Requirements for the Paralegal Studies Associate of Arts degree may be met by completing: (a) 37 units of major core courses and 6 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (37 UNITS)

|             |  |   |
|-------------|--|---|
| CAOT 084    | MICROSOFT WORD .....                         | 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 |

#### MAJOR 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 |

## Paralegal Studies

### Certificate of Achievement

#### Major Units: 46

(State Code: 39561; TOP Code: 140200; Academic Plan: C039561D)

The Paralegal Studies certificate of achievement is an option for students who hold a degree of A.A., A.S., or higher degree from a regionally accredited post-secondary institution. The course of study is comprised of paralegal-specific and paralegal-related classes. The combination of courses produces a professional and competent paralegal. Although ENGLISH 101 is a co-requisite for LAW 010, Introduction to Legal Assistant I, it is expected that a degree holder would have satisfied this requirement during their previous course of study. The certificate is not intended to prepare a student for transfer to a four-year college or university.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Provide the student with an overview of the paralegal profession that includes typical paralegal tasks, places of legal employment, areas of law, and ethical responsibility.
2. Provide the student with an understanding of the court system and the rules of civil procedure.
3. Develop the student's legal writing skills by exercising the student's critical thinking skills and analytical skills.
4. Provide the student with an understanding of legal research and develop the student's ability to locate answers to legal questions.
5. Develop the student's ability to prepare legal documents that are adequate, accurate, and professional.
6. Ensure that students have current skills in technology, including the use of computers for data and word processing, and legal research.
7. Through practical application, improve the student's ability to work cooperatively with others, develop leadership skills and the ability to assume responsibility, and improve the ability to follow directions.

### PROGRAM REQUIREMENTS

Requirements for the Paralegal Studies certificate of achievement may be met by completing 40 units of required courses and 6 units of elective courses with a grade of "C" or better.

#### REQUIRED COURSES (40 UNITS)

|             |   |   |
|-------------|---|---|
| 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 051     | LEGAL RESEARCH FOR PARALEGALS             | 3 |
| LAW 001     | BUSINESS LAW I                            | 3 |
| LAW 002     | BUSINESS LAW II                           | 3 |
| LAW 019     | PROPERTY AND CREDITOR RIGHTS              | 3 |
| LAW 004     | DIRECTED FIELD WORK IN<br>LEGAL ASSISTING | 3 |
| CAOT 084    | MICROSOFT WORD                            | 3 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I         | 3 |
| LIB SCI 101 | COLLEGE RESEARCH SKILLS                   | 1 |
| COMM 101    | PUBLIC SPEAKING                           | 3 |
| OR          |   |   |
| COMM 104    | ARGUMENTATION AND DEBATE                  | 3 |
| OR          |   |   |
| COMM 121    | INTERPERSONAL COMMUNICATION               | 3 |
| OR          |   |   |
| COMM 122    | INTERCULTURAL COMMUNICATION               | 3 |

|          |                             |   |
|----------|-----------------------------|---|
| OR       |                             |   |
| COMM 151 | SMALL GROUP COMMUNICATION   | 3 |
| OR       |                             |   |
| COMM 190 | COMMUNICATION AND NEW MEDIA | 3 |

#### ELECTIVE COURSES: SELECT TWO (6 UNITS)

|         |  |   |
|---------|--|---|
| LAW 003 | CIVIL RIGHTS AND THE LAW                     | 3 |
| LAW 007 | STREET LAW                                   | 3 |
| LAW 013 | WILLS, TRUSTS, AND PROBATE<br>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 |

## Pathway to Law School

### Certificate of Achievement

#### Major Units: 25

(State Code: 39348; TOP Code: 140100; Academic Plan: C039348D)

The Pathway to Law School certificate of achievement enhances a student's academic preparation for law school. A law school accredited by the American Bar Association will typically require the completion of a bachelor's degree. However, incorporating this certificate of achievement as one element of undergraduate work substantiates a student's commitment to and preparation for the rigors of law school. Law school admissions officials may consider the certificate of achievement in making their admissions decisions. Course work and the supplemental programming provide students with information about applying to law school after attaining a bachelor's degree, career options with a law degree, common admissions issues for law school applicants; financial planning for law school, and other related matters.

This Certificate of achievement is part of an initiative by the California State Bar to improve access and success for law school applicants.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Complete the academic preparation at the lower division level that will be needed for success in law school, and thereafter in using a law degree professionally.
2. Develop awareness of the law school application process, including resources and networks to support them.
3. Preparation to complete a bachelor's degree and attend law school to strengthen the equity, diversity, and inclusivity of people in the legal profession.

### PROGRAM REQUIREMENTS

Requirements for the Pathway to Law School certificate of achievement may be met by completing 25 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (25 UNITS)

|             |                                     |   |
|-------------|-------------------------------------|---|
| LAW 007     | STREET LAW                          | 3 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I   | 3 |
| MATH 227    | STATISTICS                          | 4 |
| POL SCI 001 | THE GOVERNMENT OF THE UNITED STATES | 3 |
| ENGLISH 102 | COLLEGE READING AND COMPOSITION II  | 3 |
| OR          |                                     |   |
| ENGLISH 103 | COMPOSITION AND CRITICAL THINKING   | 3 |
| OR          |                                     |   |

## CAREER AND ACADEMIC PATHWAYS

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|             |  |
|-------------|--|
| PHILOS 005  | CRITICAL THINKING AND COMPOSITION .....3                           |
| HISTORY 011 | POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES TO 1877 .....3   |
| OR          |  |
| HISTORY 012 | POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES FROM 1865 .....3 |
| COUNSEL 040 | COLLEGE SUCCESS SEMINAR .....3                                     |
| OR          |  |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY .....3                                     |
| COMM 101    | PUBLIC SPEAKING .....3   |
| OR          |  |
| COMM 104    | ARGUMENTATION AND DEBATE .....3                                    |
| OR          |  |
| COMM 121    | INTERPERSONAL COMMUNICATION .....3                                 |
| OR          |  |
| COMM 122    | INTERCULTURAL COMMUNICATION .....3                                 |

# Communication Studies

## COMMUNICATION STUDIES

Department Chair: Sarah Crachiolo-Garcia

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

### OVERVIEW

Effective communication is essential in all industries and in our everyday interactions. In fact, 91% of employers seek candidates with strong communication skills regardless of their college degree. Classes in Communication Studies support success in many careers including but not limited to business, education, health, law, marketing, media, performance, politics, psychology, public relations, and social work. The Communication Studies department is committed to empowering student voices, supporting student achievement, and employing lifelong skills such as listening, speaking, conflict management, critical thinking, and collaboration.

### PROGRAM OFFERED

| AWARD                     | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|---------------------------|------------|---------------|-------------|-----|
| Communication Studies 2.0 | AA-T       | C043169G      | 18-20       | 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 2.0

### Associate in Arts (AA-T) Degree

*Major Units: 18-20      Total Units: Minimum of 60*  
(State Code: 43169; TOP Code: 150600; Academic Plan: C043169G)

The Communication Studies 2.0 Associate in Arts transfer degree meets the lower division coursework of the first two years of a Communication Studies major in the California State University system.

Students must complete the following Associate Degree for Transfer requirements:

- Completion of 60 semester units (or 90 quarter units) that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements.
  - A minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- Obtainment of a grade of C or higher in each course in the Area of Emphasis, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher (Title 5 §55063).

\* Please note, for List A, if COMM 106 Forensics is selected it must be taken twice

### PROGRAM STUDENT LEARNING OUTCOMES

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

### PROGRAM REQUIREMENTS

Requirements for the Communication Studies Associate in Arts transfer degree may be met by completing: (a) 6 units of major core courses, 9-11 units from "List A," and 3 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (6 UNITS)

|          |                             |   |
|----------|-----------------------------|---|
| COMM 101 | PUBLIC SPEAKING             | 3 |
| COMM 121 | INTERPERSONAL COMMUNICATION | 3 |

### LIST A: SELECT THREE COURSES (9-11 UNITS)

|             |  |   |
|-------------|--|---|
| COMM 104    | ARGUMENTATION AND DEBATE                         | 3 |
| COMM 151    | SMALL GROUP COMMUNICATION                        | 3 |
| COMM 106    | FORENSICS (REPEATABLE)                           | 2 |
| COMM 122    | INTERCULTURAL COMMUNICATION                      | 3 |
| COMM 190    | COMMUNICATION AND NEW MEDIA                      | 3 |
| OR          |  |   |
| JOURNAL 105 | MASS COMMUNICATIONS                              | 3 |
| COMM 130    | INTRODUCTION TO ORAL COMMUNICATION OF LITERATURE | 3 |
| ART 604     | GRAPHIC DESIGN I                                 | 3 |
| OR          |  |   |
| CAOT 032    | BUSINESS COMMUNICATIONS                          | 3 |
| OR          |  |   |
| PHOTO 020   | BEGINNING PHOTOJOURNALISM                        | 4 |
| OR          |  |   |
| PHILOS 005  | CRITICAL THINKING AND COMPOSITION                | 3 |
| OR          |  |   |
| PSYCH 043   | PRINCIPLES OF GROUP DYNAMICS I                   | 3 |

### LIST B: SELECT ONE COURSE (3 UNITS)

|   |   |   |
|---|---|---|
| COMM 100                                | INTRODUCTION TO COMMUNICATION STUDIES     | 3 |
| ANTHRO 102                              | HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY | 3 |
| PSYCH 001                               | INTRODUCTORY PSYCHOLOGY                   | 3 |
| SOC 001                                 | INTRODUCTION TO SOCIOLOGY                 | 3 |
| ENGLISH 102                             | COLLEGE READING AND COMPOSITION II        | 3 |
| OR                                      |   |   |
| ENGLISH 103                             | COMPOSITION AND CRITICAL THINKING         | 3 |
| JOURNAL 101                             | COLLECTING AND WRITING NEWS               | 3 |
| COMM 105                                | CRITICAL THINKING                         | 3 |
| OR ANY "LIST A" COURSE NOT ALREADY USED |   |   |

# English/ESL

Department Chair: Jeffrey Nishimura  
 For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## ENGLISH

### 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 transfer-level 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 | MAJOR UNITS | FA* |
|------------------|------------|---------------|-------------|-----|
| English          | AA-T       | C033147G      | 18          | Y   |
| English          | AA         | C002751C      | 21          | Y   |
| Creative Writing | AA         | C043855D      | 27          | Y   |
| Creative Writing | C          | C043160D      | 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.

## English

### Associate in Arts (AA-T) Degree

*Major Units: 18      Total Units: Minimum of 60*  
 (State Code: 33147; TOP Code: 150100; Academic Plan: C033147G)

The English Associate in Arts transfer degree offers extensive English courses and meets the lower division courses requirements necessary for the California State University (CSU) system. 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 AA-T, 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 (CSU GE-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 English Associate in Arts transfer degree may be met by completing: (a) 6 units of major core courses, 6 units from "List A," 3 units from "List B," and 3 units from "List C" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (6 UNITS)

|             |                                    |   |
|-------------|------------------------------------|---|
| ENGLISH 102 | COLLEGE READING AND COMPOSITION II | 3 |
| ENGLISH 103 | COMPOSITION AND CRITICAL THINKING  | 3 |

#### LIST A: SELECT TWO COURSES (6 UNITS)

|             |                        |   |
|-------------|------------------------|---|
| ENGLISH 203 | WORLD LITERATURE I     | 3 |
| ENGLISH 204 | WORLD LITERATURE II    | 3 |
| ENGLISH 205 | BRITISH LITERATURE I   | 3 |
| ENGLISH 206 | BRITISH LITERATURE II  | 3 |
| ENGLISH 207 | AMERICAN LITERATURE I  | 3 |
| ENGLISH 208 | AMERICAN LITERATURE II | 3 |

#### LIST B: SELECT ONE COURSE (3 UNITS)

|   |                  |   |
|---|------------------|---|
| ENGLISH 127                             | CREATIVE WRITING | 3 |
| OR ANY "LIST A" COURSE NOT ALREADY USED |                  |   |

#### LIST C: SELECT ONE COURSE (3 UNITS)

|             |                         |   |
|-------------|-------------------------|---|
| 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<br>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 |
| OR ANY "LIST A" OR "LIST B" COURSE NOT ALREADY USED |  |   |

|             |  |   |
|-------------|--|---|
| 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 |
| ENGLISH 218 | CHILDREN'S LITERATURE.....               | 3 |
| ENGLISH 240 | LITERATURE AND THE MOTION PICTURE I..... | 3 |
| ENGLISH 270 | SCIENCE FICTION - FANTASY.....           | 3 |

## English

### Associate of Arts (AA) Degree

Major Units: 21                      Total Units: Minimum of 60  
(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 21 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 English Associate of Arts degree may be met by completing: (a) 15 units of major core courses and 6 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (15 UNITS)

|             |   |   |
|-------------|---|---|
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I.....  | 3 |
| ENGLISH 102 | COLLEGE READING AND COMPOSITION II..... | 3 |
| ENGLISH 203 | WORLD LITERATURE I.....                 | 3 |
| ENGLISH 205 | BRITISH LITERATURE I.....               | 3 |
| ENGLISH 206 | BRITISH LITERATURE II.....              | 3 |

#### MAJOR 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 |

## Creative Writing

### Associate of Arts (AA) Degree

Major Units: 27                      Total Units: Minimum of 60  
(State Code: 43855; TOP Code: 150700; Academic Plan: C043855C)

The Creative Writing AA degree allows students to pursue further education in Creative Writing by preparing them to enter into a 4-year program with lower-division courses completed, so a student may focus on their preferred genre and form. The degree program instructs students to distinguish key elements of the four genres (fiction, creative nonfiction, poetry, and playwriting) while incorporating key elements of each genre in their own work. During the program, students will also be tasked to evaluate both student and professional writers' mastery of key elements of the four genres using criteria established by the course texts and by instructor during class lecture and discussions. Students can also gain experience as editors on our college literary journal by selecting content and working on the production and design process. Upon completion, students will have a strong introduction to the scholarship and practice of Creative Writing, allowing them to either continue their education in the field or provide them lower-division credits towards related English degrees. Completing this degree also helps students prepare for employment in many creative fields, including advertising copy writer, bookstore manager, continuity writer, corporate communications director, lawyer, librarian, publication editor, publicity director, publishing agent, teacher/professor, and writer.

### PROGRAM STUDENT LEARNING OUTCOMES

1. The student will demonstrate familiarity of the major structures of Creative Writing, including Narrative, Character, Language, and Voice.
2. The student will demonstrate effective revision and self-editing techniques.
3. The student will demonstrate a complete piece of Creative Writing, whether it be a chapter of a novel-length work, a short story, or a complete poem.
4. The student will participate in collaborative editing processes through workshop and learn the importance of feedback within the field.

### PROGRAM REQUIREMENTS

Requirements for the English Associate of Arts degree may be met by completing: (a) 15 units of major core courses and 12 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with

a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (15 UNITS)**

|             |                                    |   |
|-------------|------------------------------------|---|
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I  | 3 |
| ENGLISH 102 | COLLEGE READING AND COMPOSITION II | 3 |
| ENGLISH 124 | SHORT STORY WRITING I              | 3 |
| ENGLISH 127 | CREATIVE WRITING                   | 3 |
| ENGLISH 227 | CREATIVE WRITING II                | 3 |

**MAJOR ELECTIVE COURSES (12 UNITS)**

|             |                                     |   |
|-------------|-------------------------------------|---|
| ENGLISH 078 | WRITING MEMOIR                      | 3 |
| ENGLISH 211 | FICTION                             | 3 |
| ENGLISH 212 | POETRY                              | 3 |
| ENGLISH 214 | CONTEMPORARY LITERATURE             | 3 |
| ENGLISH 218 | CHILDREN'S LITERATURE               | 3 |
| ENGLISH 240 | LITERATURE AND THE MOTION PICTURE I | 3 |
| ENGLISH 270 | SCIENCE FICTION - FANTASY           | 3 |
| AND         |                                     |   |
| CIN 003     | HISTORY OF MOTION PICTURES          | 3 |
| OR          |                                     |   |
| THEATER 100 | INTRODUCTION TO THE THEATER         | 3 |

**Creative Writing**

**Certificate of Achievement**

*Major Units: 21*

*(State Code: 43160; TOP Code: 150700; Academic Plan: C043160D)*

Creative Writing Certificate of Achievement allows students to distinguish key elements of the four genres (fiction, creative nonfiction, poetry, and playwriting) while incorporating key elements of each genre in their own work. During the program, students will also be tasked to evaluate both student and professional writers’ mastery of key elements of the four genres using criteria established by the course texts and by instructor during class lecture and discussions. Students can also gain experience as editors on our college literary journal by selecting content and working on the production and design process. Upon completion, students with this certificate will meet some lower division creative writing requirements for English bachelor’s degrees at most colleges with an emphasis or minor in literature and creative writing. Completing this certificate also helps students prepare for employment in many creative fields, including advertising copy writer, bookstore manager, continuity writer, corporate communications director, lawyer, librarian, publication editor, publicity director, publishing agent, teacher/professor, and writer.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Distinguish key elements of the four genres (fiction, drama, creative non-fiction and poetry) and incorporate key elements of each genre in their own work.
2. Evaluate both student and professional writers’ mastery of key elements of the four genres using criteria established by the course texts and by instructor during class lecture and discussions.
3. Synthesize critical appraisals of original drafts and incorporate that feedback into subsequent revisions.
4. Participate actively in class by supporting the workshop environment through reading, class discussion, and peer feedback.

**PROGRAM REQUIREMENTS**

Requirements for the Creative Writing certificate of achievement may be met by completing 15 units of required courses and 6 units of elective courses with a grade of “C” or better.

**REQUIRED COURSES (15 UNITS)**

|             |                                    |   |
|-------------|------------------------------------|---|
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I  | 3 |
| ENGLISH 102 | COLLEGE READING AND COMPOSITION II | 3 |
| ENGLISH 124 | SHORT STORY WRITING I              | 3 |
| ENGLISH 127 | CREATIVE WRITING                   | 3 |
| ENGLISH 227 | CREATIVE WRITING II                | 3 |

**MAJOR ELECTIVE COURSES (6 UNITS)**

|             |                                     |   |
|-------------|-------------------------------------|---|
| ENGLISH 078 | WRITING MEMOIR                      | 3 |
| ENGLISH 211 | FICTION                             | 3 |
| ENGLISH 212 | POETRY                              | 3 |
| ENGLISH 214 | CONTEMPORARY LITERATURE             | 3 |
| ENGLISH 218 | CHILDREN'S LITERATURE               | 3 |
| ENGLISH 240 | LITERATURE AND THE MOTION PICTURE I | 3 |
| ENGLISH 270 | SCIENCE FICTION - FANTASY           | 3 |

**ESL**

**PROGRAMS OFFERED**

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| ESL Milestone - Language Arts, Oral Communication    | C          | C043526D      | 21-22       | Y   |
| ESL Milestone - Language Arts, Written Communication | C          | C043527D      | 18-19       | Y   |
| Linguistics - English/ESL                            | C          | C042797D      | 21          | Y   |
| Linguistics - Modern Languages                       | C          | C042800D      | 17-19       | 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.

**ESL Milestone - Language Arts, Oral Communication**

**Certificate of Achievement**

*Major Units: 21-22*

*(State Code: 43526; TOP Code: 4930.87; Academic Plan: C043526D)*

The ESL Milestone – Language Arts, Oral Communication Certificate of Achievement is designed to prepare English language learners for the academic rigor of degree-applicable coursework in various Guided Academic and Career Pathways. Students completing this certificate have demonstrated achievement of academic English listening and speaking skills at an advanced, post-secondary level, as well as success in prerequisite or introductory coursework in a variety of degree, certificate, or general education pathways. These two elements combine to demonstrate significant achievement of a milestone along their pathways to degrees, certificates, or transfer.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Analyze audiences to adapt their communication style to acknowledge the differences in others.
2. Utilize appropriate speech organization.
3. Perform basic delivery skills for a live audience.
4. Create and effectively utilize professional quality presentation aids.
5. Distinguish various verbal and nonverbal messages in interpersonal relationships.
6. Utilize a variety of listening styles to appropriately respond to interpersonal messages.

**PROGRAM REQUIREMENTS**

Requirements for the ESL Milestone – Language Arts, Oral Communication certificate of achievement may be met by completing 21-22 units of required courses with a grade of “C” or better.

**REQUIRED COURSES (21-22 UNITS)****CORE E.S.L. (15 UNITS):**

|             |  |        |
|-------------|--|--------|
| E.S.L. 006A | COLLEGE ESL VI: WRITING AND GRAMMAR    | .....6 |
| E.S.L. 006C | COLLEGE ESL VI: LISTENING AND SPEAKING | .....3 |
| E.S.L. 008  | ADVANCED ESL COMPOSITION               | .....6 |

**CORE TRANSFER-LEVEL ENGLISH (3-4 UNITS):**

|              |   |        |
|--------------|---|--------|
| ENGLISH 101  | COLLEGE READING AND COMPOSITION             | .....3 |
| OR           |   |        |
| ENGLISH 101Z | COLLEGE READING AND COMPOSITION WITH LAB    | ...4   |
| OR           |   |        |
| E.S.L. 110   | COLLEGE COMPOSITION FOR NON-NATIVE SPEAKERS | .....4 |

**CORE COMMUNICATION STUDIES (3 UNITS):**

|          |                             |        |
|----------|-----------------------------|--------|
| COMM 101 | PUBLIC SPEAKING             | .....3 |
| OR       |                             |        |
| COMM 111 | VOICE AND ARTICULATION      | .....3 |
| OR       |                             |        |
| COMM 121 | INTERPERSONAL COMMUNICATION | .....3 |

**ESL Milestone - Language Arts, Written Communication****Certificate of Achievement**

*Major Units: 18-19*

*(State Code: 43527; TOP Code: 4930.87; Academic Plan: C043527D)*

The ESL Milestone – Language Arts, Written Communication Certificate of Achievement is designed to prepare English language learners for the academic rigor of degree-applicable coursework in various Guided Academic and Career Pathways. Students completing this certificate have demonstrated achievement of academic English writing skills at an advanced, post-secondary level, as well as success in prerequisite or introductory coursework in a variety of degree, certificate, or general education pathways. These two elements combine to demonstrate significant achievement of a milestone along their pathways to degrees, certificates, or transfer.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Essay writing will follow MLA guidelines, include a clearly stated thesis or argument, and develop support in well-organized and unified paragraphs.
2. Writing will demonstrate a clear understanding of the requirements of clear exposition for college-level written communication such as analysis of evidence, appropriate inferences from

the evidence, and coherent focus on the argument.

3. Essay writing will be logically organized and focused on a single unifying idea.
4. Writing will demonstrate critical thinking practices such as: use of qualified generalizations, syllogistic reasoning, analysis, inference, evaluation, and synthesis.
5. Writing will demonstrate understanding of the need to incorporate and synthesize literary traditions and literary theories.

**PROGRAM REQUIREMENTS**

Requirements for the ESL Milestone – Language Arts, Written Communication certificate of achievement may be met by completing 18-19 units of required courses with a grade of “C” or better.

**REQUIRED COURSES (18-19 UNITS)****CORE E.S.L. (12 UNITS):**

|             |                                     |        |
|-------------|-------------------------------------|--------|
| E.S.L. 006A | COLLEGE ESL VI: WRITING AND GRAMMAR | .....6 |
| E.S.L. 008  | ADVANCED ESL COMPOSITION            | .....6 |

**CORE TRANSFER-LEVEL ENGLISH (3-4 UNITS):**

|              |   |        |
|--------------|---|--------|
| ENGLISH 101  | COLLEGE READING AND COMPOSITION             | .....3 |
| OR           |   |        |
| ENGLISH 101Z | COLLEGE READING AND COMPOSITION WITH LAB    | ...4   |
| OR           |   |        |
| E.S.L. 110   | COLLEGE COMPOSITION FOR NON-NATIVE SPEAKERS | .....4 |

**CORE ENGLISH (3 UNITS):**

|             |                                   |        |
|-------------|-----------------------------------|--------|
| ENGLISH 102 | COLLEGE READING AND COMPOSITION I | .....3 |
| OR          |                                   |        |
| ENGLISH 103 | COMPOSITION AND CRITICAL THINKING | .....3 |

**Linguistics - English/ESL****Certificate of Achievement**

*Major Units: 21*

*(State Code: 42797; TOP Code: 150110; Academic Plan: C042797D)*

This Certificate of Achievement in Linguistics - English/ESL develops a student’s capacity to observe, assess, and analyze how language operates. The theoretical foundations of linguistics provide the basis for gaining insight into language structure and use, while academic learning of English and/or foreign languages as well as their literatures provides opportunities for applying these concepts to language practice. Multidisciplinary in nature, this area of emphasis includes social, psychological, historical, and cross-cultural aspects of language. Students who complete this certificate are prepared for advanced study in Linguistics and Foreign Languages at CSU, UC, and private universities. Completing this certificate also helps students prepare for employment in education, research, communication, psychology, speech pathology, cultural studies, and child development.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Apply linguistic analysis to works of literature in English.
2. Apply language acquisition theories to original data and live subjects.
3. Compare structural features of English.
4. Differentiate structural elements among multiple dialects of English.
5. Examine original language data in English using linguistic methods.

**PROGRAM REQUIREMENTS**

Requirements for the Linguistics - English/ESL certificate of achievement may be met by completing 9 units of required courses and 12 units of elective courses with a grade of "C" or better.

**REQUIRED COURSES (9 UNITS)**

|          |  |   |
|----------|--|---|
| LING 001 | INTRODUCTION TO LANGUAGE AND LINGUISTICS | 3 |
| LING 002 | INTRODUCTION TO SOCIOLINGUISTIC          | 3 |
| LING 003 | INTRODUCTION TO PSYCHOLINGUISTICS        | 3 |

**ELECTIVE COURSES (12 UNITS)**

|             |  |   |
|-------------|--|---|
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I        | 3 |
| ENGLISH 102 | COLLEGE READING AND COMPOSITION II       | 3 |
| ENGLISH 203 | WORLD LITERATURE I                       | 3 |
| ENGLISH 204 | WORLD LITERATURE II                      | 3 |
| ENGLISH 205 | BRITISH LITERATURE I                     | 3 |
| ENGLISH 206 | BRITISH LITERATURE II                    | 3 |
| ENGLISH 207 | AMERICAN LITERATURE I                    | 3 |
| ENGLISH 208 | AMERICAN LITERATURE II                   | 3 |
| ENGLISH 214 | CONTEMPORARY LITERATURE                  | 3 |
| ENGLISH 219 | THE LITERATURE OF AMERICAN ETHNIC GROUPS | 3 |
| ENGLISH 252 | THE ENGLISH BIBLE AS LITERATURE          | 3 |
| ENGLISH 255 | LATIN AMERICAN LITERATURE                | 3 |
| E.S.L. 006A | COLLEGE ESL VI: WRITING AND GRAMMAR      | 6 |
| E.S.L. 008  | ADVANCED ESL COMPOSITION                 | 6 |

**Linguistics - Modern Languages**

**Certificate of Achievement**

*Major Units: 17-19*

*(State Code: 42800; TOP Code: 150110; Academic Plan: C042800D)*

This Certificate of Achievement in Linguistics – Modern Languages develops a student’s capacity to observe, assess, and analyze how language operates. The theoretical foundations of linguistics provide the basis for gaining insight into language structure and use, while academic learning of English and/or foreign languages as well as their literatures provides opportunities for applying these concepts to language practice. Multidisciplinary in nature, this area of emphasis includes social, psychological, historical, and cross-cultural aspects of language. Students who complete this certificate are prepared for advanced study in Linguistics and Foreign Languages at CSU, UC, and private universities. Completing this certificate also helps students prepare for employment in education, research, communication, psychology, speech pathology, cultural studies, and child development.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Apply linguistic analysis to works of literature in English or other languages.
2. Apply language acquisition theories to original data and live subjects.
3. Compare structural features of English and other languages.
4. Differentiate structural elements among multiple dialects of English.
5. Examine original language data in English or other languages using linguistic methods.

**PROGRAM REQUIREMENTS**

Requirements for the Linguistics - Modern Languages certificate of achievement may be met by completing 9 units of required courses and 8-10 elective courses with a grade of "C" or better.

**REQUIRED COURSES (9 UNITS)**

|          |  |   |
|----------|--|---|
| LING 001 | INTRODUCTION TO LANGUAGE AND LINGUISTICS | 3 |
| LING 002 | INTRODUCTION TO SOCIOLINGUISTIC          | 3 |
| LING 003 | INTRODUCTION TO PSYCHOLINGUISTICS        | 3 |

**ELECTIVE COURSES (8-10 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 |
| OR          |                                   |   |
| ARMEN 001   | ELEMENTARY ARMENIAN I             | 5 |
| ARMEN 002   | ELEMENTARY ARMENIAN II            | 5 |
| ARMEN 035   | ARMENIAN FOR ARMENIAN SPEAKERS I  | 5 |
| ARMEN 036   | ARMENIAN FOR ARMENIAN SPEAKERS II | 5 |
| OR          |                                   |   |
| CHINESE 001 | ELEMENTARY CHINESE I              | 5 |
| CHINESE 002 | ELEMENTARY CHINESE II             | 5 |
| CHINESE 003 | INTERMEDIATE CHINESE I            | 5 |
| CHINESE 004 | INTERMEDIATE CHINESE II           | 5 |
| OR          |                                   |   |
| FRENCH 001  | ELEMENTARY FRENCH I               | 5 |
| FRENCH 002  | ELEMENTARY FRENCH II              | 5 |
| FRENCH 003  | INTERMEDIATE FRENCH I             | 5 |
| FRENCH 004  | INTERMEDIATE FRENCH II            | 5 |
| OR          |                                   |   |
| JAPAN 001   | ELEMENTARY JAPANESE I             | 5 |
| JAPAN 002   | ELEMENTARY JAPANESE II            | 5 |
| JAPAN 003   | INTERMEDIATE JAPANESE I           | 5 |
| JAPAN 004   | INTERMEDIATE JAPANESE II          | 5 |
| OR          |                                   |   |
| KOREAN 001  | ELEMENTARY KOREAN I               | 5 |
| KOREAN 002  | ELEMENTARY KOREAN II              | 5 |
| KOREAN 003  | INTERMEDIATE KOREAN I             | 5 |
| KOREAN 004  | INTERMEDIATE KOREAN II            | 5 |
| OR          |                                   |   |
| RUSSIAN 001 | ELEMENTARY RUSSIAN I              | 5 |
| RUSSIAN 002 | ELEMENTARY RUSSIAN II             | 5 |
| RUSSIAN 003 | INTERMEDIATE RUSSIAN I            | 5 |
| RUSSIAN 004 | INTERMEDIATE RUSSIAN II           | 5 |
| OR          |                                   |   |
| SPANISH 001 | ELEMENTARY SPANISH I              | 5 |
| SPANISH 002 | ELEMENTARY SPANISH II             | 5 |
| SPANISH 003 | INTERMEDIATE SPANISH I            | 5 |
| SPANISH 004 | INTERMEDIATE SPANISH II           | 5 |

# Humanities

## HUMANITIES

Department Chair: Carlos Guerrero

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

### 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, including 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, discussions, and presentations.

### PROGRAM OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Humanities   | AA         | C002767C      | 18          | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## Humanities

### Associate of Arts (AA) Degree

*Major Units: 18      Total Units: Minimum of 60*  
(State Code: 02767; TOP Code: 490300; Academic Plan: C002767C)

The Humanities AA degree 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 Humanities Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE 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 |
| 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 MIXED 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,<br>OCEANIA, AND ANCIENT AMERICA.....3 |
| ARTHIST 151                        | INTRODUCTION TO LATIN AMERICAN ART.....3                        |
| ARTHIST 171                        | INTRODUCTION TO GLOBAL<br>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<br>FOR FILM AND DIGITAL MEDIA.....3 |
| MUSIC 111                          | MUSIC APPRECIATION.....3  |
| MUSIC 116                          | SURVEY AND HISTORY OF ROCK,<br>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<br>PHILOSOPHY OF ART.....3                  |
| PHOTO 034                          | HISTORY OF PHOTOGRAPHY.....3                                    |
| PHOTO 501                          | MEDIA AESTHETICS AND DESIGN<br>FOR FILM AND DIGITAL MEDIA.....3 |
| THEATER 100                        | INTRODUCTION TO THE THEATER.....3                               |
| THEATER 110                        | HISTORY OF THE WORLD THEATER.....3                              |
| <b>LITERATURE (SELECT 3 UNITS)</b> |   |
| 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                        | BRITISH LITERATURE I.....3                                      |
| ENGLISH 206                        | BRITISH 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<br>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<br>AND LINGUISTICS.....3               |

# Liberal Arts & General Education

## LIBERAL ARTS

See the Counseling Department or Articulation Office for information regarding these 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 | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Liberal Arts: Arts and Humanities            | AA         | C019843C      | 18          | Y   |
| Liberal Arts: Social and Behavioral Sciences | AA         | C019845C      | 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.

## Liberal Arts: Arts and Humanities

### Associate of Arts (AA) Degree

*Major Units: 18      Total Units: Minimum of 60*  
(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 Liberal Arts: Arts and Humanities Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better, chosen from a minimum of two different subjects; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken within the LACCD.

### MAJOR CORE 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 |
| AFRO AM 020 | AFRICAN-AMERICAN LITERATURE I.....                               | 3 |
| AFRO AM 060 | AFRICAN-AMERICAN MUSIC.....                                      | 3 |
| A S L 001   | AMERICAN SIGN LANGUAGE I.....                                    | 4 |
| A S L 002   | AMERICAN SIGN LANGUAGE II.....                                   | 4 |
| AS L 003    | AMERICAN SIGN LANGUAGE III.....                                  | 4 |
| A S L 040   | INTRODUCTION TO DEAF CULTURE .....                               | 3 |
| ANIMATN 118 | HISTORY OF ANIMATION .....                                       | 3 |
| ARABIC 001  | ELEMENTARY ARABIC I.....   | 5 |
| ARMEN 001   | ELEMENTARY ARMENIAN I.....                                       | 5 |
| ARMEN 002   | ELEMENTARY ARMENIAN II.....                                      | 5 |
| ARMEN 011   | 19TH AND 20TH CENTURY ARMENIAN LITERATURE.....                   | 3 |
| ARMEN 012   | 20TH AND 21ST CENTURY ARMENIAN LITERATURE .....                  | 3 |
| ARMEN 035   | ARMENIAN FOR ARMENIAN SPEAKERS I.....                            | 3 |
| ARMEN 036   | ARMENIAN FOR ARMENIAN SPEAKERS II.....                           | 3 |
| ART 201     | DRAWING I.....   | 3 |
| ART 209     | PERSPECTIVE DRAWING I.....                                       | 3 |
| ART 250     | INTRODUCTION TO DIGITAL ART .....                                | 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 |
| ASIAN 001   | ASIAN AMERICAN HISTORY.....                                      | 3 |
| CHICANO 004 | INTRODUCTION TO CHICANA/O STUDIES .....                          | 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 |
| CHICANO 047 | THE MEXICAN-AMERICAN WOMAN IN SOCIETY .....                      | 3 |
| CHINESE 001 | ELEMENTARY CHINESE I.....  | 5 |
| CHINESE 002 | ELEMENTARY CHINESE II.....                                       | 5 |
| CHINESE 003 | INTERMEDIATE CHINESE I.....                                      | 5 |
| CHINESE 004 | INTERMEDIATE CHINESE II.....                                     | 5 |
| CHINESE 010 | CHINESE 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 103  | DIVERSITY IN CINEMA .....  | 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 102 | COLLEGE READING AND COMPOSITION II.....                          | 3 |
| ENGLISH 203 | WORLD LITERATURE I.....  | 3 |
| ENGLISH 204 | WORLD LITERATURE II.....   | 3 |
| ENGLISH 205 | BRITISH LITERATURE I.....  | 3 |
| ENGLISH 206 | BRITISH 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  
 FRENCH 001 ELEMENTARY FRENCH I.....5  
 FRENCH 002 ELEMENTARY FRENCH II.....5  
 FRENCH 003 INTERMEDIATE FRENCH I.....5  
 FRENCH 004 INTERMEDIATE FRENCH II.....5  
 FRENCH 007 CONVERSATIONAL FRENCH.....3  
 FRENCH 010 FRENCH CIVILIZATION.....3  
 HISTORY 005 HISTORY OF THE AMERICAS I.....3  
 HISTORY 006 HISTORY OF THE AMERICAS II.....3  
 HISTORY 007 THE WORLD'S GREAT RELIGIONS.....3  
 HISTORY 011 POLITICAL AND SOCIAL HISTORY OF THE UNITED  
 STATES TO 1877.....3  
 HISTORY 012 POLITICAL AND SOCIAL HISTORY OF THE UNITED  
 STATES FROM 1865.....3  
 HISTORY 040 AMERICAN HISTORY IN FILM.....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  
 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  
 JAPAN 001 ELEMENTARY JAPANESE I.....5  
 JAPAN 002 ELEMENTARY JAPANESE II.....5  
 JAPAN 003 INTERMEDIATE JAPANESE I.....5  
 JAPAN 004 INTERMEDIATE JAPANESE II.....5  
 JAPAN 009 JAPANESE CIVILIZATION.....3  
 JAPAN 014 JAPANESE POPULAR CULTURE.....3  
 KOREAN 001 ELEMENTARY KOREAN I.....5  
 KOREAN 002 ELEMENTARY KOREAN II.....5  
 KOREAN 003 INTERMEDIATE KOREAN I.....5  
 KOREAN 004 INTERMEDIATE KOREAN II.....5  
 KOREAN 010 KOREAN CIVILIZATION.....3  
 KOREAN 013 KOREAN POPULAR CULTURE.....3  
 KOREAN 021 FUNDAMENTALS OF KOREAN I.....3  
 KOREAN 022 FUNDAMENTALS OF KOREAN II.....3  
 KOREAN 026 UNDERSTANDING KOREA THROUGH FILM.....3  
 LING 001 INTRODUCTION TO LANGUAGE  
 AND LINGUISTICS.....3  
 MUSIC 101 FUNDAMENTALS OF MUSIC.....3  
 MUSIC 111 MUSIC APPRECIATION.....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  
 RUSSIAN 001 ELEMENTARY RUSSIAN I.....5  
 RUSSIAN 002 ELEMENTARY RUSSIAN II.....5  
 RUSSIAN 003 INTERMEDIATE RUSSIAN I.....5  
 RUSSIAN 004 INTERMEDIATE RUSSIAN II.....5  
 RUSSIAN 010 RUSSIAN CIVILIZATION.....3  
 SPANISH 001 ELEMENTARY SPANISH I.....5  
 SPANISH 002 ELEMENTARY SPANISH II.....5  
 SPANISH 003 INTERMEDIATE SPANISH I.....5  
 SPANISH 004 INTERMEDIATE SPANISH II.....5  
 SPANISH 006 ADVANCED SPANISH THROUGH SPANISH  
 LITERATURE.....5  
 SPANISH 009 CIVILIZATION OF SPAIN.....3  
 SPANISH 010 LATIN-AMERICAN CIVILIZATION.....3  
 SPANISH 011 GREAT BOOKS OF SPANISH LITERATURE.....3  
 SPANISH 015 GREAT BOOKS OF LATIN AMERICAN LITERATURE.....3  
 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  
 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  
 OR ANY COURSE NOT LISTED ABOVE APPROVED FOR LACCD GE AREA 3,  
 CSU GE-BREADTH AREA C (C1 OR C2), IGETC SUBJECT AREA 3 (3A OR 3B), OR  
 CAL-GETC AREA 3 (3A OR 3B)

**Liberal Arts: Social and Behavioral Sciences**

**Associate of Arts (AA) Degree**

*Major Units: 18 Total Units: Minimum of 60*  
*(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 Liberal Arts: Social & Behavior Science Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of "C" or better, chosen from a minimum

of two different subjects; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken within the LACCD.

**MAJOR CORE COURSES (SELECT 18 UNITS)**

|             |  |
|-------------|--|
| ADM JUS 001 | INTRODUCTION TO ADMINISTRATION OF JUSTICE ...3                                   |
| ADM JUS 002 | CONCEPTS OF CRIMINAL LAW .....3  |
| ADM JUS 067 | COMMUNITY RELATIONS I .....3   |
| AFRO AM 004 | THE AFRICAN AMERICAN IN THE<br>HISTORY OF THE U.S. I .....3                      |
| AFRO AM 005 | THE AFRICAN AMERICAN IN THE<br>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<br>PAST .....3                             |
| ANTHRO 121  | ANTHROPOLOGY OF RELIGION,<br>MAGIC AND WITCHCRAFT .....3                         |
| ANTHRO 151  | VISUAL ANTHROPOLOGY:<br>EXPLORING CULTURE THROUGH<br>FILM AND MIXED MEDIA .....3 |
| ASIAN 001   | ASIAN AMERICAN HISTORY .....3  |
| BUS 001     | INTRODUCTION TO BUSINESS .....3  |
| CHICANO 004 | INTRODUCTION TO CHICANA/O STUDIES .....3   |
| CHICANO 007 | THE MEXICAN-AMERICAN IN THE<br>HISTORY OF THE UNITED STATES I .....3             |
| CHICANO 008 | THE MEXICAN-AMERICAN IN THE<br>HISTORY OF THE UNITED STATES II .....3            |
| CHICANO 044 | MEXICAN CIVILIZATION .....3  |
| CHICANO 047 | THE MEXICAN-AMERICAN WOMAN IN SOCIETY .....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   |
| CINEMA 103  | DIVERSITY IN CINEMA .....3   |
| COMM 100    | INTRODUCTION TO COMMUNICATION STUDIES.....3                                      |
| COMM 121    | INTERPERSONAL COMMUNICATION .....3   |
| COMM 122    | INTERCULTURAL COMMUNICATION .....3   |
| COMM 190    | COMMUNICATION AND NEW MEDIA .....3   |
| CS 101      | INTRODUCTION TO COMPUTER SCIENCE .....3  |
| ECON 001    | PRINCIPLES OF MICROECONOMICS .....3  |
| ECON 002    | PRINCIPLES OF MACROECONOMICS .....3  |
| FAM &CS 031 | MARRIAGE AND FAMILY LIFE .....3  |
| GEOG 002    | CULTURAL ELEMENTS OF GEOGRAPHY .....3  |
| GEOG 007    | WORLD REGIONAL GEOGRAPHY .....3  |
| GEOG 014    | GEOGRAPHY OF CALIFORNIA.....3  |
| HISTORY 005 | HISTORY OF THE AMERICAS I .....3   |
| HISTORY 006 | HISTORY OF THE AMERICAS II .....3  |
| HISTORY 007 | THE WORLD'S GREAT RELIGIONS .....3   |
| HISTORY 011 | POLITICAL AND SOCIAL HISTORY OF THE UNITED<br>STATES TO 1877 .....3              |
| HISTORY 012 | POLITICAL AND SOCIAL HISTORY OF<br>THE UNITED STATES FROM 1865 .....3            |
| HISTORY 040 | AMERICAN HISTORY IN FILM .....3  |
| HISTORY 059 | COMPARATIVE HISTORY OF GENOCIDE & WAR<br>CRIMES.....3                            |
| HISTORY 073 | RACE & RACISM IN UNITED STATES HISTORY .....3                                    |
| HISTORY 081 | A HISTORY OF WORKING PEOPLE IN THE UNITED<br>STATES I .....3                     |
| HISTORY 082 | A HISTORY OF WORKING PEOPLE IN THE UNITED<br>STATES II .....3                    |
| HISTORY 086 | INTRODUCTION TO WORLD CIVILIZATION I .....3                                      |
| HISTORY 087 | INTRODUCTION TO WORLD CIVILIZATION II .....3                                     |
| JOURNAL 105 | MASS COMMUNICATIONS .....3   |
| KIN MAJ 109 | WOMEN IN SPORT .....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 | INTRODUCTION TO COMPARATIVE POLITICS .....3                                      |
| POL SCI 005 | THE HISTORY OF WESTERN POLITICAL THOUGHT ...3                                    |
| POL SCI 007 | INTRODUCTION TO INTERNATIONAL RELATIONS.....3                                    |

|             |   |
|-------------|---|
| POL SCI 014 | GOVERNMENT AND POLITICS IN THE<br>MIDDLE EAST .....3    |
| POL SCI 019 | WOMEN IN POLITICS .....3                                |
| POL SCI 060 | THE HISTORY OF WESTERN POLITICAL THOUGHT ...3           |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY .....3                          |
| PSYCH 003   | PERSONALITY AND SOCIAL DEVELOPMENT .....3               |
| PSYCH 013   | SOCIAL PSYCHOLOGY .....3                                |
| PSYCH 014   | ABNORMAL PSYCHOLOGY .....3                              |
| PSYCH 041   | LIFE-SPAN PSYCHOLOGY:<br>FROM INFANCY TO OLD AGE .....3 |
| PSYCH 052   | PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY...3            |
| PSYCH 074   | RESEARCH METHODS IN THE<br>BEHAVIORAL SCIENCES .....3   |
| SOC 001     | INTRODUCTION TO SOCIOLOGY.....3                         |
| SOC 002     | AMERICAN SOCIAL PROBLEMS .....3                         |
| SOC 004     | SOCIOLOGICAL ANALYSIS .....3                            |
| SOC 011     | RACE AND ETHNIC RELATIONS .....3                        |
| SOC 012     | MARRIAGE AND FAMILY LIFE .....3                         |
| SOC 022     | SOCIOLOGY OF WOMEN .....3                               |
| SOC 031     | SOCIOLOGY OF GENDER .....3                              |
| SOC 032     | INTRODUCTION TO CRIMINOLOGY .....3                      |

OR  
OR ANY COURSE NOT LISTED ABOVE APPROVED FOR LACCD GE AREA 4, CSU  
GE-BREADTH AREA D, IGETC SUBJECT AREA 4, OR CAL-GETC AREA 4

## GENERAL EDUCATION

See the Counseling Department or Articulation Office for information regarding these interdisciplinary programs.

### PROGRAMS OFFERED

| AWARD                         | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|-------------------------------|------------|---------------|-------------|-----|
| 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.

## CSU General Education Breadth

### Certificate of Achievement

*Major Units: 39*

*(State Code: 18569; TOP Code: 490110; Academic Plan: C018569D)*

The CSU General Education Breadth (CSU GE-Breadth) certificate of achievement 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 units of lower-division general education coursework with a "C-" grade or better in Subject Areas A1, A2, A3, and B4 (The "Golden Four"). It is strongly recommended that students work with their academic counselor to review additional transfer requirements for specific majors at the CSU campuses to which they intend to transfer.

### PROGRAM STUDENT LEARNING OUTCOMES

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.
5. Organize and present information in person in a logical and understandable manner.

### PROGRAM REQUIREMENTS

Requirements for the CSU General Education (CSU GE-Breadth) certificate of achievement may be met by completing 39 units of required courses under the CSU General Education Breadth Requirements Check Sheet with a grade of "C" or better. See a counselor for more details.

## IGETC

### Certificate of Achievement

*Major Units: 34*

*(State Code: 19842; TOP Code: 490110; Academic Plan: C019842D)*

The Intersegmental General Education Transfer Curriculum (IGETC) certificate of achievement is designed for students planning to transfer to either the California State University (CSU) and/or the University of California (UC) system. IGETC is a series of courses that California community college students can complete to satisfy freshman/sophomore level general education requirements before transferring to most colleges and majors at CSU and UC campuses. The IGETC pattern for UC requires completion of a minimum of 34 semester units of lower-division general education coursework with a "C" grade or better in each course. It is strongly recommended that students work with their academic counselor to review additional transfer requirements for specific majors at the CSU and UC campuses to which they intend to transfer.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.
2. 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.
3. Understand and interpret various points of view that emerge from a diverse world of peoples and/or cultures.
4. 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 under the Intersegmental General Education Transfer Curriculum (IGETC) Check Sheet with a grade of "C" or better. See a counselor for more details.

# Modern Languages & Civilizations

Department Chair: Yelgy Parada  
For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## AMERICAN SIGN LANGUAGE

### OVERVIEW

American Sign Language (ASL) is growing in usage. Colleges and universities throughout America now accept ASL in fulfillment of language entrance and graduation requirements. Television stations are using sign language in their programs and advertising, and more and more employers are looking for applicants who can sign.

### PROGRAM OFFERED

| AWARD                  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|------------------------|------------|---------------|-------------|-----|
| American Sign Language | C          | C036007D      | 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.

## American Sign Language

### Certificate of Achievement

*Major Units: 18*

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

The American Sign Language certificate of achievement gives students the opportunity to document their skills in the ASL language and the knowledge of deaf culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the language and cultural studies for employment and professional advancement. The certificate demonstrates the recipient's ability to perform the following:

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

### PROGRAM STUDENT LEARNING OUTCOMES

1. Speak (sign) at the ACTFL (American Council on the Teaching of Foreign Languages) 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 REQUIREMENTS

Requirements for the American Sign Language certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (18 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 |
| A S L 040 | INTRODUCTION TO DEAF CULTURE          | 3 |

## ARMENIAN

### PROGRAM OFFERED

| AWARD                            | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|----------------------------------|------------|---------------|-------------|-----|
| Armenian Language and Literature | C          | C041527D      | 16          | 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.

## Armenian Language and Literature

### Certificate of Achievement

*Major Units: 16*

*(State Code: 41527; TOP Code: 119900; Academic Plan: C041527D)*

The Armenian Language and Literature certificate of achievement gives students the opportunity to document their skills in the Armenian language and their knowledge of Armenian culture. The certificate of achievement is evidence of the student's academic persistence and achievement in the Armenian language and cultural studies for employment and professional advancement.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Speak Armenian at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate-Mid Level.
2. Interpret Armenian culture and history in literature.
3. Demonstrate basic knowledge of Armenian writers of the 19th century to the early 21st century.
4. Demonstrate critical thinking and writing skills in literary criticism.

### PROGRAM REQUIREMENTS

Requirements for the Armenian Language and Literature certificate of achievement may be met by completing 10 units of Armenian language courses and 6 units of Armenian literature courses.

**REQUIRED COURSES (16 UNITS)**

|           |  |    |
|-----------|--|----|
| ARMEN 001 | ELEMENTARY ARMENIAN I .....                        | .5 |
| ARMEN 002 | ELEMENTARY ARMENIAN II .....                       | .5 |
| OR        |  |    |
| ARMEN 035 | ARMENIAN FOR ARMENIAN SPEAKERS I .....             | .5 |
| ARMEN 036 | ARMENIAN FOR ARMENIAN SPEAKERS II .....            | .5 |
| ARMEN 011 | 19TH AND 20TH CENTURY ARMENIAN<br>LITERATURE ..... | .3 |
| ARMEN 012 | 20TH AND 21TH CENTURY ARMENIAN<br>LITERATURE ..... | .3 |

## CHINESE

### 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. One fifth of the planet speaks Chinese and Mandarin Chinese is 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 U.S. companies do business in China and have long-term investments there.

### PROGRAMS OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Chinese  | AA         | C002745C      | 22-26       | Y   |
| Chinese Language and Civilization - Elementary Level   | C          | C040886D      | 16          | Y   |
| Chinese Language and Civilization - Intermediate Level | C          | C040887D      | 16          | 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.

## Chinese

### Associate of Arts (AA) Degree

*Major Units: 22-26      Total Units: Minimum of 60*  
*(State Code: 02745; TOP Code: 110700; Academic Plan: C002745C)*

The Chinese Associate of Arts degree 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 (American Council on the Teaching of Foreign Languages) 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 Chinese Associate of Arts degree may be met by completing: (a) 16 units of major core courses and 6-10 units of major elective courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (16 UNITS)

|              |                               |    |
|--------------|-------------------------------|----|
| CHINESE 003* | INTERMEDIATE CHINESE I .....  | .5 |
| CHINESE 004  | INTERMEDIATE CHINESE II ..... | .5 |
| CHINESE 007  | CONVERSATIONAL CHINESE .....  | .3 |
| CHINESE 010  | CHINESE CIVILIZATION .....    | .3 |

### MAJOR ELECTIVE COURSES: SELECT THREE (6-10 UNITS)

|              |   |    |
|--------------|---|----|
| CHINESE 001* | ELEMENTARY CHINESE I .....                  | .5 |
| CHINESE 002* | ELEMENTARY CHINESE II .....                 | .5 |
| ART HIST 130 | SURVEY OF ASIAN ART HISTORY .....           | .3 |
| JAPANESE 009 | JAPANESE CIVILIZATION .....                 | .3 |
| KOREAN 010   | KOREAN CIVILIZATION .....                   | .3 |
| LING 001     | INTRODUCTION TO LANGUAGE AND LINGUISTICS .. | .3 |
| PHILOS 030   | ASIAN PHILOSOPHY .....                      | .3 |

\*CHINESE 001 and 002 are prerequisites to CHINESE 003.

## Chinese Language and Civilization - Elementary Level

### Certificate of Achievement

*Major Units: 16*

*(State Code: 40886; TOP Code: 110700; Academic Plan: C040886D)*

The Chinese Language and Civilization – Elementary Level certificate of achievement gives students the opportunity to document their skills in the Chinese language and the knowledge of Chinese culture. The certificate of achievement is 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 Chinese at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level.
2. Write Chinese at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken Chinese discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written Chinese discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Chinese culture at the ACTFL Novice Level.

## PROGRAM REQUIREMENTS

Requirements for the Chinese Language and Civilization - Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

### REQUIRED COURSES (16 UNITS)

|             |                        |   |
|-------------|------------------------|---|
| CHINESE 001 | ELEMENTARY CHINESE I   | 5 |
| CHINESE 002 | ELEMENTARY CHINESE II  | 5 |
| CHINESE 007 | CONVERSATIONAL CHINESE | 3 |
| CHINESE 010 | CHINESE CIVILIZATION   | 3 |

## Chinese Language and Civilization - Intermediate Level

### Certificate of Achievement

*Major Units: 16*

*(State Code: 40887; TOP Code: 110700; Academic Plan: C040887D)*

The Chinese Language and Civilization – Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Chinese language and the knowledge of Chinese culture. The certificate of achievement is 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 Chinese at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write Chinese at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken Chinese discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written Chinese discourse at the ACTFL Proficiency Intermediate High Level.
5. Define fundamental aspects of Chinese culture at the ACTFL Intermediate Range.

## PROGRAM REQUIREMENTS

Requirements for the Chinese Language and Civilization - Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

### REQUIRED COURSES (16 UNITS)

|             |                         |   |
|-------------|-------------------------|---|
| CHINESE 003 | INTERMEDIATE CHINESE I  | 5 |
| CHINESE 004 | INTERMEDIATE CHINESE II | 5 |
| CHINESE 007 | CONVERSATIONAL CHINESE  | 3 |
| CHINESE 010 | CHINESE CIVILIZATION    | 3 |

## FRENCH

### OVERVIEW

French is spoken on all continents and is predicted 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 United States. 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 | MAJOR UNITS | FA* |
|---|------------|---------------|-------------|-----|
| French  | AA         | C002741C      | 22-26       | Y   |
| French Language and Civilization - Elementary Level   | C          | C040888D      | 16          | Y   |
| French Language and Civilization - Intermediate Level | C          | C040889D      | 16          | 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.

## French

### Associate of Arts (AA) Degree

*Major Units: 22-26      Total Units: Minimum of 60*  
*(State Code: 02741; TOP Code: 110200; Academic Plan: C002741C)*

The Associate of Arts Degree in French prepares 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 that will benefit them in a wide variety of career paths 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 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 French Associate of Arts degree may be met by completing: (a) 16 units of major core courses and 6-10 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**REQUIRED COURSES (16 UNITS)**

|             |                             |    |
|-------------|-----------------------------|----|
| FRENCH 003* | INTERMEDIATE FRENCH I ..... | .5 |
| FRENCH 004  | INTERMEDIATE FRENCH II..... | .5 |
| FRENCH 007  | CONVERSATIONAL FRENCH ..... | .3 |
| FRENCH 010  | FRENCH CIVILIZATION.....    | .3 |

**ELECTIVE COURSES (SELECT 6-10 UNITS)**

|             |   |    |
|-------------|---|----|
| FRENCH 001* | ELEMENTARY FRENCH I .....                         | .5 |
| FRENCH 002* | ELEMENTARY FRENCH II .....                        | .5 |
| ARTHIST 120 | SURVEY OF WESTERN ART HISTORY II.....             | .3 |
| LING 001    | INTRODUCTION TO LANGUAGE<br>AND LINGUISTICS ..... | .3 |
| PHILOS 014  | HISTORY OF MODERN EUROPEAN<br>PHILOSOPHY .....    | .3 |

\*FRENCH 001 and 002 are prerequisites to FRENCH 003.

**French Language and Civilization -  
Elementary Level**

**Certificate of Achievement**

*Major Units: 16*

*(State Code: 40888; TOP Code: 110200; Academic Plan: C040888D)*

The French Language and Civilization – Elementary Level certificate of achievement gives students the opportunity to document their skills in the French language and the knowledge of French culture. The certificate of achievement is 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 French at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Novice High Level.
2. Write French at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken French discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written French discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of French culture at the ACTFL Novice Level.

**PROGRAM REQUIREMENTS**

Requirements for the French Language and Civilization - Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of “C” or better.

**REQUIRED COURSES (16 UNITS)**

|            |                             |    |
|------------|-----------------------------|----|
| FRENCH 001 | ELEMENTARY FRENCH I .....   | .5 |
| FRENCH 002 | ELEMENTARY FRENCH II .....  | .5 |
| FRENCH 007 | CONVERSATIONAL FRENCH ..... | .3 |
| FRENCH 010 | FRENCH CIVILIZATION.....    | .3 |

**French Language and Civilization -  
Intermediate Level**

**Certificate of Achievement**

*Major Units: 16*

*(State Code: 40889; TOP Code: 110200; Academic Plan: C040889D)*

The French Language and Civilization – Intermediate Level certificate of achievement gives students the opportunity to document their skills in the French language and the knowledge of French culture. The certificate of achievement is 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 French at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
2. Write French at the ACTFL Proficiency Intermediate High Level.
3. Listen and comprehend spoken French discourse at the ACTFL Proficiency Intermediate High Level.
4. Read and comprehend written French discourse at the ACTFL Proficiency Intermediate High Level.
5. Define fundamental aspects of French culture at the ACTFL Intermediate Range.

**PROGRAM REQUIREMENTS**

Requirements for the French Language and Civilization - Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of “C” or better.

**REQUIRED COURSES (16 UNITS)**

|            |                             |    |
|------------|-----------------------------|----|
| FRENCH 003 | INTERMEDIATE FRENCH I ..... | .5 |
| FRENCH 004 | INTERMEDIATE FRENCH II..... | .5 |
| FRENCH 007 | CONVERSATIONAL FRENCH ..... | .3 |
| FRENCH 010 | FRENCH CIVILIZATION.....    | .3 |

## JAPANESE

### 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 entered the world market in a variety of sectors. Whether you are 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 | MAJOR UNITS | FA* |
|---|------------|---------------|-------------|-----|
| Japanese  | AA         | C002746C      | 19-29       | Y   |
| Japanese Language and Civilization - Elementary Level   | C          | C035344D      | 16          | Y   |
| Japanese Language and Civilization - Intermediate Level | C          | C035339D      | 16          | 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.

## Japanese

### Associate of Arts (AA) Degree

*Major Units: 19-29 Total Units: Minimum of 60*  
(State Code: 02746; TOP Code: 110800; Academic Plan: C002746C)

The Japanese Associate of Arts degree 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 (American Council on the Teaching of Foreign Languages) 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 Japanese Associate of Arts degree may be met by completing: (a) 19 units of major core courses and 10 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (19 UNITS)

|            |                          |   |
|------------|--------------------------|---|
| JAPAN 003* | INTERMEDIATE JAPANESE I  | 5 |
| JAPAN 004  | INTERMEDIATE JAPANESE II | 5 |
| JAPAN 007  | CONVERSATIONAL JAPANESE  | 3 |
| JAPAN 009  | JAPANESE CIVILIZATION    | 3 |
| JAPAN 014  | JAPANESE POPULAR CULTURE | 3 |

#### MAJOR ELECTIVE COURSES (SELECT 10 UNITS)

|            |                        |   |
|------------|------------------------|---|
| JAPAN 001* | ELEMENTARY JAPANESE I  | 5 |
| JAPAN 002* | ELEMENTARY JAPANESE II | 5 |

\*JAPAN 001 and 002 are prerequisites to JAPAN 003.

## Japanese Language and Civilization - Elementary Level

### Certificate of Achievement

*Major Units: 16*

(State Code: 35344; TOP Code: 110800; Academic Plan: C035344D)

The Japanese Language and Civilization: Elementary Level certificate of achievement gives students the opportunity to document their skills in the Japanese language and the knowledge of Japanese culture. The certificate of achievement is 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 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 Japanese Language and Civilization - Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (16 UNITS)

|           |                         |   |
|-----------|-------------------------|---|
| JAPAN 001 | ELEMENTARY JAPANESE I   | 5 |
| JAPAN 002 | ELEMENTARY JAPANESE II  | 5 |
| JAPAN 007 | CONVERSATIONAL JAPANESE | 3 |
| JAPAN 009 | JAPANESE CIVILIZATION   | 3 |

## Japanese Language and Civilization - Intermediate Level

### Certificate of Achievement

*Major Units: 16*

*(State Code: 35339; TOP Code: 110800; Academic Plan: C035339D)*

The Japanese Language and Civilization: Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Japanese language and the knowledge of Japanese culture. The certificate of achievement is 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. Define fundamental aspects of Japanese culture at the ACTFL Intermediate Range.

### PROGRAM REQUIREMENTS

Requirements for the Japanese Language and Civilization - Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (16 UNITS)

|           |                          |        |
|-----------|--------------------------|--------|
| JAPAN 003 | INTERMEDIATE JAPANESE I  | .....5 |
| JAPAN 004 | INTERMEDIATE JAPANESE II | .....5 |
| JAPAN 007 | CONVERSATIONAL JAPANESE  | .....3 |
| JAPAN 014 | JAPANESE POPULAR CULTURE | .....3 |

## KOREAN

### 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, making 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.

Korean language and civilization studies has a strong tradition at LACC due to the campus' location in Koreatown. It is the most extensive program of its kind at a two-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 Civilization (Elementary and Intermediate levels). Our programs are dedicated to providing Korean language and culture education to anyone who is interested.

### PROGRAMS OFFERED

| AWARD   | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|---|------------|---------------|-------------|-----|
| Korean  | AA         | C018809C      | 22-29       | Y   |
| Korean Language and Civilization - Elementary Level   | C          | C035340D      | 16          | Y   |
| Korean Language and Civilization - Intermediate Level | C          | C035341D      | 16          | 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.

## Korean

### Associate of Arts (AA) Degree

*Major Units: 22-29      Total Units: Minimum of 60*

*(State Code: 18809; TOP Code: 111730; Academic Plan: C018809C)*

The Korean Associate of Arts degree 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 (American Council on the Teaching of Foreign Languages) 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 Korean Associate of Arts degree may be met by completing: (a) 16 units of major core courses and 6-10 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (16 UNITS)

|            |                             |    |
|------------|-----------------------------|----|
| KOREAN 003 | INTERMEDIATE KOREAN I.....  | .5 |
| KOREAN 004 | INTERMEDIATE KOREAN II..... | .5 |
| KOREAN 007 | CONVERSATIONAL KOREAN.....  | .3 |
| KOREAN 010 | KOREAN CIVILIZATION.....    | .3 |

### MAJOR ELECTIVE COURSES (6-10 UNITS)\*\*

|            |                                       |    |
|------------|---------------------------------------|----|
| KOREAN 001 | ELEMENTARY KOREAN I.....              | .5 |
| KOREAN 002 | ELEMENTARY KOREAN II.....             | .5 |
| KOREAN 013 | KOREAN POPULAR CULTURE.....           | .3 |
| KOREAN 021 | FUNDAMENTALS OF KOREAN I.....         | .3 |
| KOREAN 022 | FUNDAMENTALS OF KOREAN II.....        | .3 |
| KOREAN 026 | UNDERSTANDING KOREA THROUGH FILM..... | .3 |

\*\*KOREAN 001 is a prerequisite to KOREAN 002, and KOREAN 002 is a prerequisite to KOREAN 003. Students who take either of these prerequisites should select one additional elective.

Students who begin with KOREAN 003 should select two additional electives.

## Korean Language and Civilization - Elementary Level

### Certificate of Achievement

*Major Units: 16*

*(State Code: 35340; TOP Code: 111730; Academic Plan: C035340D)*

The Korean Language and Civilization – Elementary Level certificate of achievement gives students the opportunity to document their skills in the Korean language and the knowledge of Korean culture. The certificate of achievement is 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 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 Korean Language and Civilization – Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

### REQUIRED COURSES (16 UNITS)

|            |                            |    |
|------------|----------------------------|----|
| KOREAN 001 | ELEMENTARY KOREAN I.....   | .5 |
| KOREAN 002 | ELEMENTARY KOREAN II.....  | .5 |
| KOREAN 007 | CONVERSATIONAL KOREAN..... | .3 |
| KOREAN 010 | KOREAN CIVILIZATION.....   | .3 |

## Korean Language and Civilization - Intermediate Level

### Certificate of Achievement

*Major Units: 16*

*(State Code: 35341; TOP Code: 111730; Academic Plan: C035341D)*

The Korean Language and Civilization – Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Korean language and the knowledge of Korean culture. The certificate of achievement is 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. Define fundamental aspects of Korean culture at the ACTFL Intermediate Range.

## PROGRAM REQUIREMENTS

Requirements for the Korean Language and Civilization – Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

### REQUIRED COURSES (16 UNITS)

|            |                                       |    |
|------------|---------------------------------------|----|
| KOREAN 003 | INTERMEDIATE KOREAN I.....            | .5 |
| KOREAN 004 | INTERMEDIATE KOREAN II.....           | .5 |
| KOREAN 007 | CONVERSATIONAL KOREAN.....            | .3 |
| KOREAN 010 | KOREAN CIVILIZATION.....              | .3 |
| OR         |                                       |    |
| KOREAN 013 | KOREAN POPULAR CULTURE.....           | .3 |
| OR         |                                       |    |
| KOREAN 026 | UNDERSTANDING KOREA THROUGH FILM..... | .3 |

## RUSSIAN

### 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, and newly established Russian firms that do business with the West (and indeed with everyone), have created myriad job opportunities for those with multiple language skills. 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.

### PROGRAM OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Russian Language and Civilization - Elementary Level   | C          | C036347D      | 16          | Y   |
| Russian Language and Civilization - Intermediate Level | C          | C036348D      | 16          | 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.

## Russian Language and Civilization - Elementary Level

### Certificate of Achievement

*Major Units: 16*

*(State Code: 36347; TOP Code: 110600; Academic Plan: C036347D)*

The Russian Language and Civilization: Elementary Level certificate of achievement gives students the opportunity to document their skills in the Russian language and the knowledge of Russian culture. The certificate of achievement is 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 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 Russian culture at the ACTFL Novice Range.

### PROGRAM REQUIREMENTS

Requirements for the Russian Language and Civilization - Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (16 UNITS)

|             |                        |    |
|-------------|------------------------|----|
| RUSSIAN 001 | ELEMENTARY RUSSIAN I   | .5 |
| RUSSIAN 002 | ELEMENTARY RUSSIAN II  | .5 |
| RUSSIAN 007 | CONVERSATIONAL RUSSIAN | .3 |
| RUSSIAN 010 | RUSSIAN CIVILIZATION   | .3 |

## Russian Language and Civilization - Intermediate Level

### Certificate of Achievement

*Major Units: 16*

*(State Code: 36348; TOP Code: 110600; Academic Plan: C036348D)*

The Russian Language and Civilization: Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Russian language and the knowledge of Russian culture. The certificate of achievement is 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. Define fundamental aspects of Russian culture at the ACTFL Intermediate Range.

### PROGRAM REQUIREMENTS

Requirements for the Russian Language and Civilization - Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (16 UNITS)

|             |                         |    |
|-------------|-------------------------|----|
| RUSSIAN 003 | INTERMEDIATE RUSSIAN I  | .5 |
| RUSSIAN 004 | INTERMEDIATE RUSSIAN II | .5 |
| RUSSIAN 007 | CONVERSATIONAL RUSSIAN  | .3 |
| RUSSIAN 010 | RUSSIAN CIVILIZATION    | .3 |

## SPANISH

### 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 | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Spanish  | AA-T       | C038385G      | 23          | Y   |
| Spanish  | AA         | C002744C      | 18-29       | Y   |
| Spanish Language and Civilization - Elementary Level   | C          | C035338D      | 16          | Y   |
| Spanish Language and Civilization - Intermediate Level | C          | C035337D      | 16          | 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.

## Spanish

### Associate in Arts (AA-T) Degree

*Major Units: 23      Total Units: Minimum of 60*

*(State Code: 38385; TOP Code: 110500; Academic Plan: C038385G)*

The Spanish AA-T curriculum is designed to provide an opportunity for the Spanish major to complete first and second year requirements for transfer to a four-year public California institution.

To earn the AA-T, 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 (CSU GE-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

- Speak at the ACTFL (American Council on the Teaching of Foreign Languages) Proficiency Intermediate High Level.
- Write at the ACTFL Intermediate High Level.
- Listen and comprehend spoken discourse at the ACTFL Proficiency Intermediate High Level.

- Read and comprehend written discourse at the ACTFL Intermediate High Level.
- Explain and analyze more complex aspects of culture at the ACTFL Intermediate Range.

### PROGRAM REQUIREMENTS

Requirements for the Spanish Associate in Arts transfer degree may be met by completing: (a) 20 units of major core courses and 3 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES

##### OPTION 1 (16 UNITS):

|             |                                 |    |
|-------------|---------------------------------|----|
| SPANISH 001 | ELEMENTARY SPANISH I            | .5 |
| SPANISH 002 | ELEMENTARY SPANISH II           | .5 |
| SPANISH 003 | INTERMEDIATE SPANISH I          | .5 |
| OR          |                                 |    |
| SPANISH 035 | SPANISH FOR SPANISH SPEAKERS I  | .5 |
| SPANISH 004 | INTERMEDIATE SPANISH II         | .5 |
| OR          |                                 |    |
| SPANISH 036 | SPANISH FOR SPANISH SPEAKERS II | .5 |

##### OPTION 2 SUBSTITUTION COURSES (19 UNITS)\*:

|             |   |    |
|-------------|---|----|
| SPANISH 005 | ADVANCED SPANISH I                          | .5 |
| SPANISH 006 | ADVANCED SPANISH THROUGH SPANISH LITERATURE | .5 |
| SPANISH 011 | GREAT BOOKS OF SPANISH LITERATURE           | .3 |
| SPANISH 015 | GREAT BOOKS OF LATIN AMERICAN LITERATURE    | .3 |

\*If a student places out of any core course and is not awarded units, the student will need to take additional courses required to reach at least 18 total units in the major (per Title V regulations). Course substitutions are made at the discretion of the college. Suggested substitutions include courses in List A. Additional suggested course substitutions are contained in the finalized Transfer Model Curriculum (TMC).

#### LIST A: SELECT ONE COURSE (3 UNITS)

|             |  |    |
|-------------|--|----|
| SPANISH 009 | CIVILIZATION OF SPAIN                    | .3 |
| SPANISH 010 | LATIN AMERICAN CIVILIZATION              | .3 |
| SPANISH 015 | GREAT BOOKS OF LATIN AMERICAN LITERATURE | .3 |

## Spanish

### Associate of Arts (AA) Degree

*Major Units: 18-29      Total Units: Minimum of 60*  
*(State Code: 02744; TOP Code: 110500; Academic Plan: C002744C)*

The Spanish Associate of Arts degree 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 (American Council on the Teaching of Foreign Languages) 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 Spanish Associate of Arts degree may be met by completing: (a) 14 units of major core courses and 4-15 units of major elective courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (14 UNITS)

|             |                             |        |
|-------------|-----------------------------|--------|
| SPANISH 004 | INTERMEDIATE SPANISH II     | .....5 |
| SPANISH 007 | CONVERSATIONAL SPANISH      | .....3 |
| SPANISH 009 | CIVILIZATION OF SPAIN       | .....3 |
| SPANISH 010 | LATIN AMERICAN CIVILIZATION | .....3 |

#### MAJOR ELECTIVE COURSES (SELECT 4-15 UNITS)

|              |   |        |
|--------------|---|--------|
| SPANISH 001* | ELEMENTARY SPANISH I                        | .....5 |
| SPANISH 002* | ELEMENTARY SPANISH II                       | .....5 |
| SPANISH 003* | INTERMEDIATE SPANISH I                      | .....5 |
| SPANISH 011  | GREAT BOOKS OF SPANISH LITERATURE           | .....3 |
| SPANISH 015  | GREAT BOOKS OF<br>LATIN AMERICAN LITERATURE | .....3 |
| 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 |
| ARTHIST 151  | INTRODUCTION TO LATIN AMERICAN ART          | .....3 |
| CHICANO 044  | MEXICAN CIVILIZATION                        | .....3 |
| DNCESPC 311  | FLAMENCO AND SPANISH DANCE                  | .....1 |
| LING 001     | INTRODUCTION TO LANGUAGE<br>AND LINGUISTICS | .....3 |

\*SPANISH 001, 002, and 003 are prerequisites to SPANISH 004.

## Spanish Language and Civilization - Elementary Level

### Certificate of Achievement

*Major Units: 16*  
*(State Code: 35338; TOP Code: 110500; Academic Plan: C035338D)*

The Spanish Language and Civilization: Elementary Level certificate of achievement gives students the opportunity to document their skills in the Spanish language and the knowledge of Spanish-speaking culture. The certificate of achievement is 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 Novice High Level.
2. Write at the ACTFL Proficiency Novice High Level.
3. Listen and comprehend spoken discourse at the ACTFL Proficiency Novice High Level.
4. Read and comprehend written discourse at the ACTFL Proficiency Novice High Level.
5. Define fundamental aspects of Spanish culture at the ACTFL Novice Range.

### PROGRAM REQUIREMENTS

Requirements for the Spanish Language and Civilization - Elementary Level certificate of achievement may be met by completing 16 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (16 UNITS)

|                   |                             |        |
|-------------------|-----------------------------|--------|
| SPANISH 001       | ELEMENTARY SPANISH I        | .....5 |
| SPANISH 002       | ELEMENTARY SPANISH II       | .....5 |
| SPANISH 007       | CONVERSATIONAL SPANISH      | .....3 |
| SPANISH 009<br>OR | CIVILIZATION OF SPAIN       | .....3 |
| SPANISH 010       | LATIN-AMERICAN CIVILIZATION | .....3 |

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## Spanish Language and Civilization - Intermediate Level

### Certificate of Achievement

*Major Units: 16*

*(State Code: 35337; TOP Code: 110500; Academic Plan: C035337D)*

The Spanish Language and Civilization: Intermediate Level certificate of achievement gives students the opportunity to document their skills in the Spanish language and the knowledge of Spanish-speaking culture. The certificate of achievement is 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. Define fundamental aspects of Spanish culture at the ACTFL Intermediate Range.

### PROGRAM REQUIREMENTS

Requirements for the Spanish Language and Civilization - Intermediate Level certificate of achievement may be met by completing 16 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (16 UNITS)

|             |                                  |   |
|-------------|----------------------------------|---|
| SPANISH 003 | INTERMEDIATE SPANISH I.....      | 5 |
| SPANISH 004 | INTERMEDIATE SPANISH II.....     | 5 |
| SPANISH 007 | CONVERSATIONAL SPANISH.....      | 3 |
| SPANISH 009 | CIVILIZATION OF SPAIN.....       | 3 |
| OR          |                                  |   |
| SPANISH 010 | LATIN-AMERICAN CIVILIZATION..... | 3 |

# Philosophy

## PHILOSOPHY

Chair: Julio Torres

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

### OVERVIEW

Too often when we hear the word “philosophy,” the thought of old statues and ancient writings comes to mind. In fact, philosophy is alive and well and critical to our everyday decision-making, as well as the decisions made by businesses, religious institutions, and governments around the globe. Additionally, examining the principles of philosophy helps one become a more ethical and organized thinker. These skills are critical for future managers. The logic skills gained can benefit everyone, especially aspiring lawyers who will need to present well-structured arguments. The Philosophy program empowers students to examine questions about ethics, reality, and knowledge that give them a deeper understanding of themselves and the world in which they live.

### PROGRAM OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Philosophy   | AA-T       | C038857G      | 18          | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## Philosophy

### Associate in Arts (AA-T) Degree

*Major Units: 18      Total Units: Minimum of 60*  
 (State Code: 38857; TOP Code: 150900; Academic Plan: C038857G)

The Philosophy Associate in Arts transfer degree is designed to prepare the student for transfer to the California State University (CSU) system of higher education and is specifically intended to satisfy lower-division requirements for a baccalaureate degree in Philosophy. The knowledge and skills offered in this degree lead students to develop foundational knowledge in the field of philosophy.

To earn the AA-T, 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 (CSU GE-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. Apply critical thinking skills through the analysis, evaluation and construction of both deductive and inductive arguments.
2. Evaluate the fundamental issues in key areas of philosophy, such as theory of knowledge, metaphysics, ethics, and aesthetics.
3. Demonstrate the ability to apply philosophical methods to historical and contemporary philosophical problems.
4. Express philosophical ideas and critically defend them in argument.

### PROGRAM REQUIREMENTS

Requirements for the Philosophy Associate in Arts transfer degree may be met by completing: (a) 6 units of major core courses, 3 units from “List A,” 6 units from “List B,” and 3 units from “List C” with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (6 UNITS)

|            |                            |   |
|------------|----------------------------|---|
| PHILOS 001 | INTRODUCTION TO PHILOSOPHY | 3 |
| OR         |                            |   |
| PHILOS 020 | ETHICS                     | 3 |
| PHILOS 008 | DEDUCTIVE LOGIC            | 3 |
| OR         |                            |   |
| PHILOS 009 | SYMBOLIC LOGIC             | 3 |

#### LIST A: SELECT ONE COURSE (3 UNITS)

|            |                                       |   |
|------------|---------------------------------------|---|
| PHILOS 014 | HISTORY OF MODERN EUROPEAN PHILOSOPHY | 3 |
| PHILOS 020 | ETHICS                                | 3 |

#### LIST B: SELECT TWO COURSES (6 UNITS)

|   |                                       |   |
|---|---------------------------------------|---|
| PHILOS 030                              | ASIAN PHILOSOPHY                      | 3 |
| PHILOS 032                              | PHILOSOPHY OF RELIGION                | 3 |
| PHILOS 040                              | INTRODUCTION TO THE PHILOSOPHY OF ART | 3 |
| OR ANY “LIST A” COURSE NOT ALREADY USED |                                       |   |

#### LIST C: SELECT ONE COURSE (3 UNITS)

|   |                                   |   |
|---|-----------------------------------|---|
| PHILOS 005  | CRITICAL THINKING AND COMPOSITION | 3 |
| PHILOS 006  | LOGIC IN PRACTICE                 | 3 |
| OR ANY “LIST A” OR “LIST B” COURSE NOT ALREADY USED |                                   |   |

# Psychology/Human Services

Department Chair: David Sedghi  
For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## PSYCHOLOGY/ HUMAN SERVICES

### OVERVIEW

LACC's Psychology/Human Services programs can be completed in less than two years or at a slower pace to accommodate your work or other life obligations.

The 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 LACC 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 | MAJOR UNITS | FA* |
|-----------------------------------|------------|---------------|-------------|-----|
| Psychology                        | AA-T       | C032502G      | 18-21       | Y   |
| Social Work and Human Services    | AA-T       | C043211G      | 28-29       | Y   |
| Human Services: Addiction Studies | AA         | C008246C      | 42          | Y   |
| Human Services: Generalist        | AA         | C002760C      | 30.5        | Y   |
| Human Services: Addiction Studies | C          | C021629D      | 42          | Y   |
| Human Services: Generalist        | C          | C021628D      | 30.5        | 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.

## Psychology

### Associate in Arts (AA-T) Degree

Major Units: 18-21      Total Units: Minimum of 60  
(State Code: 32502; TOP Code: 200100; Academic Plan: C032502G)

The Psychology Associate in Arts transfer degree is designed to assist students in the seamless transfer to the California State University (CSU) system for attainment of a baccalaureate degree in Psychology or a 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 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 AA-T, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter 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 (CSU GE-Breadth) requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- Minimum grade of "C" (or "P") for each course in the major and 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

- Acquire a knowledge base in psychology.
- Learn scientific inquiry and critical thinking skills.
- Demonstrate an understanding of ethical and social responsibility in a diverse world.
- Learn to communicate orally and verbally.
- Demonstrate professional development skills and behaviors.

### PROGRAM REQUIREMENTS

Requirements for the Psychology Associate in Arts transfer degree may be met by completing: (a) 9-10 units of major core courses, 3 units from "List A," 3 units from "List B", and 3-5 units from "List C" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (9-10 UNITS)**

|           |  |   |
|-----------|--|---|
| PSYCH 001 | INTRODUCTORY PSYCHOLOGY.....                         | 3 |
| PSYCH 074 | RESEARCH METHODS IN THE<br>BEHAVIORAL SCIENCES ..... | 3 |
| MATH 227  | STATISTICS .....                                     | 4 |
| OR        |  |   |
| MATH 227S | STATISTICS WITH SUPPORT.....                         | 4 |
| OR        |  |   |
| SOC 125   | STATISTICS FOR THE SOCIAL SCIENCES.....              | 3 |
| OR        |  |   |
| BUS 015   | BUSINESS STATISTICS.....                             | 3 |
| OR        |  |   |
| MATH 229  | STATISTICS FOR DATA SCIENCE.....                     | 4 |

**LIST A (3 UNITS)**

|           |                            |   |
|-----------|----------------------------|---|
| PSYCH 002 | BIOLOGICAL PSYCHOLOGY..... | 3 |
|-----------|----------------------------|---|

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

|           |   |   |
|-----------|---|---|
| PSYCH 013 | SOCIAL PSYCHOLOGY .....                               | 3 |
| PSYCH 014 | ABNORMAL PSYCHOLOGY.....                              | 3 |
| PSYCH 041 | LIFE-SPAN PSYCHOLOGY: FROM<br>INFANCY TO OLD AGE..... | 3 |

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

|             |   |   |
|-------------|---|---|
| BIOLOGY 003 | INTRODUCTION TO BIOLOGY.....                            | 4 |
| BIOLOGY 006 | GENERAL BIOLOGY I.....                                  | 5 |
| POL SCI 001 | THE GOVERNMENT OF THE UNITED<br>STATES .....            | 3 |
| PSYCH 003   | PERSONALITY AND SOCIAL<br>DEVELOPMENT.....              | 3 |
| PSYCH 043   | PRINCIPLES OF GROUP DYNAMICS I.....                     | 3 |
| PSYCH 045   | INTRODUCTION TO HUMAN SERVICES AND SOCIAL<br>WORK ..... | 3 |
| PSYCH 052   | PSYCHOLOGICAL ASPECTS OF<br>HUMAN SEXUALITY .....       | 3 |
| PSYCH 066   | INTRODUCTION TO CRITICAL THINKING.....                  | 3 |
| PSYCH 075   | HEALTH PSYCHOLOGY.....                                  | 3 |
| OR          |   |   |

ANY COURSE FROM "LIST B" NOT ALREADY COMPLETED

**Social Work and Human Services**

**Associate in Arts (AA-T) Degree**

*Major Units: 28-29      Total Units: Minimum of 60*  
*(State Code: 43211; TOP Code: 210400; Academic Plan: C043211G)*

The Social Work and Human Services Associate in Arts Transfer degree is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in Social Work or a similar major. Upon completion of this degree, students will have a strong academic foundation in the field and be prepared for upper division baccalaureate study. Students who have completed the Social Work and Human Services will have satisfied the lower division requirements for transfer into Social Work or similar major for many campuses in the California State University system. This degree complies with the Student Transfer Achievement Reform Act (California Education Code 66746).

Students must complete the following Associate Degree for Transfer requirements:

1. Completion of 60 semester units (or 90 quarter units) that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements.
  - b. A minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a grade of C or higher in each course in the Area of Emphasis, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher (Title 5 §55063).

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Apply knowledge of diversity and individual differences in specific social work scenarios.
2. Engage in evidence-based research-informed practices and apply these practices to their coursework.
3. Apply critical analysis of specific social work scenarios demonstrating knowledge of social work ethics, values, and frameworks.

**PROGRAM REQUIREMENTS**

Requirements for the Social Work and Human Services Associate in Arts transfer degree may be met by completing: (a) 22-23 units of major core courses and 6 units from "List A", with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (22-23 UNITS)**

|           |  |   |
|-----------|--|---|
| PSYCH 045 | INTRODUCTION TO HUMAN SERVICES<br>AND SOCIAL WORK..... | 3 |
| PSYCH 081 | FIELD WORK I.....                                      | 3 |
| SOC 001   | INTRODUCTION TO SOCIOLOGY.....                         | 3 |
| PSYCH 001 | INTRODUCTORY PSYCHOLOGY .....                          | 3 |
| MATH 227  | STATISTICS .....                                       | 4 |
| OR        |  |   |

|                   |  |   |
|-------------------|--|---|
| MATH 2275<br>OR   | STATISTICS WITH SUPPORT.....               | 4 |
| MATH 229<br>OR    | STATISTICS FOR DATA SCIENCE.....           | 4 |
| BUS 015<br>OR     | BUSINESS STATISTICS.....                   | 3 |
| SOC 125           | STATISTICS FOR THE SOCIAL<br>SCIENCES..... | 3 |
| ANATOMY 001<br>OR | INTRODUCTION TO HUMAN ANATOMY.....         | 4 |
| PHYSIOL 001       | INTRODUCTION TO HUMAN PHYSIOLOGY           |   |
| ECON 001<br>OR    | PRINCIPLES OF MICROECONOMICS.....          | 3 |
| ECON 002          | PRINCIPLES OF MACROECONOMICS.....          | 3 |

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

|                   |   |   |
|-------------------|---|---|
| ADM JUS 001       | INTRODUCTION TO ADMINISTRATION<br>OF JUSTICE.....                   | 3 |
| ANTHRO 102        | HUMAN WAYS OF LIFE: CULTURAL<br>ANTHROPOLOGY.....                   | 3 |
| CH DEV 001        | CHILD GROWTH AND DEVELOPMENT.....                                   | 3 |
| CH DEV 011        | CHILD, FAMILY AND COMMUNITY.....                                    | 3 |
| COMM 122          | INTERCULTURAL COMMUNICATION.....                                    | 3 |
| ENGLISH 103       | COMPOSITION AND CRITICAL THINKING.....                              | 3 |
| HISTORY 011       | POLITICAL AND SOCIAL HISTORY OF<br>THE UNITED STATES TO 1877.....   | 3 |
| HISTORY 012       | POLITICAL AND SOCIAL HISTORY OF<br>THE UNITED STATES FROM 1865..... | 3 |
| PSYCH 014         | ABNORMAL PSYCHOLOGY.....  | 3 |
| PSYCH 041         | LIFE-SPAN PSYCHOLOGY: FROM INFANCY<br>TO OLD AGE.....               | 3 |
| HEALTH 051        | DRUGS AND ALCOHOL IN SOCIETY.....                                   | 3 |
| SOC 002           | AMERICAN SOCIAL PROBLEMS.....                                       | 3 |
| SOC 011           | RACE AND ETHNIC RELATIONS.....                                      | 3 |
| ADDICST 001<br>OR | UNDERSTANDING ADDICTION AND<br>COUNSELING.....                      | 3 |
| ADDICST 004<br>OR | CLINICAL COUNSELING LAWS AND ETHICS.....                            | 3 |
| ADDICST 007<br>OR | ADDICTION TREATMENT AND RECOVERY.....                               | 3 |
| ADDICST 022<br>OR | PREVENTION SPECIALIST TRAINING.....                                 | 3 |
| ADDICST 063<br>OR | PREVENTION AND EDUCATION.....                                       | 3 |
| ADDICST 067<br>OR | COUNSELING TECHNIQUES FOR THE CHEMICALLY<br>ADDICTED.....           | 3 |
| ADDICST 084       | FIELD WORK PRACTICUM.....   | 3 |

**Human Services: Addiction Studies****Associate of Arts (AA) Degree**

*Major Units: 42                      Total Units: Minimum of 60*  
(State Code: 08246; TOP Code: 210440; Academic Plan: C008246C)

Students in the Human Services: Addiction Studies program are academically prepared to 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. Students are also academically prepared in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. The third aspect of the core courses is a three semester rotation through community-based drug and alcohol 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 interest in addiction studies counseling career. Other possible careers include Community and Social Service Specialist, Community Health Worker, and Social and Human Service Assistant. Completion of the AA degree allows students to transfer into baccalaureate programs in Human Services or Psychology.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

**PROGRAM REQUIREMENTS**

Requirements for the Human Services: Addiction Studies Associate of Arts degree may be met by completing: (a) 42 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (42 UNITS)**

|             |  |   |
|-------------|--|---|
| ADDICST 001 | UNDERSTANDING ADDICTION AND COUNSELING.....                                    | 3 |
| ADDICST 004 | CLINICAL COUNSELING LAWS AND ETHICS.....                                       | 3 |
| ADDICST 007 | ADDICTION TREATMENT AND RECOVERY.....  | 3 |
| ADDICST 022 | PREVENTION SPECIALIST TRAINING.....  | 3 |
| ADDICST 067 | COUNSELING FOR CHEMICALLY ADDICTED.....  | 3 |
| ADDICST 084 | FIELD WORK PRACTICUM.....  | 3 |
| ADDICST 085 | ADVANCED FIELD WORK PRACTICUM.....   | 3 |
| ADDICST 086 | ADVANCED FIELD WORK PRACTICUM III.....   | 3 |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY.....   | 3 |
| PSYCH 003   | PERSONALITY AND SOCIAL DEVELOPMENT.....  | 3 |
| PSYCH 014   | ABNORMAL PSYCHOLOGY.....   | 3 |
| PSYCH 043   | PRINCIPLES OF GROUP DYNAMICS I.....  | 3 |
| PSYCH 045   | INTRODUCTION TO HUMAN SERVICES<br>AND SOCIAL WORK.....                         | 3 |
| PSYCH 068   | BIOLOGICAL PSYCHOLOGY OF CHEMICAL<br>DEPENDENCY: DRUGS, BEHAVIOR & HEALTH..... | 3 |

## Human Services: Generalist

### Associate of Arts (AA) Degree

Major Units: 30.5      Total Units: Minimum of 60  
 (State Code: 02760; TOP Code: 210400; Academic Plan: C002760C)

Students in the Human Services: Generalist degree program 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 fieldwork 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 Human Services: Generalist Associate of Arts degree may be met by completing: (a) 30.5 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (30.5 UNITS)

|             |  |      |
|-------------|--|------|
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY.....                           | .3   |
| PSYCH 003   | PERSONALITY AND SOCIAL DEVELOPMENT .....               | .3   |
| PSYCH 014   | ABNORMAL PSYCHOLOGY.....                               | .3   |
| PSYCH 041   | LIFE-SPAN PSYCHOLOGY:<br>FROM INFANCY TO OLD AGE ..... | .3   |
| PSYCH 043   | PRINCIPLES OF GROUP DYNAMICS I .....                   | .3   |
| PSYCH 045   | INTRODUCTION TO HUMAN SERVICES<br>AND SOCIAL WORK..... | .3   |
| PSYCH 081   | FIELD WORK I .....                                     | .3   |
| PSYCH 082   | FIELD WORK II .....                                    | .3   |
| ADDICST 001 | UNDERSTANDING ADDICTION AND COUNSELING....             | .3   |
| ADDICST 004 | CLINICAL COUNSELING LAWS AND ETHICS.....               | .3   |
| HEALTH 060  | ADULT MENTAL HEALTH FIRST AID<br>CERTIFICATION .....   | .0.5 |

## Human Services: Addiction Studies

### Certificate of Achievement

Major Units: 42  
 (State Code: 21629; TOP Code: 210440; Academic Plan: C021629D)

Students in the Human Services: Addiction Studies program are academically prepared to 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. Students are also academically prepared in basic psychology courses such as Introductory Psychology, Personality and Social Development, and Abnormal Psychology. The third aspect of the core courses is rotation through community based drug and alcohol 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 in the addiction studies counseling career. Other possible careers include Community and Social Service Specialist, Community Health Worker, and Social and Human Service Assistant.

### 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 Human Services: Addiction Studies certificate of achievement may be met by completing 42 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (42 UNITS)

|             |   |    |
|-------------|---|----|
| ADDICST 001 | UNDERSTANDING ADDICTION AND<br>COUNSELING.....                                  | .3 |
| ADDICST 004 | CLINICAL COUNSELING LAWS AND ETHICS.....  | .3 |
| ADDICST 007 | ADDICTION TREATMENT AND RECOVERY.....   | .3 |
| ADDICST 022 | PREVENTION SPECIALIST TRAINING .....  | .3 |
| ADDICST 067 | COUNSELING FOR CHEMICALLY ADDICTED .....  | .3 |
| ADDICST 084 | FIELD WORK PRACTICUM .....  | .3 |
| ADDICST 085 | ADVANCED FIELD WORK PRACTICUM .....   | .3 |
| ADDICST 086 | ADVANCED FIELD WORK PRACTICUM (III).....  | .3 |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY.....  | .3 |
| PSYCH 003   | PERSONALITY AND SOCIAL DEVELOPMENT .....  | .3 |
| PSYCH 014   | ABNORMAL PSYCHOLOGY.....  | .3 |
| PSYCH 043   | PRINCIPLES OF GROUP DYNAMICS I .....  | .3 |
| PSYCH 045   | INTRODUCTION TO HUMAN SERVICES<br>AND SOCIAL WORK.....                          | .3 |
| PSYCH 068   | BIOLOGICAL PSYCHOLOGY OF CHEMICAL<br>DEPENDENCY: DRUGS, BEHAVIOR & HEALTH ..... | .3 |

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## Human Services: Generalist

### Certificate of Achievement

*Major Units: 30.5*

*(State Code: 21628; TOP Code: 210400; Academic Plan: C021628D)*

Students in the Human Services: Generalist program 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. Additional possible careers include community and social service specialist, social and human service assistant, community outreach worker, family services advocate, child welfare specialist, and geriatric social worker assistant.

### 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 Human Services: Generalist certificate of achievement may be met by completing 30.5 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (30.5 UNITS)

|             |  |     |
|-------------|--|-----|
| ADDICST 001 | UNDERSTANDING ADDICTION AND COUNSELING.....            | 3   |
| ADDICST 004 | CLINICAL COUNSELING LAWS AND ETHICS.....               | 3   |
| PSYCH 001   | INTRODUCTORY PSYCHOLOGY.....                           | 3   |
| PSYCH 003   | PERSONALITY AND SOCIAL DEVELOPMENT .....               | 3   |
| PSYCH 014   | ABNORMAL PSYCHOLOGY.....                               | 3   |
| PSYCH 041   | LIFE-SPAN PSYCHOLOGY: FROM<br>INFANCY TO OLD AGE.....  | 3   |
| PSYCH 043   | PRINCIPLES OF GROUP DYNAMICS I .....                   | 3   |
| PSYCH 045   | INTRODUCTION TO HUMAN SERVICES<br>AND SOCIAL WORK..... | 3   |
| PSYCH 081   | FIELD WORK I.....                                      | 3   |
| PSYCH 082   | FIELD WORK II .....                                    | 3   |
| HEALTH 60   | ADULT MENTAL HEALTH FIRST AID<br>CERTIFICATION .....   | 0.5 |

# Social Sciences

Department Chair: Carlos Guerrero  
 For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## AFRICAN AMERICAN STUDIES

### PROGRAM OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| African-American Studies   | CS         | C220302J      | 15          | N   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>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 skills 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. The certificate helps demonstrate students' understanding of diversity in various aspects of society, including 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

Requirements for the African-American Studies skills certificate may be met by completing 15 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (15 UNITS)

|             |  |   |
|-------------|--|---|
| AFRO AM 004 | THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I  | 3 |
| OR          |  |   |
| 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 |
| AFRO AM 020 | AFRICAN-AMERICAN LITERATURE I                      | 3 |
| ANTHRO 102  | HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY          | 3 |
| MUSIC 141   | JAZZ APPRECIATION                                  | 3 |

## POLITICAL SCIENCE

### OVERVIEW

When you study Political Science, you will learn about how political power is distributed, how different governments operate and interact, and 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 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 | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Political Science  | AA-T       | C032923G      | 18-19       | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## Political Science

### Associate in Arts (AA-T) Degree

*Major Units: 18-19*      *Total Units: Minimum of 60*  
 (State Code: 32923; TOP Code: 220700; Academic Plan: C032923G)

The Political Science Associate in Arts transfer degree prepares students for seamless transfer to California State University (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 critical thinking skills are the foundation for Political Science.

To earn the AA-T, students must meet the following requirements:

- a. Completion of 60 semester units or 90 quarter 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 (CSU GE-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. Minimum grade of "C" (or "P") for each course in the major and 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, and political and economic development in selected countries)
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 Political Science Associate in Arts transfer degree may be met by completing: (a) 3 units of major core courses, 9-10 units from "List A," and 6 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (3 UNITS):

POL SCI 001 THE GOVERNMENT OF THE UNITED STATES .....3

#### LIST A: SELECT THREE COURSES (9-10 UNITS)

POL SCI 002 INTRODUCTION TO COMPARATIVE POLITICS .....3

POL SCI 005 THE HISTORY OF WESTERN POLITICAL THOUGHT ....3

POL SCI 007 INTRODUCTION TO INTERNATIONAL

RELATIONS .....3

MATH 227 STATISTICS ..... 3-4

MATH 227S STATISTICS WITH SUPPORT

SOC 125 STATISTICS FOR THE SOCIAL SCIENCES

#### LIST B: SELECT TWO COURSES (6 UNITS)

POL SCI 014 GOVERNMENT AND POLITICS IN THE

MIDDLE EAST .....3

POL SCI 019 WOMEN IN POLITICS .....3

LAW 001 BUSINESS LAW .....3

OR

ANY INTRODUCTORY COURSE ARTICULATED AS FULFILLING CSU GE

AREA D OR IGETC AREA 4 IN THE SOCIAL SCIENCES (SEE PAGE 54)

OR ANY "LIST A" COURSE NOT ALREADY USED

## SOCIAL JUSTICE

### OVERVIEW

Social Justice explores the important terrain between the ideals of justice and everyday local reality, including BLM, DACA, equity, LGBTQ+, police brutality, and global expressions of injustice. With a strong commitment to applied study, the major educates critical thinkers to be fluent in the rich and interdisciplinary histories and theories of social justice and injustice. The goal of the Social Justice AA-T is to create an informed global and local citizenship committed to strategic, accountable, and reflexive engagement in social justice work.

### PROGRAM OFFERED

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Social Justice Studies: General  | AA-T       | C038010G      | 19          | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## Social Justice Studies: General

### Associate in Arts (AA-T) Degree

Major Units: 19

Total Units: Minimum of 60

(State Code: 38010; TOP Code: 220100; Academic Plan: C038010G)

The Social Justice Studies: General Associate in Arts transfer degree is intended for students who are interested in the structure and functioning of American society as it relates to social justice issues. Students who earn the degree can transfer and complete a bachelor's degree at a California State University (CSU) campus in such majors as Africana Studies, Chicano Studies, Conflict Resolution, Ethnic Studies, Gender Studies, Labor and Employment Studies, LGBTQ Studies, Mexican-American Studies, Peacebuilding, and Women's 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 AA-T, 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 (CSU GE-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, including globalization, democratization, and political and economic development in selected countries.
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 Social Justice Studies: General Associate in Arts transfer degree may be met by completing: (a) 9 units of major core courses and 10 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (SELECT 9 UNITS)**

|             |  |   |
|-------------|--|---|
| SOC 011     | RACE AND ETHNIC RELATIONS .....                                      | 3 |
| SOC 022     | SOCIOLOGY OF WOMEN. ....   | 3 |
| SOC 031     | SOCIOLOGY OF GENDER.....   | 3 |
| AFRO AM 004 | THE AFRICAN-AMERICAN IN THE<br>HISTORY OF THE UNITED STATES I.....   | 3 |
| AFRO AM 005 | THE AFRICAN-AMERICAN IN THE<br>HISTORY OF THE UNITED STATES II ..... | 3 |
| CHICANO 044 | MEXICAN CIVILIZATION .....   | 3 |

**LIST A (10 UNITS)**

|             |                                     |   |
|-------------|-------------------------------------|---|
| AFRO AM 020 | AFRICAN-AMERICAN LITERATURE I ..... | 3 |
| MATH 227    | STATISTICS .....                    | 4 |
| POL SCI 019 | WOMEN IN POLITICS .....             | 3 |

**SOCIOLOGY**

**OVERVIEW**

Sociology is the study of the structure, function, and dynamics of social relationships. There are consequences to human behavior and sociologists investigate today's most divisive issues such as racism, sexism, deviant and criminal behavior, gender identity, poverty, and family and interpersonal conflict. Sociologists seek to understand and explain how we are impacted by the social world in which we live. The goal of the Sociology AA-T is to prepare students to thoughtfully assess both the problems and possibilities in today's society while developing their communication and critical thinking skills.

**PROGRAM OFFERED**

| AWARD  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Sociology  | AA-T       | C041478G      | 18-19       | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

**Sociology**

**Associate in Arts (AA-T) Degree**

*Major Units: 18-19 Total Units: Minimum of 60*  
 (State Code: 41478; TOP Code: 220800; Academic Plan: C041478G)

The Sociology Associate in Arts transfer degree is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in sociology or a similar major. Upon completion of this degree, students will have a strong academic foundation in the field and be prepared for upper division baccalaureate study. Students who have completed the Associate in Arts in Sociology degree will have satisfied the lower division requirements for transfer into sociology or similar major for many campuses in the California State University system. This degree complies with the Student Transfer Achievement Reform Act (California Education Code 66746).

Students must complete the following requirements:

1. Completion of 60 semester units (or 90 quarter units) that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a grade of C or higher in each course in the area of Emphasis, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher (Title 5 §55063).

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Students will be able to apply their understanding of sociology to their professional, personal, and civic lives.

**PROGRAM REQUIREMENTS**

Requirements for the Associate in Arts in Sociology for Transfer Degree may be met by completing (a) 9-10 units of major core courses, 6 units from "List A," and 3 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**REQUIRED COURSES (9-10 UNITS)**

|           |   |
|-----------|---|
| SOC 001   | INTRODUCTION TO SOCIOLOGY.....3           |
| SOC 002   | AMERICAN SOCIAL PROBLEMS .....3           |
| SOC 125   | STATISTICS FOR THE SOCIAL SCIENCES .....3 |
| OR        |   |
| MATH 227  | STATISTICS .....4                         |
| OR        |   |
| MATH 227S | STATISTICS WITH SUPPORT.....4             |

**LIST A (6 UNITS)**

Select two courses from:

|           |  |
|-----------|--|
| SOC 004   | SOCIOLOGICAL ANALYSIS .....3                       |
| OR        |  |
| PSYCH 074 | RESEARCH METHODS IN THE BEHAVIORAL SCIENCES .....3 |
| SOC 012   | MARRIAGE AND FAMILY LIFE .....3                    |
| SOC 031   | SOCIOLOGY OF GENDER .....3                         |
| SOC 011   | RACE AND ETHNIC RELATIONS .....3                   |
| SOC 032   | INTRODUCTION TO CRIMINOLOGY.....3                  |
| PSYCH 013 | SOCIAL PSYCHOLOGY .....3                           |

**LIST B (3 units)**

Select any required course not already used above, or select one course from:

CSU and UC transferable sociology course:

|         |                          |
|---------|--------------------------|
| SOC 022 | SOCIOLOGY OF WOMEN.....3 |
|---------|--------------------------|

Course articulated as lower division preparation for the sociology major at a CSU and UC:

|            |   |
|------------|---|
| ANTHRO 102 | HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY.....3 |
| GEOG 002   | CULTURAL ELEMENTS OF GEOGRAPHY .....3           |
| PSYCH 001  | INTRODUCTORY PSYCHOLOGY.....3                   |

Any introductory social science course approved for CSU GE Area D and IGETC Area 4 including, but not limited to, the following courses:

|             |  |
|-------------|--|
| 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 121  | ANTHROPOLOGY OF RELIGION, MAGIC, AND WITCHCRAFT.....3                      |
| ANTHRO 151  | VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM AND MIXED MEDIA .....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                                       |
| 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          |
| COMM 122    | INTERCULTURAL COMMUNICATIONS.....3   |
| ECON 001    | PRINCIPLES OF MICROECONOMICS.....3   |

|             |   |
|-------------|---|
| ECON 002    | PRINCIPLES OF MACROECONOMICS.....3                                |
| GEOG 014    | GEOGRAPHY OF CALIFORNIA.....3                                     |
| HISTORY 011 | POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES TO 1877 .....3  |
| HISTORY 012 | POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES FROM 1865.....3 |
| HISTORY 073 | RACE & RACISM IN UNITED STATES HISTORY.....3                      |
| HISTORY 086 | INTRODUCTION TO WORLD CIVILIZATION I.....3                        |
| HISTORY 087 | INTRODUCTION TO WORLD CIVILIZATION II.....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 | INTRODUCTION TO INTERNATIONAL RELATIONS.....3                     |
| POL SCI 014 | GOVERNMENT AND POLITICS IN THE MIDDLE EAST .....3                 |
| POL SCI 019 | WOMEN IN POLITICS .....3  |
| PSYCH 013   | SOCIAL PSYCHOLOGY .....3  |
| PSYCH 014   | ABNORMAL PSYCHOLOGY.....3   |
| PSYCH 041   | LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE.....3               |



# The School of Visual, Performing, and Entertainment Arts

The School of Visual, Performing, and Entertainment Arts is a vibrant hub for students passionate about the creative arts. This school offers a diverse array of programs designed to cultivate artistic talent, foster creativity, and prepare students for careers in various fields within the visual and performing arts, as well as entertainment industries. Students can explore programs in disciplines including Fine Arts, Music, Theater Arts, Cinema/Television, Graphic Design, and Game Art. Each program is tailored to provide students with a comprehensive education that balances artistic expression, technical skill development, and real-world application.

## PERFORMING ARTS AND ENTERTAINMENT

Music programs cover a broad spectrum of musical genres and styles, including classical, jazz, contemporary, and world music. Students can study music theory, composition, performance, and music technology, and have opportunities to participate in ensembles, concerts, and recitals.

Theater Arts programs provide students with training in acting, directing, stagecraft, design, and production. Students gain practical experience through performances in theater productions, workshops, and collaborations with faculty and industry professionals.

Cinema/Television programs focus on film and television production, screenwriting, directing, editing, and cinematography. Students learn industry-standard techniques and technologies, and have the opportunity to create their own productions.

## VISUAL ARTS AND DESIGN

Fine Arts programs offer instruction in traditional and contemporary artistic techniques, including drawing, painting, sculpture, printmaking, and mixed media. Students can develop their artistic voice while exploring a wide range of artistic styles and concepts.

Graphic design and multimedia programs explore principles of design, typography, illustration, digital imaging, and interactive media. Students develop skills in visual communication and storytelling, and create projects for print, web, mobile, and multimedia platforms.

# Cinema/Television

Department Chair: Krystle Klein

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## CINEMA

### OVERVIEW

The LACC 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.

The Cinema/TV Department also teaches courses on writing and producing for television, and multi-camera television production. For information on TV classes see the Television section.

### PROGRAMS OFFERED

| AWARD   | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|---|------------|---------------|-------------|-----|
| Film, Television, and Electronic Media          | AS-T       | C037221H      | 18-20       | Y   |
| Cinema Production                               | AA         | C002729D      | 36          | Y   |
| Cinema Directing                                | C          | C040643D      | 21          | Y   |
| Cinema Post Production                          | C          | C040661D      | 27          | Y   |
| Cinema Producing                                | C          | C040642D      | 27          | Y   |
| Cinema Production                               | C          | C002162D      | 33          | Y   |
| Cinema/Video Production                         | C          | C010773D      | 33          | Y   |
| Cinematography                                  | C          | C040644D      | 24          | Y   |
| Entertainment Industry:<br>Production Assistant | C          | C040998D      | 9           | N   |
| Screenwriting                                   | C          | C040997D      | 27          | Y   |
| Sound For Film                                  | C          | C042564D      | 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.

## Film, Television, and Electronic Media

### Associate in Science (AS-T) Degree

*Major Units: 18-20      Total Units: Minimum of 60*

*(State Code: 37221; TOP Code: 060420; Academic Plan: C037221H)*

The Film, Television, and Electronic Media Associate in Science 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 AS-T degree coursework provides students with a comprehensive learning environment of both classwork in film and television history and theory, and hands-on experiences to provide them with the technical skills and creative guidance to prepare them for both for transfer and careers in the entertainment industry.

To earn the AS-T, students must meet the following requirements:

- Completion of 60 semester units (or 90 quarter units) that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.
- Obtainment of a grade of C or higher in each course in the Area of Emphasis, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher (Title 5 §55063).

**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) film-making and non-scripted (“reality”) television programs.
2. Students demonstrate knowledge and command of the processes of writing, direction, production, post-production, 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 Film, Television, and Electronic Media Associate in Science transfer degree may be met by completing: (a) 6 units of major core courses, 6 units from “List A,” 3 units from “List B,” and 3-5 units from “List C” with a grade of “C” or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The “Golden Four”) must be completed with a grade of “C-” or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (SELECT 6 UNITS)**

|             |  |   |
|-------------|--|---|
| T V 001     | EVOLUTION OF TELEVISION .....                                | 3 |
| OR          |  |   |
| JOURNAL 105 | MASS COMMUNICATIONS .....                                    | 3 |
| T V 025-1   | TELEVISION AND FILM WRITING I .....                          | 3 |
| OR          |  |   |
| CINEMA 005  | INTRODUCTION TO SCREEN WRITING .....                         | 3 |
| CINEMA 003  | HISTORY OF MOTION PICTURES .....                             | 3 |
| OR          |  |   |
| CINEMA 004  | HISTORY OF THE DOCUMENTARY FILM .....                        | 3 |
| OR          |  |   |
| CINEMA 018  | INTRODUCTION TO FILM GENRES .....                            | 3 |
| OR          |  |   |
| CINEMA 501  | MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA ..... | 3 |
| OR          |  |   |
| PHOTO 501   | MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA ..... | 3 |

**LIST A: (SELECT ONE COURSE FROM EACH AREA (6 UNITS))**

**AREA A1: AUDIO**

|              |   |   |
|--------------|---|---|
| CINEMA 009-1 | BEGINNING MOTION PICTURE SOUND PRODUCTION ..... | 3 |
|--------------|---|---|

**AREA A2: VIDEO OR FILM PRODUCTION**

|            |   |   |
|------------|---|---|
| CINEMA 001 | INTRODUCTION TO MOTION PICTURE PRODUCTION ..... | 3 |
| CINEMA 002 | BEGINNING MOTION PICTURE WORKSHOP .....         | 3 |
| T V 009    | LIVE TELEVISION DIRECTING .....                 | 3 |

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

|   |   |   |
|---|---|---|
| CINEMA 006                                      | INTRODUCTION TO CINEMATOGRAPHY .....                  | 3 |
| CINEMA 007                                      | ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES ..... | 3 |
| T V 046   | TELEVISION PRODUCTION .....                           | 3 |
| OR ANY “LIST A” OR CORE COURSE NOT ALREADY USED |   |   |

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

|             |   |   |
|-------------|---|---|
| ANIMATN 218 | FUNDAMENTALS OF ANIMATION .....             | 3 |
| ANIMATN 225 | THREE-DIMENSIONAL CHARACTER ANIMATION ..... | 3 |
| GAD 101     | INTRODUCTION TO GAME DESIGN .....           | 3 |
| GAD 102     | CONCEPT AND VISUAL DEVELOPMENT .....        | 3 |
| GAD 103     | GAME TECHNOLOGIES AND GAME ENGINES .....    | 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 |
| CINEMA 103   | DIVERSITY IN CINEMA .....  | 3 |
| CINEMA 009-2   | INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION DESIGN .....       | 3 |
| CINEMA 010   | INTRODUCTION TO FILM DIRECTING .....                                     | 3 |
| CINEMA 017   | ADVANCED MOTION PICTURE POST-PRODUCTION .....                            | 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 AND LIGHTING TECHNIQUES .....                  | 3 |
| CINEMA 038-2   | MOTION PICTURE STAGE ELECTRIC AND LIGHTING TECHNIQUES .....              | 3 |
| CINEMA 060   | ENTERTAINMENT INDUSTRY CAREERS BELOW-THE-LINE PRODUCTIONS SKILLS I ..... | 3 |
| T V 004  | MULTI-CAM TV STUDIO PRODUCTION .....                                     | 3 |
| T V 006  | MULTIMEDIA PRODUCTION .....  | 3 |
| T V 007  | TELEVISION HOSTING .....   | 3 |
| T V 025-2  | TELEVISION AND FILM WRITING II .....                                     | 3 |
| T V 048  | PRODUCING LIVE TV & PODCASTING .....                                     | 3 |
| T V 049  | LIVESTREAM PRODUCTION .....  | 3 |
| T V 055  | DIGITAL VIDEO PRODUCTION WORKSHOP I .....                                | 3 |
| ANY COURSE ARTICULATED AS FULFILLING CSU GE AREA C OR ANY COURSE NOT ALREADY USED IN “LIST A,” “LIST B,” OR CORE |  |   |

## Cinema Production

### Associate in Arts (AA) Degree

Major Units: 36 Total Units: Minimum of 60  
(State Code: 02729; TOP Code: 061220; Academic Plan: C002729C)

LACC’s proximity to Hollywood, along with the strong alliances the Cinema/TV Department has forged in virtually all areas of the industry, allows our graduates to transition directly into production. The skills and the work-based learning our faculty and facilities provide are rated among the top in the Los Angeles area, and prepare students for success in many above- and below-the-line careers, as producers, writers, directors, cinematographers, camera operators, lighting directors, grips and electricians, picture and sound editors, colorists, sound engineers, and production assistants. We also offer an Associates Degree for Transfer (AS-T) for those who wish to go on to pursue a four-year degree.

### 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 Cinema Production Associate of Arts degree may be met by completing: (a) 12 units of major core courses and 24 units of major elective courses with a grade of “C” or better; (b) all general education requirements (English and Math must be completed with a grade of “C” or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE 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 |
| OR         |   |   |
| CINEMA 018 | INTRODUCTION TO FILM GENRES .....               | 3 |

#### MAJOR ELECTIVE COURSES\* (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 AND LIGHTING TECHNIQUES .....                  | 3 |

|              |  |   |
|--------------|--|---|
| CINEMA 038-2 | MOTION PICTURE STAGE ELECTRIC AND LIGHTING TECHNIQUES .....  | 3 |
| CINEMA 103   | DIVERSITY IN CINEMA .....                                    | 3 |
| CINEMA 501   | MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA ..... | 3 |
| T V 001      | EVOLUTION OF TELEVISION .....                                | 3 |
| T V 004      | MULTI-CAM TV STUDIO PRODUCTION .....                         | 3 |
| T V 009      | LIVE TELEVISION DIRECTING .....                              | 3 |
| T V 025-1    | TELEVISION AND FILM WRITING I .....                          | 3 |
| T V 025-2    | TELEVISION AND FILM WRITING II .....                         | 3 |

\*At least 18 units must be from CINEMA electives.  
Courses may be substituted under special circumstances and approval from the department.

## Cinema Directing

### Certificate of Achievement

Major Units: 21  
(State Code: 40643; TOP Code: 061220; Academic Plan: C040643D)

The Cinema Directing certificate of achievement trains students in the craft of directing primarily for single-camera film production. Students learn a broad array of directorial skills with emphasis on the role of the director as storyteller, visualization of the script, and rehearsing and directing scenes with actors. Directing skills also prepare individuals for careers as producers, especially in episodic television productions.

### PROGRAM STUDENT LEARNING OUTCOMES

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

### PROGRAM REQUIREMENTS

Requirements for the Cinema Directing certificate of achievement may be met by completing 21 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (18 UNITS)

|             |   |   |
|-------------|---|---|
| CINEMA 001  | INTRODUCTION TO MOTION PICTURE PRODUCTION ..... | 3 |
| CINEMA 002  | BEGINNING MOTION PICTURE WORKSHOP .....         | 3 |
| CINEMA 005  | INTRODUCTION TO SCREENWRITING .....             | 3 |
| CINEMA 010  | INTRODUCTION TO FILM DIRECTING .....            | 3 |
| CINEMA 012  | ADVANCED FILM DIRECTING .....                   | 3 |
| THEATER 200 | INTRODUCTION TO ACTING .....                    | 3 |

#### ELECTIVE COURSES (3 UNITS)

|             |                                   |   |
|-------------|-----------------------------------|---|
| THEATER 225 | BEGINNING DIRECTION .....         | 3 |
| ART 649     | STORYBOARDS .....                 | 3 |
| THEATER 100 | INTRODUCTION TO THE THEATER ..... | 3 |

## Cinema Post Production

### Certificate of Achievement

*Major Units: 27*

(State Code: 40661; TOP Code: 061220; Academic Plan: C040661D)

The Cinema Post Production certificate of achievement prepares students for careers in film, video, audio and special effects editing, as well as post-production management. Cinema and television students master procedures and techniques for picture and audio editing using non-linear software and other elements of sound design to create final soundtracks for media production. The certificate also explores in-depth aesthetic concepts and advanced skills in post-production visuals and sound.

Our Sound Design/Video Post Production program has the latest in audio and video editing software for student use. We currently teach DaVinci Resolve, Adobe Premiere, Adobe After Effects, Digidesign ProTools and Avid.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Formulate knowledge and command of the processes of production and post-production visuals.
2. Formulate knowledge and command of the processes of production and post-production sound.
3. Differentiate the historical, cultural, and economic influences of motion picture, television, and new media content.
4. Formulate knowledge and command of the processes of conforming, color matching and correcting.

### PROGRAM REQUIREMENTS

Requirements for the Cinema Post Production certificate of achievement may be met by completing 27 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (27 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 |
| OR           |  |   |
| CINEMA 018   | INTRODUCTION TO FILM GENRES .....  | 3 |
| CINEMA 009-1 | BEGINNING MOTION PICTURE SOUND PRODUCTION .....                          | 3 |
| CINEMA 009-2 | INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN ..... | 3 |
| CINEMA 017   | ADVANCED MOTION PICTURE POST-PRODUCTION .....                            | 3 |
| CINEMA 032-1 | EDITING FUNDAMENTALS I .....   | 3 |
| CINEMA 032-2 | EDITING FUNDAMENTALS II .....  | 3 |

## Cinema Producing

### Certificate of Achievement

*Major Units: 27*

(State Code: 40642; TOP Code: 061220; Academic Plan: C040642D)

The Cinema Producing certificate of achievement 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 production from development through distribution on 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

Requirements for the Cinema Producing certificate of achievement may be met by completing 27 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (27 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 |
| OR         |   |   |
| CINEMA 018 | INTRODUCTION TO FILM GENRES .....                   | 3 |
| CINEMA 005 | INTRODUCTION TO SCREENWRITING .....                 | 3 |
| OR         |   |   |
| TV 025-1   | TELEVISION AND FILM WRITING I .....                 | 3 |
| CINEMA 020 | BUSINESS ASPECTS OF MOTION PICTURE PRODUCTION ..... | 3 |
| CINEMA 025 | PRODUCING MOTION PICTURE FEATURES .....             | 3 |
| BUS 001    | INTRODUCTION TO BUSINESS .....                      | 3 |
| LAW 003    | CIVIL RIGHTS AND THE LAW .....                      | 3 |
| OR         |   |   |
| LAW 033    | LAW AND THE MEDIA .....                             | 3 |

## Cinema Production

### Certificate of Achievement

*Major Units: 33*

(State Code: 21620; TOP Code: 061220; Academic Plan: C021620D)

Students earning the Cinema Production certificate of achievement will have received the hands-on training, technical competence, film history, and principles needed to enter the entertainment work force and launch a career in single-camera pre-production, production, and post-production. The classes and mentorship offered prepare them for a number of industry careers including producers, writers, directors, cinematographers, camera operators, lighting directors, grips and electricians, picture and sound editors, colorists, sound engineers, and production assistants.

### 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 environment.

### PROGRAM REQUIREMENTS

Requirements for the Cinema Production certificate of achievement may be met by completing 12 units of required courses and 21 units of elective courses with a grade of "C" or better.

#### 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 |
| OR         |   |   |
| CINEMA 018 | INTRODUCTION TO FILM GENRES                     |   |

#### ELECTIVE COURSES (CHOOSE 21 UNITS)

|              |  |   |
|--------------|--|---|
| CINEMA 005   | INTRODUCTION TO SCREENWRITING .....                                      | 3 |
| CINEMA 006   | INTRODUCTION TO CINEMATOGRAPHY .....                                     | 3 |
| CINEMA 007   | ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES .....                    | 3 |
| CINEMA 012   | ADVANCED FILM DIRECTING .....  | 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 025   | PRODUCING MOTION PICTURE FEATURES .....                                  | 3 |
| CINEMA 032-1 | EDITING FUNDAMENTALS I .....   | 3 |
| CINEMA 033-1 | DIGITAL VIDEO PRODUCTION WORKSHOP I .....                                | 3 |
| CINEMA 060   | ENTERTAINMENT INDUSTRY CAREERS: BELOW-THE-LINE PRODUCTION SKILLS I ..... | 3 |
| CINEMA 103   | DIVERSITY IN CINEMA .....  | 3 |
| CINEMA 501   | MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA .....             | 3 |

## Cinema/Video Production

### Certificate of Achievement

*Major Units: 33*

(State Code: 10773; TOP Code: 061220; Academic Plan: C010773D)

Under thorough and professional guidance through every phase of production from pre- through post-, students who earn this certificate from the Cinema/TV Department are able to enter single- and multi-camera filmmaking and episodic television. They receive expert, hands-on training to promote technical competence, learn the basic principles and history of both media, and develop those work-based skills, methods, and perspectives that are central to achieving success in the industry. Such training will prepare them for careers as producers, writers, directors, cinematographers, sound and picture editors, and production assistants.

### 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 Cinema/Video Production certificate of achievement may be met by completing 18 units of required courses and 15 units of elective courses with a grade of "C" or better.

#### REQUIRED COURSES (SELECT 18 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 |
| OR           |   |   |
| CINEMA 018   | INTRODUCTION TO FILM GENRES                     |   |
| CINEMA 032-1 | EDITING FUNDAMENTALS I .....                    | 3 |
| TV 009       | LIVE TELEVISION DIRECTING .....                 | 3 |

#### ELECTIVE COURSES (CHOOSE 15 UNITS)

|              |   |   |
|--------------|---|---|
| CINEMA 006   | INTRODUCTION TO CINEMATOGRAPHY .....            | 3 |
| CINEMA 009-1 | BEGINNING MOTION PICTURE SOUND PRODUCTION ..... | 3 |
| CINEMA 010   | INTRODUCTION TO FILM DIRECTING .....            | 3 |
| CINEMA 103   | DIVERSITY IN CINEMA .....                       | 3 |
| TV 004       | MULTI-CAM TV STUDIO PRODUCTION .....            | 3 |
| TV 006       | MULTIMEDIA PRODUCTION .....                     | 3 |
| TV 007       | TELEVISION HOSTING .....                        | 3 |
| TV 025-1     | TELEVISION AND FILM WRITING I .....             | 3 |
| TV 025-2     | TELEVISION AND FILM WRITING II .....            | 3 |
| TV 046       | EPISODIC TV PRODUCTION .....                    | 3 |
| TV 048       | PRODUCING LIVE TV & PODCASTING .....            | 3 |
| OR           |   |   |
| TV 049       | LIVESTREAM PRODUCTION .....                     | 3 |
| TV 055       | DIGITAL VIDEO PRODUCTION WORKSHOP I .....       | 3 |

## Cinematography

### Certificate of Achievement

*Major Units: 24*

*(State Code: 40644; TOP Code: 061220; Academic Plan: C040644D)*

The Cinematography certificate of achievement is designed to provide students with advanced skills in below-the-line supervising, single-camera cinematography, production and post-production. Technical skills are emphasized for the jobs of cinematographer, camera operator, camera assistant, and data manager, as well as coloring and post-production processes.

#### 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

Requirements for the Cinematography certificate of achievement may be met by completing 24 units of required courses with a grade of “C” or better.

##### REQUIRED COURSES (24 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 |
| OR           |  |   |
| CINEMA 018   | INTRODUCTION TO FILM GENRES .....                            | 3 |
| CINEMA 006   | INTRODUCTION TO CINEMATOGRAPHY .....                         | 3 |
| CINEMA 007   | ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES .....        | 3 |
| CINEMA 038-1 | MOTION PICTURE STAGE GRIP AND LIGHTING TECHNIQUES .....      | 3 |
| OR           |  |   |
| CINEMA 038-2 | MOTION PICTURE STAGE ELECTRIC AND LIGHTING TECHNIQUES .....  | 3 |
| PHOTO 010    | BEGINNING PHOTOGRAPHY .....                                  | 3 |
| OR           |  |   |
| CINEMA 501   | MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA ..... | 3 |

## Entertainment Industry: Production Assistant

### Certificate of Achievement

*Major Units: 9*

*(State Code: 040998; TOP Code: 061220; Academic Plan: C040998D)*

The Entertainment Industry: Production Assistant certificate of achievement prepares students for entry level Production Assistant (PA) jobs. Students learn the essentials of “set etiquette,” set language, resumé and reel preparation, hands-on production, and interviewing, as well as the more “human relations” side of the business: interpersonal and communication skills, team building, and decision-making.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Explain the equipment, procedures, and production techniques for single-camera, film-style production and post-production workflow
2. Explain the functioning of the above-the-line and below-the-line motion picture crew and post-production positions and responsibilities.
3. Perform the duties of various technical crew positions in a single-camera production environment while working as a team with fellow production personnel.
4. Demonstrate safe practices and analyze safety issues common to entertainment production.
5. Assess and produce personal resumé and digital video portfolio projects.

#### PROGRAM REQUIREMENTS

Requirements for the Entertainment Industry: Production Assistant certificate of achievement may be met by completing 9 units of required courses with a grade of “C” or better.

##### REQUIRED COURSES (9 UNITS)

|            |  |   |
|------------|--|---|
| CINEMA 001 | INTRODUCTION TO MOTION PICTURE PRODUCTION .....                          | 3 |
| CINEMA 002 | BEGINNING MOTION PICTURE WORKSHOP .....                                  | 3 |
| CINEMA 060 | ENTERTAINMENT INDUSTRY CAREERS BELOW-THE-LINE PRODUCTIONS SKILLS I ..... | 3 |

## Screenwriting

### Certificate of Achievement

*Major Units: 27*

(State Code: 40997; TOP Code: 061220; Academic Plan: C040997D)

The Screenwriting certificate of achievement provides students with the skills for writing a feature film, television series, or short film project. Students will be guided from the initial stage of 'spitballing' their ideas, to 'breaking' their stories, to outlining them, and from there to writing their scripts, beginning with "FADE IN," and ending with "FADE OUT."

Once their rewrites are completed, students will be able to not only to seek representation by agents and managers, but also submit their scripts to screen- and teleplay competitions designed to introduce new writers to content producers in the film and television industries. This is a highly competitive field in which employment is mostly freelance. Jobs include: Staff Writer, Freelance Screenwriter, Story Analyst, Freelance Television Writer, Animation Writer, Copywriter, Communications, Marketing, and Public Relations.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Design strategies for developing and creating written projects for sale to film and/or television, and tailoring projects for the distinct and diverse audiences of the various studios, networks, and platforms.
2. Evaluate their own and their fellow students' scripts in a writing-workshop setting that replicates the development process in feature filmmaking and in scripted television production.
3. Demonstrate awareness of screen- and teleplay competitions that are followed by content buyers, agents, and managers, along with an understanding of the various diversity writing workshops available at the major studios and broadcast networks.
4. Differentiate the historical, cultural, and economic influences on the media. Evaluate film and genre history to become conversant with the industry's most-produced and -popular film and television genres.

### PROGRAM REQUIREMENTS

Requirements for the Screenwriting certificate of achievement may be met by completing 27 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (27 UNITS)

|             |   |    |
|-------------|---|----|
| CINEMA 001  | INTRODUCTION TO MOTION PICTURE PRODUCTION | .3 |
| CINEMA 002  | BEGINNING MOTION PICTURE WORKSHOP         | .3 |
| CINEMA 003  | HISTORY OF MOTION PICTURES                | .3 |
| CINEMA 005  | INTRODUCTION TO SCREENWRITING             | .3 |
| CINEMA 018  | INTRODUCTION TO FILM GENRES               | .3 |
| T V 025-1   | TELEVISION AND FILM WRITING I             | .3 |
| T V 025-2   | TELEVISION AND FILM WRITING II            | .3 |
| ENGLISH 101 | COLLEGE READING AND COMPOSITION I         | .3 |
| ENGLISH 127 | CREATIVE WRITING                          | .3 |
| OR          |   |    |
| ENGLISH 240 | LITERATURE AND THE MOTION PICTURE I       | .3 |

## Sound for Film

### Certificate of Achievement

*Major Units: 21*

(State Code: 42564; TOP Code: 061220; Academic Plan: C042564D)

Students earning the Sound for Film certificate of achievement will have received the hands-on training, technical competence, historical context, and principles needed to enter the entertainment work force and launch a career in audio post-production. The classes offered prepare students for a number of industry careers including audio and video technician, sound engineering technician, film and video editor, dialogue editor, ADR recorder/mixer, foley recorder/mixer, re-recording mixer, and sound designer.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate the techniques of making, recording, and mixing sound for film.
2. Build collaborative skills with video editors and directors.
3. Communicate effectively with musicians, who will compose and/or perform music for the sound design.
4. Demonstrate a working understanding of the complex final stages of mixing for domestic and international markets.

### PROGRAM REQUIREMENTS

Requirements for the Sound for Film certificate of achievement may be met by completing 21 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (21 UNITS)

|              |  |    |
|--------------|--|----|
| CINEMA 001   | INTRODUCTION TO MOTION PICTURE PRODUCTION                          | .3 |
| CINEMA 009-1 | BEGINNING MOTION PICTURE SOUND PRODUCTION                          | .3 |
| CINEMA 009-2 | INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN | .2 |
| CINEMA 022   | ADVANCED MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN     | .3 |
| MUSIC 118    | FILM MUSIC APPRECIATION  | .3 |
| MUSIC 137    | MUSIC AS A BUSINESS  | .3 |
| MUSIC 161    | INTRODUCTION TO MUSIC TECHNOLOGY                                   | .3 |

# TELEVISION

## OVERVIEW

The 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 | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Television Production                    | AA         | C008220C      | 36          | Y   |
| Unscripted Television Production         | C          | C021619D      | 31-32       | Y   |
| Beginning Cinema & Television Production | CS         | C060422J      | 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.

## Television Production

### Associate of Arts (AA) Degree

*Major Units: 36      Total Units: Minimum of 60*  
*(State Code: 08220; TOP Code: 060420; Academic Plan: C008220C)*

The Television Production AA degree provides students with the technical competence, principles, television history, and hands-on training necessary to launch a successful career in television production both above and below the line. We also offer an Associate in Arts transfer degree (AS-T) for those who wish to go on to pursue a degree at a four-year school. Students must complete a minimum of 36 units in Cinema and/or Television, with a minimum of 15 units in Television; TV 001, 004, and 009 must be completed first.

## 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 compile knowledge of the job market pathways into television.

## PROGRAM REQUIREMENTS

Requirements for the Television Production Associate of Arts degree may be met by completing: (a) 12 units of major core courses and 24 units of major elective courses with a grade of "C"

or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (12 UNITS)

|        |                                |   |
|--------|--------------------------------|---|
| TV 001 | EVOLUTION OF TELEVISION        | 3 |
| TV 004 | MULTI-CAM TV STUDIO PRODUCTION | 3 |
| TV 009 | LIVE TELEVISION DIRECTING      | 3 |
| TV 046 | EPISODIC TV PRODUCTION         | 3 |

### MAJOR ELECTIVE COURSES (SELECT 24 UNITS)

|              |  |   |
|--------------|--|---|
| TV 006       | MULTIMEDIA PRODUCTION  | 3 |
| TV 007       | TELEVISION HOSTING   | 3 |
| TV 025-1     | TELEVISION AND FILM WRITING I                                      | 3 |
| TV 025-2     | TELEVISION AND FILM WRITING II                                     | 3 |
| TV 048       | PRODUCING LIVE TV & PODCASTING                                     | 3 |
| TV 049       | LIVESTREAM PRODUCTION  | 3 |
| TV 055       | DIGITAL VIDEO PRODUCTION WORKSHOP I                                | 3 |
| TV 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 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 AND LIGHTING TECHNIQUES                  | 3 |
| CINEMA 038-2 | MOTION PICTURE STAGE ELECTRIC AND LIGHTING TECHNIQUES              | 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 |

*Courses may be substituted under special circumstances and approval from the department.*

## Unscripted Television Production Certificate of Achievement

*Major Units: 31-32*

*(State Code: 21619; TOP Code: 060402; Academic Plan: C021619D)*

The Unscripted Television Production Certificate of Achievement provides students with instruction on how to produce unscripted content in a multi-camera television studio environment and the field. Students receive hands-on training in television studio and control room procedures, technical directing, camera & teleprompter operation, audio board operation, graphics, and live-to-tape directing for multi-camera television productions, podcasts, and livestreams.

This program facilitates student preparation for careers in the entertainment industry as producers, directors, camera operators, technical directors, picture and sound editors, sound engineers, and production assistants.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify key moments in the evolution of television from the earliest days to modern day.
2. Produce unscripted content for television or digital platforms.
3. Perform the duties of various technical crew positions in TV studio and the field.
4. Identify job market pathways into unscripted television and live television broadcasting.

### PROGRAM REQUIREMENTS

Requirements for the Unscripted Television Production certificate of achievement may be met by completing 25 units of required courses and 6-7 units of elective courses with a grade of "C" or better.

#### REQUIRED COURSES (SELECT 25 UNITS)

|            |   |
|------------|---|
| CINEMA 001 | INTRODUCTION TO MOTION PICTURE PRODUCTION.....3 |
| CINEMA 002 | BEGINNING MOTION PICTURE WORKSHOP.....3         |
| T V 001    | EVOLUTION OF TELEVISION.....3                   |
| T V 004    | MULTI-CAM TV STUDIO PRODUCTION .....2           |
| T V 006    | MULTIMEDIA PRODUCTION .....3                    |
| OR         |   |
| T V 007    | TELEVISION HOSTING .....3                       |
| T V 009    | LIVE TELEVISION DIRECTING.....2                 |
| T V 046    | EPISODIC TV PRODUCTION.....3                    |
| T V 048    | PRODUCING LIVE TV & PODCASTING.....3            |
| OR         |   |
| T V 049    | LIVESTREAM PRODUCTION.....3                     |
| T V 055    | DIGITAL VIDEO PRODUCTION WORKSHOP I.....3       |

#### ELECTIVE COURSES (SELECT 6-7 UNITS)

|              |  |
|--------------|--|
| CINEMA 004   | HISTORY OF THE DOCUMENTARY FILM .....3                                   |
| CINEMA 006   | INTRODUCTION TO CINEMATOGRAPHY .....3                                    |
| 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   |
| CINEMA 038-1 | MOTION PICTURE STAGE GRIP AND LIGHTING TECHNIQUES.....3                  |
| CINEMA 038-2 | MOTION PICTURE STAGE ELECTRIC AND LIGHTING TECHNIQUES.....3              |
| CINEMA 911   | COOPERATIVE EDUCATION - CINEMA.....1                                     |

## Beginning Cinema & Television Production

### Skills Certificate

*Major Units: 12*

*(TOP Code: 060420; Academic Plan: C060422J)*

The Beginning Cinema & Television Production skills certificate provides 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

Requirements for the Beginning Cinema & Television Production skills certificate may be met by completing 12 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (12 UNITS)

|            |   |
|------------|---|
| CINEMA 001 | INTRODUCTION TO MOTION PICTURE PRODUCTION.....3 |
| CINEMA 002 | BEGINNING MOTION PICTURE WORKSHOP.....3         |
| T V 004    | MULTI-CAM TV STUDIO PRODUCTION .....3           |
| T V 009    | LIVE TELEVISION DIRECTING.....3                 |

# Liberal Arts

## Liberal Arts: Performing and Visual Arts

### Associate of Arts (AA) Degree

Major Units: 18 Total Units: Minimum of 60  
 (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 Performing and Visual Arts Associate of Arts degree may be met by completing: (a) 18 units of major core courses with a grade of “C” or better, chosen from a minimum of two different subjects; (b) all general education requirements; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken within the LACCD.

### MAJOR CORE COURSES (SELECT 18 UNITS):

|             |                                   |   |
|-------------|-----------------------------------|---|
| ART 201     | DRAWING I                         | 3 |
| ART 250     | INTRODUCTION TO DIGITAL ART       | 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 |
| DNCESPC 311 | FLAMENCO AND SPANISH DANCE        | 1 |
| DNCESPC 321 | SOCIAL DANCE TECHNIQUES I         | 1 |
| DNCESPC 331 | TAP DANCE TECHNIQUES I            | 1 |
| MUSIC 311   | PIANO I                           | 1 |
| MUSIC 400   | VOICE FUNDAMENTALS                | 1 |
| MUSIC 431   | JAZZ AND POPULAR MUSIC VOICE I    | 1 |

|                             |   |   |
|-----------------------------|---|---|
| MUSIC 501                   | COLLEGE CHOIR   | 1 |
| MUSIC 601                   | BRASS INSTRUMENT INSTRUCTION I  | 2 |
| MUSIC 611                   | STRING INSTRUMENT INSTRUCTION I   | 2 |
| MUSIC 621                   | WOODWIND INSTRUMENT INSTRUCTION I   | 2 |
| MUSIC 631                   | PERCUSSION INSTRUMENT INSTRUCTION I   | 2 |
| MUSIC 650                   | BEGINNING GUITAR  | 2 |
| MUSIC 661                   | JAZZ AND POPULAR MUSIC GUITAR I   | 2 |
| PHOTO 007                   | EXPLORING DIGITAL PHOTOGRAPHY   | 3 |
| PHOTO 010                   | BEGINNING PHOTOGRAPHY   | 3 |
| PHOTO 107                   | INTERMEDIATE DIGITAL PHOTOGRAPHY  | 3 |
| THEATER 200                 | INTRODUCTION TO ACTING  | 3 |
| THEATER 225                 | BEGINNING DIRECTION   | 3 |
| THEATER 240                 | VOICE AND ARTICULATION FOR THE THEATER  | 3 |
| THEATER 271                 | INTERMEDIATE ACTING   | 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 338                 | INTRODUCTION TO DESIGN: THEATER, FILM, AND TV                                   | 3 |
| THEATER 400                 | COSTUME PERIODS AND STYLES  | 3 |
| THEATER 416                 | MATERIALS AND METHODS FOR THE COSTUMER  | 3 |
| THEATER 417                 | COSTUMING FOR FILM  | 3 |
| OR                          |   |   |
| ANY COURSE NOT LISTED ABOVE | APPROVED FOR LACCD GE AREA C, CSUGE AREA C1, IGEC AREA 3A, OR CAL-GETC AREA 3A. |   |

# Music

Department Chair: Christine Park  
For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## 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 in Arts (AA-T) transfer degree that guarantees transfer to four-year CSU 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.

The Herb Alpert Music Scholarship provides two years of tuition-free study at LACC for all music majors seeking the Music Associate of Arts degree, Music Associate in Arts transfer degree, and certificates of achievement in music. The scholarship is available for qualified in-state, non-resident, and international students.

The Herb Alpert Music Academy (Applied Music Program) is designed for students seeking to transfer to four-year institutions to complete a Bachelor of Arts or Bachelor of Music degree. Music Academy students receive private lessons to prepare them for auditions and performances. Admission into the Music Academy requires a completed application that includes a video audition. Students accepted into the program must be a full-time music major for two years, enroll in required music courses, and fulfill all the expectations required of an Herb Alpert Music Scholarship student.

Through established transfer agreements, Herb Alpert Music Academy students who complete the required courses have a streamlined pathway to the UCLA Herb Alpert School of Music and are provided priority consideration for transfer to the Herb Alpert School of Music at CalArts. Visit the Music Department website for detailed course requirements.

### PROGRAMS OFFERED

| AWARD                             | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|-----------------------------------|------------|---------------|-------------|-----|
| Music                             | AA-T       | C032496G      | 21-22       | Y   |
| Music                             | AA         | C002736C      | 29          | Y   |
| Instrumental Performer            | C          | C010777D      | 23-28       | Y   |
| Music Songwriting and Composition | C          | C036658D      | 30-37       | Y   |
| Music Technology                  | C          | C038233D      | 29-30       | Y   |
| Vocal Performer                   | C          | C010778D      | 25-30       | 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.

## Music

### Associate in Arts (AA-T) Degree

*Major Units: 21-22      Total Units: Minimum of 60*  
(State Code: 32496; TOP Code: 100400; Academic Plan: C032496G)

The Music Associate in Arts (AA-T) transfer degree prepares the student to transfer seamlessly to California State University (CSU) schools through courses that provide practical skills in theory, musicianship, piano, and performance.

To earn the AA-T, 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 (CSU GE-Breadth) requirements; and
  - A minimum of 18 semester units in a major or area of emphasis, as approved by the CCC Chancellor's Office.
- Minimum grade of "C" (or "P") for each course in the major and 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

- Write, recognize, and interpret the fundamental aspects and principles of music, including music theory, notation, and form.
- Demonstrate keyboard proficiency.
- Appreciate music of diverse traditions and contextualize it within historical and contemporary perspectives.
- Prepare and perform repertoire with stylistically appropriate technique and musicality in a solo and ensemble setting.

**PROGRAM REQUIREMENTS**

Requirements for the Music Associate in Arts transfer degree may be met by completing: (a) 14 units of major core courses, 3-4 units of "List A" courses, and 4 units of "Large Ensemble" courses with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (14 UNITS)**

|            |                              |          |
|------------|------------------------------|----------|
| MUSIC 200  | INTRODUCTION TO MUSIC THEORY | .....4   |
| MUSIC 201  | HARMONY I                    | .....3   |
| MUSIC 202  | HARMONY II                   | .....3   |
| MUSIC 211  | MUSICIANSHIP I               | .....1   |
| MUSIC 212  | MUSICIANSHIP II              | .....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 |

**LIST A (3-4 UNITS)**

|           |                                  |        |
|-----------|----------------------------------|--------|
| MUSIC 111 | MUSIC APPRECIATION               | .....3 |
| MUSIC 121 | MUSIC HISTORY AND LITERATURE II  | .....3 |
| MUSIC 122 | MUSIC HISTORY AND LITERATURE II  | .....3 |
| MUSIC 161 | INTRODUCTION TO MUSIC TECHNOLOGY | .....3 |
| MUSIC 203 | HARMONY III                      | .....3 |
| AND       |                                  |        |
| MUSIC 213 | MUSICIANSHIP III                 | .....1 |
| MUSIC 311 | PIANO I                          | .....1 |
| MUSIC 312 | PIANO II                         | .....1 |
| MUSIC 313 | PIANO III                        | .....1 |

**LARGE ENSEMBLE\*\* (SELECT 4 UNITS)**

|           |                      |        |
|-----------|----------------------|--------|
| MUSIC 501 | COLLEGE CHOIR        | .....1 |
| MUSIC 531 | PHILHARMONIC CHOIR   | .....1 |
| MUSIC 561 | CHAMBER CHORALE      | .....1 |
| MUSIC 702 | WORLD MUSIC ENSEMBLE | .....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 782 | JAZZ COMBOS          | .....1 |

\*Students must apply to enter the Herb Alpert Music Academy (applied music program). Students who qualify will receive additional private lessons (MUSIC 180-1, 180-2, 180-3, 180-4). Students who do not qualify should take group courses in their selected field (instrumental/voice/technology) to develop the skills needed to meet CSU audition requirements.

\*\*Large ensembles are repeatable three times.

**Music**

**Associate of Arts (AA) Degree**

Major Units: 29      Total Units: Minimum of 60  
 (State Code: 02736; TOP Code: 100400; Academic Plan: C002736C)

The Music Associate of Arts degree provides the student with practical skills in theory, musicianship, piano, and performance. The degree may serve as a basis for further undergraduate education in music or prepare the student for entry into the music industry.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Write, recognize, and interpret the fundamental aspects and principles of music, including music theory, notation, and form.
2. Demonstrate keyboard proficiency.
3. Appreciate music of diverse traditions and contextualize it within historical and contemporary perspectives.
4. Prepare and perform repertoire with stylistically appropriate technique and musicality in a solo and ensemble setting.

**PROGRAM REQUIREMENTS**

Requirements for the Music Associate of Arts degree may be met by completing: (a) 25 units of major core courses and 4 units of ensemble courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (22 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                     | .....1 |

**SELECT ONE (3 UNITS)**

|           |  |        |
|-----------|--|--------|
| MUSIC 111 | MUSIC APPRECIATION                             | .....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 |

**ENSEMBLE COURSES: SELECT FOUR\*\* (4 UNITS)**

|           |                      |        |
|-----------|----------------------|--------|
| MUSIC 501 | COLLEGE CHOIR        | .....1 |
| MUSIC 531 | PHILHARMONIC CHOIR   | .....1 |
| MUSIC 561 | CHAMBER CHORALE      | .....1 |
| MUSIC 702 | WORLD MUSIC ENSEMBLE | .....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 782 | JAZZ COMBOS          | .....1 |

\*Or more advanced level.

\*\*Ensemble courses are repeatable.

## Instrumental Performer

### Certificate of Achievement

Major Units: 23-28

(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. Prepare and perform instrumental repertoire with stylistically appropriate technique and musicality in a solo and ensemble setting.
2. Understand and interpret music notation.
3. Demonstrate keyboard proficiency.

### PROGRAM REQUIREMENTS

Requirements for the Instrumental Performer certificate of achievement may be met by completing 23-28 units of required and specialization courses with a grade of "C" or better.

#### REQUIRED COURSES

|             |   |   |
|-------------|---|---|
| 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 |
| MUSIC 111   | MUSIC APPRECIATION .....                            | 3 |
| OR          |   |   |
| MUSIC 116   | SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC..... | 3 |
| OR          |   |   |
| MUSIC 118   | FILM MUSIC APPRECIATION .....                       | 3 |
| OR          |   |   |
| MUSIC 141   | JAZZ APPRECIATION.....                              | 3 |

#### ENSEMBLE: SELECT FOUR\*

|           |                           |   |
|-----------|---------------------------|---|
| MUSIC 501 | COLLEGE CHOIR .....       | 1 |
| MUSIC 531 | PHILHARMONIC CHOIR.....   | 1 |
| MUSIC 561 | CHAMBER CHORALE.....      | 1 |
| MUSIC 702 | WORLD MUSIC ENSEMBLE..... | 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 782 | JAZZ COMBOS.....          | 1 |

\*Ensemble courses are repeatable three times

#### SPECIALIZATION COURSES

##### PIANO (23 TO 28 UNITS TOTAL)

|             |                             |   |
|-------------|-----------------------------|---|
| MUSIC 311   | PIANO I .....               | 1 |
| MUSIC 312   | PIANO II .....              | 1 |
| MUSIC 313   | PIANO III.....              | 1 |
| MUSIC 314   | PIANO IV.....               | 1 |
| OR          |                             |   |
| MUSIC 341-1 | INTERMEDIATE PIANO I.....   | 2 |
| MUSIC 341-2 | INTERMEDIATE PIANO II ..... | 2 |
| MUSIC 341-3 | INTERMEDIATE PIANO III..... | 2 |

|             |  |   |
|-------------|--|---|
| MUSIC 341-4 | INTERMEDIATE PIANO IV .....                  | 2 |
| OR          |  |   |
| MUSIC 361-1 | COMMERCIAL PIANO TECHNIQUES WORKSHOP I ..... | 2 |
| MUSIC 361-2 | JAZZ AND POPULAR MUSIC PIANO II .....        | 2 |
| MUSIC 361-3 | JAZZ AND POPULAR MUSIC PIANO III .....       | 2 |
| MUSIC 361-4 | JAZZ AND POPULAR MUSIC PIANO IV .....        | 2 |
| MUS 271     | SONGWRITERS WORKSHOP .....                   | 3 |
| OR          |  |   |
| MUS 205     | COMMERCIAL HARMONY I .....                   | 3 |
| OR          |  |   |
| MUS 201     | HARMONY I.....                               | 3 |
| AND         |  |   |
| MUS 211     | MUSICIANSHIP I .....                         | 1 |

##### BRASS (26 UNITS TOTAL)

|            |  |   |
|------------|--|---|
| MUSIC 311* | PIANO I .....                          | 1 |
| MUSIC 312* | PIANO II .....                         | 1 |
| MUSIC 601  | BRASS INSTRUMENT INSTRUCTION I .....   | 2 |
| MUSIC 602  | BRASS INSTRUMENT INSTRUCTION II .....  | 2 |
| MUSIC 603  | BRASS INSTRUMENT INSTRUCTION III ..... | 2 |
| MUSIC 604  | BRASS INSTRUMENT INSTRUCTION IV .....  | 2 |

##### STRINGS (26 UNITS TOTAL)

|            |   |   |
|------------|---|---|
| MUSIC 311* | PIANO I .....                           | 1 |
| MUSIC 312* | PIANO II .....                          | 1 |
| MUSIC 611  | STRING INSTRUMENT INSTRUCTION I .....   | 2 |
| MUSIC 612  | STRING INSTRUMENT INSTRUCTION II .....  | 2 |
| MUSIC 613  | STRING INSTRUMENT INSTRUCTION III ..... | 2 |
| MUSIC 614  | STRING INSTRUMENT INSTRUCTION IV .....  | 2 |

##### WOODWINDS (26 UNITS TOTAL)

|            |  |   |
|------------|--|---|
| MUSIC 311* | PIANO I .....                            | 1 |
| MUSIC 312* | PIANO II .....                           | 1 |
| MUSIC 621  | WOODWIND INSTRUMENT INSTRUCTION I .....  | 2 |
| MUSIC 622  | WOODWIND INSTRUMENT INSTRUCTION II ..... | 2 |
| MUSIC 623  | WOODWIND INSTRUMENT INSTRUCTION III..... | 2 |
| MUSIC 624  | WOODWIND INSTRUMENT INSTRUCTION IV.....  | 2 |

##### PERCUSSION (26 UNITS TOTAL)

|            |  |   |
|------------|--|---|
| MUSIC 311* | PIANO I .....                              | 1 |
| MUSIC 312* | PIANO II .....                             | 1 |
| MUSIC 631  | PERCUSSION INSTRUMENT INSTRUCTION I .....  | 2 |
| MUSIC 632  | PERCUSSION INSTRUMENT INSTRUCTION II ..... | 2 |
| MUSIC 633  | PERCUSSION INSTRUMENT INSTRUCTION III..... | 2 |
| MUSIC 634  | PERCUSSION INSTRUMENT INSTRUCTION IV ..... | 2 |

##### GUITAR (26 UNITS TOTAL)

|            |  |   |
|------------|--|---|
| MUSIC 311* | PIANO I .....                          | 1 |
| MUSIC 312* | PIANO II .....                         | 1 |
| MUSIC 650  | BEGINNING GUITAR .....                 | 2 |
| MUSIC 651  | CLASSICAL GUITAR I .....               | 2 |
| MUSIC 652  | CLASSICAL GUITAR II .....              | 2 |
| MUSIC 653  | CLASSICAL GUITAR III.....              | 2 |
| OR         |  |   |
| MUSIC 661  | JAZZ AND POPULAR MUSIC GUITAR I .....  | 2 |
| MUSIC 662  | JAZZ AND POPULAR MUSIC GUITAR II ..... | 2 |
| MUSIC 663  | JAZZ AND POPULAR MUSIC GUITAR III..... | 2 |

##### MUSIC ACADEMY (APPLIED MUSIC) TRACK (26 UNITS TOTAL)

|             |                                    |     |
|-------------|------------------------------------|-----|
| 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 |
| MUSIC 180-1 | APPLIED MUSIC LABORATORY I.....    | 1.5 |
| MUSIC 180-2 | APPLIED MUSIC LABORATORY II .....  | 1.5 |
| MUSIC 180-3 | APPLIED MUSIC LABORATORY III ..... | 1.5 |
| MUSIC 180-4 | APPLIED MUSIC LABORATORY IV .....  | 1.5 |

\*Or higher level

## Music Songwriting and Composition

### Certificate of Achievement

Major Units: 30-37

(State Code: 36658; TOP Code: 100500; Academic Plan: C036658D)

The Music Songwriting and 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. Apply stylistically appropriate musical conventions in the creation of original music.
2. Understand and interpret music notation.
3. Demonstrate keyboard proficiency.

### PROGRAM REQUIREMENTS

Requirements for the Music Songwriting and Composition certificate of achievement may be met by completing 30-37 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (30-37 UNITS)

|           |                     |        |
|-----------|---------------------|--------|
| MUSIC 137 | MUSIC AS A BUSINESS | .....3 |
|-----------|---------------------|--------|

#### THEORY LEVEL 1 (7-8 UNITS)

|           |                              |        |
|-----------|------------------------------|--------|
| MUSIC 200 | INTRODUCTION TO MUSIC THEORY | .....4 |
| MUSIC 201 | HARMONY I                    | .....3 |
|           | AND                          |        |
| MUSIC 211 | MUSICIANSHIP I               | .....1 |
|           | OR                           |        |
| MUSIC 205 | COMMERCIAL HARMONY III       | .....3 |

#### THEORY LEVEL 2 (3-4 UNITS)

|           |                       |        |
|-----------|-----------------------|--------|
| MUSIC 202 | HARMONY II            | .....3 |
|           | AND                   |        |
| MUSIC 212 | MUSICIANSHIP II       | .....1 |
|           | OR                    |        |
| MUSIC 206 | COMMERCIAL HARMONY II | .....3 |

#### THEORY LEVEL 3 (3-4 UNITS)

|           |                        |        |
|-----------|------------------------|--------|
| MUSIC 203 | HARMONY III            | .....3 |
|           | AND                    |        |
| MUSIC 213 | MUSICIANSHIP III       | .....1 |
|           | OR                     |        |
| MUSIC 207 | COMMERCIAL HARMONY III | .....3 |

#### ADVANCED THEORY 1: SELECT ONE (3 UNITS)

|           |                         |        |
|-----------|-------------------------|--------|
| MUSIC 224 | COMPOSITION             | .....3 |
| MUSIC 271 | SONGWRITERS' WORKSHOP I | .....3 |

#### ADVANCED THEORY 2: SELECT ONE (3 UNITS)

|           |  |        |
|-----------|--|--------|
| MUSIC 221 | COUNTERPOINT I                             | .....3 |
| MUSIC 223 | TWENTIETH CENTURY COMPOSITIONAL TECHNIQUES | .....3 |
| MUSIC 231 | ORCHESTRATION AND ARRANGING I              | .....3 |
| MUSIC 272 | SONGWRITERS' WORKSHOP II                   | .....3 |

#### APPRECIATION: SELECT ONE (3 UNITS)

|           |  |        |
|-----------|--|--------|
| MUSIC 111 | MUSIC APPRECIATION                             | .....3 |
| MUSIC 116 | SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC | .....3 |
| MUSIC 118 | FILM MUSIC APPRECIATION                        | .....3 |
| MUSIC 121 | MUSIC HISTORY AND LITERATURE I                 | .....3 |
| MUSIC 122 | MUSIC HISTORY AND LITERATURE II                | .....3 |
| MUSIC 141 | JAZZ APPRECIATION                              | .....3 |

#### INSTRUMENT LEVEL 1: SELECT ONE (1-2 UNITS)

|             |                      |        |
|-------------|----------------------|--------|
| MUSIC 311*  | PIANO I              | .....1 |
| MUSIC 341-1 | INTERMEDIATE PIANO I | .....2 |
| MUSIC 361-1 | COMMERCIAL PIANO     | .....2 |

|                       |        |
|-----------------------|--------|
| TECHNIQUES WORKSHOP I | .....2 |
|-----------------------|--------|

#### INSTRUMENT LEVEL 2: SELECT ONE (1-2 UNITS)

|             |                                 |        |
|-------------|---------------------------------|--------|
| MUSIC 312*  | PIANO II                        | .....1 |
| MUSIC 341-2 | INTERMEDIATE PIANO II           | .....2 |
| MUSIC 361-2 | JAZZ AND POPULAR MUSIC PIANO II | .....2 |

#### INSTRUMENT LEVEL 3: SELECT ONE (1-2 UNITS)

|             |                                     |        |
|-------------|-------------------------------------|--------|
| MUSIC 313*  | PIANO III                           | .....1 |
| MUSIC 341-3 | INTERMEDIATE PIANO III              | .....2 |
| MUSIC 361-3 | JAZZ AND POPULAR MUSIC PIANO III    | .....2 |
| MUSIC 601*  | BRASS INSTRUMENT INSTRUCTION I      | .....2 |
| MUSIC 611*  | STRING INSTRUMENT INSTRUCTION I     | .....2 |
| MUSIC 621*  | WOODWIND INSTRUMENT INSTRUCTION I   | .....2 |
| MUSIC 631*  | PERCUSSION INSTRUMENT INSTRUCTION I | .....2 |
| MUSIC 650*  | BEGINNING GUITAR                    | .....2 |

#### INSTRUMENT LEVEL 4: SELECT ONE (1-2 UNITS)

|             |                                      |        |
|-------------|--------------------------------------|--------|
| MUSIC 314*  | PIANO IV                             | .....1 |
| MUSIC 341-4 | INTERMEDIATE PIANO IV                | .....2 |
| MUSIC 361-4 | JAZZ AND POPULAR MUSIC PIANO IV      | .....2 |
| MUSIC 602*  | BRASS INSTRUMENT INSTRUCTION II      | .....2 |
| MUSIC 612*  | STRING INSTRUMENT INSTRUCTION II     | .....2 |
| MUSIC 622*  | WOODWIND INSTRUMENT INSTRUCTION II   | .....2 |
| MUSIC 632*  | PERCUSSION INSTRUMENT INSTRUCTION II | .....2 |
| MUSIC 651*  | CLASSICAL GUITAR I                   | .....2 |

#### ENSEMBLE COURSE: SELECT ONE (1 UNIT)

|           |                      |        |
|-----------|----------------------|--------|
| MUSIC 501 | COLLEGE CHOIR        | .....1 |
| MUSIC 531 | PHILHARMONIC CHOIR   | .....1 |
| MUSIC 561 | CHAMBER CHORALE      | .....1 |
| MUSIC 702 | WORLD MUSIC ENSEMBLE | .....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 782 | JAZZ COMBOS          | .....1 |

## Music Technology

### Certificate of Achievement

Major Units: 29-30

(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, mix, and master music in a digital audio workstation (DAW).
2. Create music notation at a professional level using notation software.
3. Demonstrate basic keyboard proficiency.
4. Create, edit, and synchronize music and sound effects with video.

**PROGRAM REQUIREMENTS**

Requirements for the Music Technology certificate of achievement may be met by completing 29-30 units of required courses with a grade of "C" or better.

**REQUIRED COURSES (29-30 UNITS)**

|             |                                    |   |
|-------------|------------------------------------|---|
| MUSIC 101   | FUNDAMENTALS OF MUSIC              | 3 |
| OR          |                                    |   |
| MUSIC 200   | INTRODUCTION TO MUSIC THEORY       | 4 |
| MUSIC 137   | MUSIC AS A BUSINESS                | 3 |
| MUSIC 161   | INTRODUCTION TO MUSIC TECHNOLOGY   | 3 |
| 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 271   | SONGWRITERS' WORKSHOP I            | 3 |
| MUSIC 291   | MUSIC PRODUCTION FOR MULTIMEDIA I  | 2 |
| MUSIC 292   | MUSIC PRODUCTION FOR MULTIMEDIA II | 2 |
| MUSIC 311   | PIANO I                            | 1 |
| MUSIC 312   | PIANO II                           | 1 |

**ENSEMBLE: SELECT TWO\*\***

|           |                      |   |
|-----------|----------------------|---|
| MUSIC 501 | COLLEGE CHOIR        | 1 |
| MUSIC 531 | PHILHARMONIC CHOIR   | 1 |
| MUSIC 561 | CHAMBER CHORALE      | 1 |
| MUSIC 702 | WORLD MUSIC ENSEMBLE | 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 782 | JAZZ COMBOS          | 1 |

\*\*Ensemble courses are repeatable three times

**Vocal Performer**

**Certificate of Achievement**

Major Units: 25-30

(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. Prepare and perform vocal repertoire with stylistically appropriate technique and musicality in a solo and ensemble setting.
2. Understand and interpret music notation.
3. Demonstrate keyboard proficiency.

**PROGRAM REQUIREMENTS**

Requirements for the Vocal Performer certificate of achievement may be met by completing 25-30 units of required courses and specializations with a grade of "C" or better.

**REQUIRED COURSES (25-30 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 |

|           |  |   |
|-----------|--|---|
| MUSIC 311 | PIANO I  | 1 |
| MUSIC 312 | PIANO II                                       | 1 |
| MUSIC 271 | SONGWRITERS' WORKSHOP I                        | 3 |
| OR        |  |   |
| MUSIC 205 | COMMERCIAL HARMONY I                           | 3 |
| OR        |  |   |
| MUSIC 201 | HARMONY I                                      | 3 |
| AND       |  |   |
| MUSIC 211 | MUSICIANSHIP I                                 | 1 |
| MUSIC 111 | MUSIC APPRECIATION                             | 3 |
| OR        |  |   |
| MUSIC 116 | SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC | 3 |
| OR        |  |   |
| MUSIC 118 | FILM MUSIC APPRECIATION                        | 3 |
| OR        |  |   |
| MUSIC 141 | JAZZ APPRECIATION                              | 3 |

**ENSEMBLE: SELECT FOUR\***

|           |                      |   |
|-----------|----------------------|---|
| MUSIC 501 | COLLEGE CHOIR        | 1 |
| MUSIC 531 | PHILHARMONIC CHOIR   | 1 |
| MUSIC 561 | CHAMBER CHORALE      | 1 |
| MUSIC 702 | WORLD MUSIC ENSEMBLE | 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 782 | JAZZ COMBOS          | 1 |

\*Ensemble courses are repeatable three times

**COMMERCIAL VOICE TRACK**

|           |                                  |   |
|-----------|----------------------------------|---|
| MUSIC 400 | VOICE FUNDAMENTALS               | 1 |
| MUSIC 431 | JAZZ AND POPULAR MUSIC VOICE I   | 1 |
| MUSIC 432 | JAZZ AND POPULAR MUSIC VOICE II  | 1 |
| MUSIC 433 | JAZZ AND POPULAR MUSIC VOICE III | 1 |

**CLASSICAL VOICE TRACK**

|           |                     |   |
|-----------|---------------------|---|
| MUSIC 400 | VOICE FUNDAMENTALS  | 1 |
| MUSIC 401 | CLASSICAL VOICE I   | 1 |
| MUSIC 402 | CLASSICAL VOICE II  | 1 |
| MUSIC 403 | CLASSICAL VOICE III | 1 |

**MUSIC ACADEMY (APPLIED MUSIC) TRACK**

|             |                              |     |
|-------------|------------------------------|-----|
| 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 |
| MUSIC 180-1 | APPLIED MUSIC LABORATORY I   | 1.5 |
| MUSIC 180-2 | APPLIED MUSIC LABORATORY II  | 1.5 |
| MUSIC 180-3 | APPLIED MUSIC LABORATORY III | 1.5 |
| MUSIC 180-4 | APPLIED MUSIC LABORATORY IV  | 1.5 |

# Theater Arts

Department Chair: Eddie Bledsoe  
 For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## THEATER - ACTING

### OVERVIEW

The Theater Academy Acting degree and Professional Actor skills certificates are part of a rigorous, full-time professional program that develops student skills and talent in a progressive and integrated curriculum combined with extensive and dynamic hands-on production that results in creative growth and skill attainment. The programs require dedication and respect for the art and craft of acting. The intensive curriculum demands self-discipline, organization, and a determination to challenge one's own limits.

The Theatre Arts AA-T degree prepares 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 (CSU) school.

### PROGRAMS OFFERED

| AWARD                                 | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|---------------------------------------|------------|---------------|-------------|-----|
| Theatre Arts                          | AA-T       | C033157G      | 19          | Y   |
| Theater Academy Acting                | AA         | C008234C      | 55          | Y   |
| Professional Actor Training - Level 1 | C          | C040592D      | 21          | Y   |
| Professional Actor Training - Level 2 | C          | C040593D      | 43          | Y   |
| Professional Actor Training - Level 3 | C          | C040596D      | 59-60       | 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.

## Theatre Arts

### Associate in Arts (AA-T) Degree

*Major Units: 19                      Total Units: Minimum of 60*  
 (State Code: 33157; TOP Code: 100700; Academic Plan: C033157G)

The Theatre Arts Associate in Arts 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 (CSU) school. The Theatre Arts degree coursework 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 degree 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 including

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 AA-T, 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 (CSU GE-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 Theatre Arts Associate in Arts transfer degree may be met by completing: (a) 10 units of major core courses and 9 units from "List A" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

### MAJOR CORE COURSES (10 UNITS)

|               |   |   |
|---------------|---|---|
| THEATER 100   | INTRODUCTION TO THE THEATER               | 3 |
| OR            |   |   |
| THEATER 110   | HISTORY OF THE WORLD THEATER              | 3 |
| THEATER 200   | INTRODUCTION TO ACTING                    | 3 |
| OR            |   |   |
| THEATER 270   | BEGINNING ACTING                          | 3 |
| THEATER 294-1 | REHEARSALS AND PERFORMANCES I             | 4 |
| OR            |   |   |
| THEATER 335-1 | APPLIED STAGE MANAGEMENT AND PRODUCTION I | 4 |
| OR            |   |   |
| THEATER 345   | TECHNICAL STAGE PRODUCTION                | 3 |
| OR            |   |   |
| THEATER 425-1 | APPLIED COSTUMING FOR THE THEATER I       | 4 |

**LIST A: SELECT THREE COURSES (9 UNITS)**

|             |   |   |
|-------------|---|---|
| THEATER 272 | INTERMEDIATE APPLIED ACTING.....                      | 3 |
| THEATER 300 | INTRODUCTION TO STAGE CRAFT.....                      | 3 |
| THEATER 311 | THEATRICAL LIGHTING.....                              | 3 |
| THEATER 338 | INTRODUCTION TO DESIGN:<br>THEATER, FILM, AND TV..... | 3 |
| THEATER 415 | COSTUME DESIGN FOR THE THEATRE.....                   | 3 |

*\*It is strongly recommended that students with no prior acting experience begin their studies by first taking THEATER 200 INTRODUCTION TO ACTING (3 units) before taking THEATER 270. Students should contact the Department for guidance.*

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## Theater Academy Acting

**Associate of Arts (AA) Degree**

Major Units: 55      Total Units: Minimum of 60  
(State Code: 08234; TOP Code: 100700; Academic Plan: C008234C)

The Theater Academy Acting degree 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 Theater Academy Acting Associate of Arts degree may be met by completing: (a) 55 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (55 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-<br>DESIGN TECHNOLOGY.....     | 1   |
| THEATER 105-4 | THEATER SURVEY IV-<br>AUDIENCE EXPERIENCE.....    | 1   |
| THEATER 110   | HISTORY OF THE WORLD THEATER.....                 | 3   |
| THEATER 235-1 | PLAY PRODUCTION AND COMPANY PERFORMANCE           | 15  |
| THEATER 242-1 | VOCAL AND PHYSICAL DEVELOPMENT-<br>LEVEL I.....   | 2.5 |
| THEATER 242-2 | VOCAL AND PHYSICAL DEVELOPMENT-<br>LEVEL II.....  | 2.5 |
| THEATER 242-3 | VOCAL AND PHYSICAL DEVELOPMENT-<br>LEVEL III..... | 2.5 |
| THEATER 242-4 | VOCAL AND PHYSICAL DEVELOPMENT-<br>LEVEL IV.....  | 2.5 |
| THEATER 270*  | BEGINNING ACTING.....                             | 3   |
| THEATER 272   | INTERMEDIATE APPLIED ACTING.....                  | 3   |
| THEATER 274-1 | ADVANCED APPLIED ACTING-LEVEL I.....              | 3   |
| THEATER 276-1 | ACTORS' WORKSHOP-LEVEL I.....                     | 3   |
| THEATER 277   | CHARACTER ANALYSIS.....                           | 3   |
| THEATER 294-1 | REHEARSALS AND PERFORMANCES I.....                | 4   |
| THEATER 294-2 | REHEARSALS AND PERFORMANCES II.....               | 4   |
| THEATER 300   | INTRODUCTION TO STAGE CRAFT.....                  | 3   |
| THEATER 345   | TECHNICAL STAGE PRODUCTION.....                   | 4   |

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## Professional Actor Training - Level 1

**Certificate of Achievement**

Major Units: 21

(State Code: 40592; TOP Code: 100700; Academic Plan: C040592D)

The Professional Actor Training Level 1 certificate of achievement introduces the student to acting fundamentals through specific movement and vocal techniques, 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; teaching drama (postsecondary); entertainment and performance; and production and directing.

**PROGRAM STUDENT LEARNING OUTCOMES**

1. Develop competency of basic acting skills and techniques in the areas of physical and vocal characterization.
2. Perform substantial and challenging roles in the realization of classroom performances 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.
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.

**PROGRAM REQUIREMENTS**

Requirements for the Professional Actor Training - Level 1 skills certificate may be met by completing 21 units of required courses with a grade of "C" or better.

**REQUIRED COURSES (21 UNITS)**

|               |  |     |
|---------------|--|-----|
| THEATER 105-1 | THEATER SURVEY I- LITERATURE.....              | 1   |
| THEATER 242-1 | VOCAL AND PHYSICAL DEVELOPMENT<br>LEVEL I..... | 2.5 |
| THEATER 345   | TECHNICAL STAGE PRODUCTION.....                | 4   |
| THEATER 270*  | BEGINNING ACTING.....                          | 3   |
| THEATER 105-2 | THEATER SURVEY II- PERFORMANCE.....            | 1   |
| THEATER 242-2 | VOCAL AND PHYSICAL DEVELOPMENT LEVEL II.....   | 2.5 |
| THEATER 294-1 | REHEARSALS AND PERFORMANCES I.....             | 4   |
| THEATER 272   | INTERMEDIATE APPLIED ACTING.....               | 3   |

*\*It is strongly recommended that students with no prior acting experience begin their studies by first taking THEATER 200 INTRODUCTION TO ACTING (3 units) before taking THEATER 270. Students should contact the Department for guidance.*

## Professional Actor Training - Level 2 Certificate of Achievement

*Major Units: 43 (all units from Level 1 plus 22 units)  
(State Code: 40593; TOP Code: 100700; Academic Plan: C040593D)*

The Professional Actor Training Level 2 certificate of achievement provides the acting student with more advanced skills through specific movement and vocal techniques, observation exercises, and scene study. The goal is to continue the development of a firm foundation in 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; teaching drama (postsecondary); entertainment and performance; and production and directing.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Develop competency of intermediate acting skills and techniques in the areas of physical and vocal characterization.
2. Perform substantial and challenging roles in the realization of stage performances in the form of production, scene study, and final exams.
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.
4. Serve in the realization of a fully produced theater event.

### PROGRAM REQUIREMENTS

Requirements for the Professional Actor Training - Level 2 certificate of achievement may be met by completing the 21 units of Professional Actor Training - Level 1 and 22 units of additional required courses with a grade of "C" or better.

#### ADDITIONAL REQUIRED COURSES (22 UNITS)

|               |  |     |
|---------------|--|-----|
| THEATER 105-3 | THEATER SURVEY III-<br>DESIGN TECHNOLOGY .....     | 1   |
| THEATER 242-3 | VOCAL AND PHYSICAL DEVELOPMENT<br>LEVEL III .....  | 2.5 |
| THEATER 235-1 | PLAY PRODUCTION AND COMPANY<br>PERFORMANCE I ..... | 5   |
| THEATER 274-1 | ADVANCED APPLIED ACTING-LEVEL I .....              | 3   |
| THEATER 105-4 | THEATER SURVEY IV-<br>AUDIENCE EXPERIENCE .....    | 1   |
| THEATER 242-4 | VOCAL AND PHYSICAL DEVELOPMENT<br>LEVEL IV .....   | 2.5 |
| THEATER 294-2 | REHEARSALS AND PERFORMANCES - 2 .....              | 4   |
| THEATER 276-1 | ACTORS' WORKSHOP-LEVEL I .....                     | 3   |

## Professional Actor Training - Level 3 Certificate of Achievement

*Major Units: 59-60 (all units from Level 2 plus 16-17 units)  
(State Code: 40596; TOP Code: 100700; Academic Plan: C040596D)*

The Professional Actor Training Level 3 certificate of achievement provides students with specialized training through advanced coursework in directing, acting for the camera, rehearsal and performance, scene study, and classical acting. Audition and cold reading techniques, resume preparation, and career marketing provide the student with skills needed to work in the highly competitive fields of theater, film, and television. All training is geared toward preparing students for careers in acting; teaching drama (postsecondary); entertainment and performance; and production and directing.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate competency of advanced acting skills and techniques in the areas of physical and vocal characterization.
2. Perform substantial and challenging roles in the realization of a fully produced theater event.
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.
4. Demonstrate excellence in team practices and professional ethics.

### PROGRAM REQUIREMENTS

Requirements for the Professional Actor Training - Level 3 certificate of achievement may be met by completing Professional Actor Training - Level 2 and 16-17 units of additional required courses with a grade of "C" or better.

#### ADDITIONAL REQUIRED COURSES (16-17 UNITS)

|               |  |   |
|---------------|--|---|
| THEATER 225   | BEGINNING DIRECTION .....  | 3 |
| THEATER 275   | SCENE STUDY .....  | 2 |
|               | OR   |   |
| THEATER 262-1 | SPECIAL PROJECTS I .....   | 2 |
| THEATER 210   | INTRODUCTION TO ORAL INTERPRETATION<br>OF DRAMATIC LITERATURE .....      | 3 |
|               | OR   |   |
| THEATER 212   | INTRODUCTION TO ORAL INTERPRETATION OF<br>SHAKESPEAREAN LITERATURE ..... | 3 |
| THEATER 235-2 | PLAY PRODUCTION AND COMPANY PERFORMANCE<br>II .....                      | 5 |
| THEATER 277   | CHARACTER ANALYSIS .....   | 3 |

## THEATER - COSTUME DESIGN

### OVERVIEW

The Costume Design programs train costume professionals through hands-on training for theater and film.

### PROGRAMS OFFERED

| AWARD                  | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|------------------------|------------|---------------|-------------|-----|
| Costume Design Level 1 | C          | C040987D      | 25          | Y   |
| Costume Design Level 2 | C          | C031738D      | 47          | 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.

## Costume Design Level 1

### Certificate of Achievement

*Major Units: 25*

*(State Code: 40987; TOP Code: 100600; Academic Plan: C040987D)*

The Costume Design Level 1 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 the Costume Design Level 2 program 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

Requirements for the Costume Design Level 1 certificate of achievement may be met by completing 13 units of required courses and 12 units of elective courses with a grade of "C" or better.

#### REQUIRED COURSES (13 UNITS)

|               |                                       |   |
|---------------|---------------------------------------|---|
| THEATER 400   | COSTUME PERIODS AND STYLES            | 3 |
| THEATER 425-1 | APPLIED COSTUMING FOR THE THEATER - 1 | 4 |
| THEATER 425-2 | APPLIED COSTUMING FOR THE THEATER - 2 | 4 |
| THEATER 262-1 | SPECIAL PROJECTS - 1                  | 2 |

#### ELECTIVE COURSES: SELECT FOUR COURSES (12 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 |

## Costume Design Level 2

### Certificate of Achievement

*Major Units: 47 (25 units from Level 1 plus 22 units)*  
*(State Code: 31738; TOP Code: 100600; Academic Plan: C031738D)*

The Costume Design Level 2 certificate of achievement 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 semesters of study focus on the student's individual interests and talents, including the development of a portfolio, the design of an LACC 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 Costume Design Level 2 certificate of achievement may be met by completing all the units from Costume Design Level 1 plus 10 units of required courses and 12 units of elective courses with a grade of "C" or better.

#### REQUIRED COURSES (10 UNITS)

|               |                                       |   |
|---------------|---------------------------------------|---|
| THEATER 262-2 | SPECIAL PROJECTS II                   | 2 |
| THEATER 425-3 | APPLIED COSTUMING FOR THE THEATER III | 4 |
| THEATER 425-4 | APPLIED COSTUMING FOR THE THEATER IV  | 4 |

#### ELECTIVE COURSES: SELECT FOUR COURSES (12 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 |

## THEATER - TECHNICAL

### OVERVIEW

The Technical Theater 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 | MAJOR UNITS | FA* |
|---------------------------|------------|---------------|-------------|-----|
| Technical Theater Level 1 | C          | C040996D      | 22          | Y   |
| Technical Theater Level 2 | C          | C031547D      | 44          | 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.

## Technical Theater Level 1 Certificate of Achievement

Major Units: 22

(State Code: 40996; TOP Code: 100600; Academic Plan: C040996D)

The Technical Theater Level 1 certificate prepares scenic technicians with a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession. Faculty work 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 hands-on experiences in play production. All training is geared towards preparing students for the Technical Theater Level 2 program and careers in technical theater and related industries.

### PROGRAM STUDENT LEARNING OUTCOMES

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

## PROGRAM REQUIREMENTS

Requirements for the Technical Theater Level 1 certificate of achievement may be met by completing 13 units of required courses and 9 units of elective courses with a grade of "C" or better.

### REQUIRED COURSES (SELECT 13 UNITS)

|               |  |   |
|---------------|--|---|
| THEATER 105-1 | THEATER SURVEY I - LITERATURE              | 1 |
| THEATER 300   | INTRODUCTION TO STAGE CRAFT                | 3 |
| THEATER 335-1 | APPLIED STAGE MANAGEMENT AND PRODUCTION I  | 4 |
| THEATER 105-2 | THEATER SURVEY II - PERFORMANCE            | 1 |
| THEATER 335-2 | APPLIED STAGE MANAGEMENT AND PRODUCTION II | 4 |

### ELECTIVE COURSES (SELECT 9 UNITS)

|             |   |   |
|-------------|---|---|
| THEATER 302 | INTRODUCTION TO STAGE MANAGEMENT                            | 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 338 | INTRODUCTION TO DESIGN: THEATER, FILM, AND TV               | 3 |

## Technical Theater Level 2

### Certificate of Achievement

Major Units: 44 (22 units from Level 1 plus 22 units)

(State Code: 31547; TOP Code: 100600; Academic Plan: C031547D)

The Technical Theatre Level 2 certificate produces highly trained and specialized theater technicians who develop a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession. The program is hands-on 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 experience in 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 are trained to enter entertainment industry related fields including carpenter, audio technician, lighting technician/electrician, fine artist/ painter/sculptor, set and exhibit designers, ushers, lobby attendants, and ticket takers.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate advanced competency using technical theater systems for scenery, lights, and sound in the production and realization of scenery, lighting plans, and/or audio plans for live events.
2. Serve as technical crew, designer's assistant, designer, and/or crew head 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 Technical Theatre Level 2 certificate of achievement may be met by completing Technical Theater - Level 1 plus 10 units of required courses and 12 units of elective courses with a grade of "C" or better.

### ADDITIONAL REQUIRED COURSES (10 UNITS)

|               |  |   |
|---------------|--|---|
| THEATER 335-3 | APPLIED STAGE MANAGEMENT<br>AND PRODUCTION III ..... | 4 |
| THEATER 335-4 | APPLIED STAGE MANAGEMENT<br>AND PRODUCTION IV .....  | 4 |

### SELECT TWO COURSES (2 UNITS):

|               |  |   |
|---------------|--|---|
| THEATER 105-1 | THEATER SURVEY I - LITERATURE .....              | 1 |
| THEATER 105-2 | THEATER SURVEY II - PERFORMANCE .....            | 1 |
| THEATER 105-3 | THEATER SURVEY III -<br>DESIGN TECHNOLOGY .....  | 1 |
| THEATER 105-4 | THEATER SURVEY IV -<br>AUDIENCE EXPERIENCE ..... | 1 |

### ELECTIVE COURSES: SELECT FOUR COURSES (12 UNITS)

|             |   |   |
|-------------|---|---|
| THEATER 302 | INTRODUCTION TO STAGE MANAGEMENT .....                                  | 3 |
| THEATER 311 | THEATRICAL LIGHTING .....   | 3 |
| THEATER 313 | SCENIC PAINTING FOR THE THEATER .....                                   | 3 |
| THEATER 314 | THEATRICAL SOUND<br>DESIGN FUNDAMENTALS,<br>PROCEDURES/OPERATIONS ..... | 3 |
| THEATER 315 | INTRODUCTION TO THEATRICAL SCENIC DESIGN ...                            | 3 |
| THEATER 325 | ADVANCED STAGE CRAFT .....  | 3 |
| THEATER 338 | INTRODUCTION TO DESIGN:<br>THEATER, FILM, AND TV .....                  | 3 |

# Visual and Media Arts

Department Chair: Amarpal Khanna  
 For more information visit:  
[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

## ART

### OVERVIEW

The Department of Visual and Media Arts provides grounding in fields that engage in the creation and analysis of visual culture, specifically in the allied fields of Animation, Art, Art History, Graphic Design, Journalism, and Photography. Our connected department's disciplines enjoy synergy and collaboration.

Our Art programs prepare students to transfer for upper division study at four-year universities or art schools through Associate of Arts degrees and certificates of achievement. Additional objectives include portfolio preparation and skills training for students who wish to enter into careers in the art, design, and entertainment industries.

Our courses provide a solid foundation in various areas of art. In studio art, we teach drawing, painting, printmaking, ceramics, and sculpture. In commercial art and design, we teach digital art and animation, illustration, graphic design and web design, and storyboarding. Our prize-winning Journalism program invites art students to create for publication, in both print and electronic formats.

The Art Department enjoys a high transfer acceptance rate at prominent university art departments, including those at UCLA, UC Berkeley, USC, and CSULB, as well as at outstanding art schools including Otis Art Institute, CalArts, and Art Center College of Design.

### PROGRAMS OFFERED

| AWARD                        | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|------------------------------|------------|---------------|-------------|-----|
| Studio Arts                  | AA-T       | C033120G      | 24          | Y   |
| Art - General                | AA         | C002735C      | 30          | Y   |
| Graphic Design               | AA         | C002739C      | 33          | Y   |
| Animation Foundation         | C          | C038605D      | 27          | Y   |
| Arts Graphic Communication   | C          | C035349D      | 24          | Y   |
| Game Art & Design Foundation | C          | C042506D      | 23          | Y   |
| Game Art & Design Production | C          | C042507D      | 16          | Y   |
| Illustration                 | C          | C041002D      | 27          | 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.

## Studio Arts

### Associate in Arts (AA-T) Degree

Major Units: 24      Total Units: Minimum of 60  
 (State Code: 33120; TOP Code: 100200; Academic Plan: C033120G)

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

To earn the AA-T, 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 (CSU GE-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. 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 Studio Arts Associate in Arts transfer degree may be met by completing: (a) 12 units of major core courses, 3 units from "List A," and 9 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR 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 ONE COURSE (3 UNITS)

|             |   |   |
|-------------|---|---|
| ARTHIST 110 | SURVEY OF WESTERN ART HISTORY 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,<br>AND ANCIENT AMERICA . . . . . | 3 |

**LIST B: SELECT ONE COURSE FROM THREE AREAS (9 UNITS)****DRAWING**

|         |                       |   |
|---------|-----------------------|---|
| ART 202 | DRAWING II            | 3 |
| ART 204 | LIFE DRAWING I        | 3 |
| ART 205 | LIFE DRAWING II       | 3 |
| ART 209 | PERSPECTIVE DRAWING I | 3 |
| ART 620 | ILLUSTRATION I        | 3 |

**PAINTING**

|         |                          |   |
|---------|--------------------------|---|
| ART 300 | INTRODUCTION TO PAINTING | 3 |
| ART 301 | WATERCOLOR PAINTING I    | 3 |
| ART 302 | WATERCOLOR PAINTING II   | 3 |
| ART 304 | ACRYLIC PAINTING I       | 3 |
| ART 305 | ACRYLIC PAINTING II      | 3 |
| ART 306 | ACRYLIC PAINTING III     | 3 |
| ART 307 | OIL PAINTING I           | 3 |
| ART 308 | OIL PAINTING II          | 3 |
| ART 309 | OIL PAINTING III         | 3 |

**PRINTMAKING**

|         |                             |   |
|---------|-----------------------------|---|
| ART 400 | INTRODUCTION TO PRINTMAKING | 3 |
| ART 407 | RELIEF PRINTMAKING          | 3 |

**CERAMICS**

|         |                          |   |
|---------|--------------------------|---|
| ART 708 | INTRODUCTION TO CERAMICS | 3 |
| ART 709 | CERAMICS I               | 3 |
| ART 710 | CERAMICS II              | 3 |

**SCULPTURE**

|         |                           |   |
|---------|---------------------------|---|
| ART 700 | INTRODUCTION TO SCULPTURE | 3 |
| ART 701 | SCULPTURE I               | 3 |
| ART 702 | SCULPTURE II              | 3 |

**DIGITAL ART**

|             |   |   |
|-------------|---|---|
| ANIMATN 218 | FUNDAMENTALS OF ANIMATION                 | 3 |
| ART 250     | INTRODUCTION TO DIGITAL ART               | 3 |
| ART 603     | TYPOGRAPHY I                              | 3 |
| ART 604     | GRAPHIC DESIGN I                          | 3 |
| ART 605     | GRAPHIC DESIGN II                         | 3 |
| ART 606     | GRAPHIC DESIGN III                        | 3 |
| ART 621     | ILLUSTRATION II                           | 3 |
| ART 634     | COMPUTER GRAPHICS I: 3D COMPUTER GRAPHICS | 3 |

**PHOTOGRAPHY**

|           |                               |   |
|-----------|-------------------------------|---|
| PHOTO 007 | EXPLORING DIGITAL PHOTOGRAPHY | 3 |
| PHOTO 010 | BEGINNING PHOTOGRAPHY         | 3 |

**APPLIED DESIGN**

|         |                            |   |
|---------|----------------------------|---|
| ART 282 | INTRODUCTION TO FIBER ARTS | 3 |
|---------|----------------------------|---|

**Art - General****Associate in Arts (AA) Degree**

*Major Units: 30      Total Units: Minimum of 60*  
*(State Code: 02735; TOP Code: 100200; Academic Plan: C002735C)*

The Art - General AA degree prepares students for transfer to competitive university, college, and art college programs, as well as for a career as an exhibiting artist. Students develop a strong transfer and/or exhibition-ready portfolio. The program allows students more in-depth and broad exploration opportunities than the associate 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.
5. Further explore and develop skills.

**PROGRAM REQUIREMENTS**

Requirements for the Art - General Associate of Arts degree may be met by completing: (a) 15 units of major core courses, 12 units of major elective courses, and 3 units of art history not already used to meet major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (SELECT 15 UNITS)**

|             |   |   |
|-------------|---|---|
| ART 201     | DRAWING I   | 3 |
| ART 250     | INTRODUCTION TO DIGITAL ART                               | 3 |
| OR          |   |   |
| PHOTO 007   | EXPLORING DIGITAL PHOTOGRAPHY                             | 3 |
| OR          |   |   |
| PHOTO 010   | BEGINNING PHOTOGRAPHY                                     | 3 |
| ART 501     | BEGINNING TWO-DIMENSIONAL DESIGN                          | 3 |
| OR          |   |   |
| ART 300     | INTRODUCTION TO PAINTING                                  | 3 |
| OR          |   |   |
| ART 304     | ACRYLIC PAINTING I  | 3 |
| OR          |   |   |
| ART 307     | OIL PAINTING I  | 3 |
| ART 502     | BEGINNING THREE-DIMENSIONAL DESIGN                        | 3 |
| OR          |   |   |
| ART 700     | INTRODUCTION TO SCULPTURE                                 | 3 |
| OR          |   |   |
| ART 708     | INTRODUCTION TO CERAMICS                                  | 3 |
| ARTHIST 103 | ART APPRECIATION I  | 3 |
| OR          |   |   |
| ARTHIST 110 | SURVEY OF WESTERN ART HISTORY I                           | 3 |
| OR          |   |   |
| ARTHIST 120 | SURVEY OF WESTERN ART HISTORY II                          | 3 |
| OR          |   |   |
| ARTHIST 130 | SURVEY OF ASIAN ART HISTORY                               | 3 |
| OR          |   |   |
| ARTHIST 139 | INTRODUCTION TO ISLAMIC ART                               | 3 |
| OR          |   |   |
| ARTHIST 140 | SURVEY OF ARTS OF AFRICA, OCEANIA,<br>AND ANCIENT AMERICA | 3 |
| OR          |   |   |
| ARTHIST 151 | INTRODUCTION TO LATIN AMERICAN ART                        | 3 |
| OR          |   |   |
| ARTHIST 171 | INTRODUCTION TO GLOBAL CONTEMPORARY<br>ART                | 3 |

**MAJOR ELECTIVE COURSES (SELECT 12 UNITS)****SPECIALIZATION 1: DRAWING**

|         |                       |   |
|---------|-----------------------|---|
| ART 202 | DRAWING II            | 3 |
| ART 204 | LIFE DRAWING I        | 3 |
| ART 205 | LIFE DRAWING II       | 3 |
| ART 206 | LIFE DRAWING III      | 3 |
| ART 209 | PERSPECTIVE DRAWING I | 3 |
| ART 620 | ILLUSTRATION I        | 3 |
| ART 621 | ILLUSTRATION II       | 3 |

**SPECIALIZATION 2: PAINTING**

|         |                       |   |
|---------|-----------------------|---|
| ART 301 | WATERCOLOR PAINTING I | 3 |
|---------|-----------------------|---|

|         |                           |   |
|---------|---------------------------|---|
| ART 305 | ACRYLIC PAINTING II.....  | 3 |
| ART 306 | ACRYLIC PAINTING III..... | 3 |
| ART 308 | OIL PAINTING II.....      | 3 |
| ART 309 | OIL PAINTING III.....     | 3 |

**SPECIALIZATION 3: PRINTMAKING**

|         |                                  |   |
|---------|----------------------------------|---|
| ART 400 | INTRODUCTION TO PRINTMAKING..... | 3 |
| ART 401 | ETCHING I.....                   | 3 |
| ART 407 | RELIEF PRINTMAKING I.....        | 3 |

**SPECIALIZATION 4: SCULPTURE/CERAMICS**

|         |                   |   |
|---------|-------------------|---|
| ART 701 | SCULPTURE I.....  | 3 |
| ART 702 | SCULPTURE II..... | 3 |
| ART 709 | CERAMICS I.....   | 3 |
| ART 710 | CERAMICS II.....  | 3 |

**SPECIALIZATION 5: NEW MEDIA**

|         |                                       |   |
|---------|---------------------------------------|---|
| ART 634 | COMPUTER GRAPHICS I: 3D COMPUTER..... | 3 |
| ART 648 | ANIMATION-DIGITAL IMAGING.....        | 3 |
| ART 649 | STORYBOARDS.....                      | 3 |

**SPECIALIZATION 6: ART HISTORY**

|             |  |   |
|-------------|--|---|
| 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,<br>AND ANCIENT AMERICA..... | 3 |
| ARTHIST 151 | INTRODUCTION TO LATIN AMERICAN ART.....                        | 3 |
| ARTHIST 171 | INTRODUCTION TO GLOBAL<br>CONTEMPORARY ART.....                | 3 |

**COURSE CAN BE TAKEN WITH ANY SPECIALIZATION**

|         |                                  |   |
|---------|----------------------------------|---|
| ART 931 | COOPERATIVE EDUCATION - 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 (AA) Degree**

*Major Units: 33                      Total Units: Minimum of 60  
(State Code: 02739; TOP Code: 103000; Academic Plan: C002739C)*

The Graphic Design AA degree prepares students for transfer to competitive university, college, and art college programs. The program also provides the foundation for professional careers in graphic design, computer graphics, advertising design, and commercial illustration. 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 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 four-year college/university or for entrance into the workforce as an entry-level designer.

**PROGRAM REQUIREMENTS**

Requirements for the Graphic Design Associate of Arts degree may be met by completing: (a) 27 units of major core courses and 6 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (27 UNITS)**

|         |                                       |   |
|---------|---------------------------------------|---|
| ART 201 | DRAWING I.....                        | 3 |
| ART 250 | INTRODUCTION TO DIGITAL ART.....      | 3 |
| ART 501 | BEGINNING TWO-DIMENSIONAL DESIGN..... | 3 |
| ART 603 | TYPOGRAPHY.....                       | 3 |
| 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 |
| ART 648 | ANIMATION--DIGITAL IMAGING.....       | 3 |

**MAJOR ELECTIVE COURSES (6 UNITS)**

**GROUP 1: SELECT ONE (3 UNITS)**

|         |                                  |   |
|---------|----------------------------------|---|
| ART 204 | LIFE DRAWING I.....              | 3 |
| ART 209 | PERSPECTIVE DRAWING I.....       | 3 |
| ART 400 | INTRODUCTION TO PRINTMAKING..... | 3 |
| ART 620 | ILLUSTRATION I.....              | 3 |

**GROUP 2: SELECT ONE (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,<br>OCEANIA, AND ANCIENT AMERICA..... | 3 |
| ARTHIST 151 | INTRODUCTION TO<br>LATIN AMERICAN ART.....                     | 3 |
| ARTHIST 171 | INTRODUCTION TO GLOBAL<br>CONTEMPORARY ART.....                | 3 |

## Animation Foundation

### Certificate of Achievement

*Major Units: 27*

*(State Code: 38605; TOP Code: 061440; Academic Plan: C038605D)*

The Animation certificate of achievement is a comprehensive study of 2D and 3D animation techniques. Upon completion of the program, students will be able to develop original and effective animation projects using industry-standard tools and methodologies. Students learn about the history of animation and technologies, as well digital design software appropriate for use in motion pictures or on the Internet.

Animators work on animations or special effects for television, film, design, and gaming industries. Students may also work on web projects and may generate animated shorts for a product or company.

The certificate allows students to learn basic computer-based animation—which may incorporate 2D drawing and 3D hand building—while focusing on 2D and 3D computer technologies and the use of digital design and printing software. Students are introduced to computer graphics, texturing, and lighting for animation.

Aspiring game designers and animators may be expected to complete a portfolio of their work. Internships and studio training may provide opportunities for hands-on learning. Graduating with the certificate may lead to entry-level employment or/and advanced education in several fields, including the gaming industry and graphic arts. Graduates may be employed in entry level positions, and/or pursue advanced degrees in such fields as animation, storyboarding, game design, and special effects.

### 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 processes
5. Demonstrate in portfolio-level projects the skills and knowledge necessary for entrance into an animation program at a four-year college/university, or for entrance into the workforce as an entry-level animator

### PROGRAM REQUIREMENTS

Requirements for the Animation certificate of achievement may be met by completing 27 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (27 UNITS)

|             |   |   |
|-------------|---|---|
| ANIMATN 118 | HISTORY OF ANIMATION .....                          | 3 |
| ANIMATN 218 | FUNDAMENTALS OF ANIMATION .....                     | 3 |
| ANIMATN 225 | CHARACTER ANIMATION .....                           | 3 |
| ART 201     | DRAWING I .....                                     | 3 |
| ART 209     | PERSPECTIVE DRAWING I .....                         | 3 |
| ART 250     | INTRODUCTION TO DIGITAL ART .....                   | 3 |
| ART 634     | COMPUTER GRAPHICS I:<br>3D COMPUTER GRAPHICS .....  | 3 |
| ART 636     | COMPUTER GRAPHICS II:<br>3D COMPUTER GRAPHICS ..... | 3 |
| ART 649     | STORYBOARDS .....                                   | 3 |

## Arts Graphic Communication

### Certificate of Achievement

*Major Units: 24*

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

The Arts Graphic Communication certificate of achievement prepares students for a career in the advertising and graphic design industry as an entry-level production designer 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. Demonstrate an iterative design process.

### PROGRAM REQUIREMENTS

Requirements for the Arts Graphic Communication certificate of achievement may be met by completing 24 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (24 UNITS)

|         |  |   |
|---------|--|---|
| ART 250 | INTRODUCTION TO DIGITAL ART .....      | 3 |
| ART 501 | BEGINNING TWO-DIMENSIONAL DESIGN ..... | 3 |
| ART 603 | TYPOGRAPHY I .....                     | 3 |
| ART 604 | GRAPHIC DESIGN I .....                 | 3 |
| ART 605 | GRAPHIC DESIGN II .....                | 3 |
| ART 606 | GRAPHIC DESIGN III .....               | 3 |
| ART 645 | INTRODUCTION TO WEB SITE DESIGN .....  | 3 |
| ART 648 | ANIMATION--DIGITAL IMAGING .....       | 3 |

## Game Art & Design Foundation

### Certificate of Achievement

*Major Units: 23*

*(State Code: 42506; TOP Code: 061420; Academic Plan: C042506D)*

The Game Art & Design Foundation certificate of achievement will provide students a pathway to a career as a technical artist working with interactive media. Students will gain knowledge in the theories and applications of game design by combining art, design, and technology in a hands-on studio environment. Students will develop core skills in concept design, 3D modeling, 3D animation, lighting and texturing, and real-time interactive rendering. Students may be expected to complete a portfolio of work to seek further study in game design or entry level employment working with 3D assets for game production, visual effects, or animation.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Gain competency in the theory and artistic aspects of game design and the creation of interactive media.
2. Acquire the foundation skills in the application of digital tools to create virtual environments and worlds structured for intuitive user engagement.

### PROGRAM REQUIREMENTS

Requirements for the Game Art & Design Foundation certificate of achievement may be met by completing 23 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (23 UNITS)

|             |   |   |
|-------------|---|---|
| ART 250     | INTRODUCTION TO DIGITAL ART .....               | 3 |
| ART 634     | COMPUTER GRAPHICS I: 3D COMPUTER GRAPHICS ..... | 3 |
| GAD 101     | INTRODUCTION TO GAME DESIGN .....               | 3 |
| GAD 102     | CONCEPT DESIGN AND VISUAL DEVELOPMENT. ....     | 3 |
| GAD 103     | GAME TECHNOLOGIES AND GAME ENGINES              |   |
| ANIMATN 225 | THREE-DIMENSIONAL CHARACTER ANIMATION .....     | 3 |
| ART 636     | COMPUTER GRAPHICS 2: 3D COMPUTER GRAPHICS ..... | 3 |
| GAD 210-1   | PRODUCTION STUDIO I.....                        | 2 |

## Game Art & Design Production

### Certificate of Achievement

*Major Units: 16*

*(State Code: 42507; TOP Code: 061420; Academic Plan: C042507D)*

The Game Art & Design Production certificate of achievement prepares students for entry-level opportunities in the game industry and related fields in emerging interactive media. Students will learn how real-time interactive technology (game engines) are increasingly used to solve a variety of design and visualization problems for filmmaking, engineering, and architecture. Students will apply professional practices while learning how to utilize content creation tools, design levels, game systems, and production planning. The Production Studio series of courses are the culminating experience of the Game Art & Design Production certificate. This series of courses spans several semesters and brings together students from different disciplines who work together in small teams to develop 3D games, interactive media projects, or other media content. The Production Studio courses mirror the working environment of professional studios: people with diverse backgrounds and talents collaborating together to meet client demands and production deadlines.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Gain the skills, knowledge, and experience necessary to seek entry level employment in the video game industry or interactive media or entry to a game related program at a four-year college/university.
2. Apply technical skills to concepts and ideas to create fully realized, professional quality, interactive digital games and experiences.
3. Build virtual environments and worlds structured for intuitive and navigable user engagement.
4. Organize, schedule, budget and manage day-to-day development of a digital game production.

### PROGRAM REQUIREMENTS

Requirements for the Game Art & Design Production certificate of achievement may be met by completing 16 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (16 UNITS)

|             |   |   |
|-------------|---|---|
| GAD 104     | LEVEL AND ENVIRONMENT DESIGN .....                              | 3 |
| GAD 203     | GAME TECHNOLOGIES AND GAME SYSTEMS .....                        | 3 |
| GAD 210-2   | PRODUCTION STUDIO II.....                                       | 2 |
| GAD 106     | GAME PROTOTYPING AND MECHANICS .....                            | 3 |
| ANIMATN 226 | THREE-DIMENSIONAL PRE-VISUALIZATION AND CAMERA TECHNIQUES ..... | 3 |
| GAD 210-3   | PRODUCTION STUDIO III .....                                     | 2 |

## Illustration

### Certificate of Achievement

*Major Units: 27*

*(State Code: 41002; TOP Code: 061440; Academic Plan: C041002D)*

The certificate of achievement in Illustration is focused on developing concepts, visual image creation strategies and technical skills. Students develop ideation, critical thinking, and working processes. A variety of media and stylistic approaches with traditional and digital tools are introduced. This certificate prepares students with a versatile portfolio which may be appropriate for careers in the Commercial Arts including editorial and advertising illustration; concept design and illustration for products and children's books; careers in the game and entertainment industry; and visual storytelling for graphic novels and illustration for the toy and theme park industries.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Student masters a variety of media and stylistic approaches with traditional and computer based tools to illustrate given content.
2. Student translates word based content into a compelling visual form presented on traditional and technological platforms.

### PROGRAM REQUIREMENTS

Requirements for the Illustration certificate of achievement may be met by completing 27 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (27 UNITS)

|         |                                   |   |
|---------|-----------------------------------|---|
| ART 201 | DRAWING I .....                   | 3 |
| ART 204 | LIFE DRAWING I .....              | 3 |
| ART 209 | PERSPECTIVE DRAWING I .....       | 3 |
| ART 250 | INTRODUCTION TO DIGITAL ART ..... | 3 |
| ART 304 | ACRYLIC PAINTING I .....          | 3 |
| ART 620 | ILLUSTRATION I .....              | 3 |
| ART 621 | ILLUSTRATION II .....             | 3 |
| ART 649 | STORYBOARDS .....                 | 3 |
| ART 648 | ANIMATION--DIGITAL IMAGING .....  | 3 |

## ART HISTORY

### OVERVIEW

The Department of Visual and Media Arts provides grounding in fields that engage in the creation and analysis of visual culture, specifically in the allied fields of Animation, Art, Art History, Graphic Design, Journalism, and Photography. Our connected department's disciplines enjoy synergy and collaboration.

Art History at LACC supports an interdisciplinary and intercultural approach to art history of all periods and places. We are dedicated to including intersectionality as an approach to understanding art history. By thinking across current categories and boundaries and critically examining art history itself, 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 | MAJOR UNITS | FA* |
|--|------------|---------------|-------------|-----|
| Art History  | AA-T       | C032832G      | 18-20       | Y   |
| *FA = Financial Aid Eligible. Yes = Eligible for all aid.<br>No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans.<br>Please consult with Financial Aid Office on award eligibility. |            |               |             |     |

## Art History

### Associate in Arts (AA-T) Degree

*Major Units: 18-20      Total Units: Minimum of 60*

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

The Art History Associate in Arts transfer degree enables students to examine the sociological, cultural, and aesthetic contexts of art. Students learn to utilize scholarly methodologies to examine, analyze, and construct theories related to art, art history, and culture. The degree is transferable to CSU schools, satisfies many lower division transfer requirements, and can be parlayed into degrees in related fields such as fine arts, theater and film, art criticism, English, history, and anthropology.

To earn the AA-T, 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 (CSU GE-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. Understand how various art and art history related problems are solved.

**PROGRAM REQUIREMENTS**

Requirements for the Art History Associate in Arts transfer degree may be met by completing: (a) 9 units of major core courses, 3 units from "List A," 3 units from "List B," and 3 units from "List C" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

**MAJOR CORE COURSES (9 UNITS)**

|                    |   |
|--------------------|---|
| ARTHIST 110<br>OR  | SURVEY OF WESTERN ART HISTORY I .....3                          |
| ARTHIST 120<br>AND | SURVEY OF WESTERN ART HISTORY II.....3                          |
| ARTHIST 130<br>OR  | SURVEY OF ASIAN ART HISTORY.....3                               |
| ARTHIST 139<br>OR  | INTRODUCTION TO ISLAMIC ART.....3                               |
| ARTHIST 140<br>OR  | SURVEY OF ARTS OF AFRICA,<br>OCEANIA, AND ANCIENT AMERICA.....3 |
| ARTHIST 151<br>AND | INTRODUCTION TO LATIN AMERICAN ART .....3                       |
| ART 201            | DRAWING I .....3  |

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

|             |   |
|-------------|---|
| 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 151 | INTRODUCTION TO LATIN AMERICAN ART .....3   |
| ARTHIST 171 | INTRODUCTION TO GLOBAL CONTEMPORARY ART...3 |

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

|             |  |
|-------------|--|
| ANIMATN 218 | FUNDAMENTALS OF ANIMATION.....3          |
| ART 202     | DRAWING II.....3                         |
| ART 205     | LIFE DRAWING II.....3                    |
| ART 209     | PERSPECTIVE DRAWING I.....3              |
| ART 282     | INTRODUCTION TO FIBER ARTS.....3         |
| ART 300     | INTRODUCTION TO PAINTING.....3           |
| ART 301     | WATERCOLOR PAINTING I .....3             |
| ART 302     | WATERCOLOR PAINTING II.....3             |
| ART 304     | ACRYLIC PAINTING I .....3                |
| ART 305     | ACRYLIC PAINTING II.....3                |
| ART 306     | ACRYLIC PAINTING III.....3               |
| ART 307     | OIL PAINTING I .....3                    |
| ART 308     | OIL PAINTING II.....3                    |
| ART 309     | OIL PAINTING III .....3                  |
| ART 400     | INTRODUCTION TO PRINTMAKING .....3       |
| ART 407     | RELIEF PRINTMAKING I .....3              |
| ART 501     | BEGINNING TWO-DIMENSIONAL DESIGN.....3   |
| ART 502     | BEGINNING THREE-DIMENSIONAL DESIGN.....3 |
| ART 603     | TYPOGRAPHY I .....3                      |
| ART 604     | GRAPHIC DESIGN I.....3                   |
| ART 605     | GRAPHIC DESIGN II.....3                  |

|           |                                     |
|-----------|-------------------------------------|
| ART 606   | GRAPHIC DESIGN III.....3            |
| ART 620   | ILLUSTRATION I.....3                |
| ART 621   | ILLUSTRATION II.....3               |
| ART 700   | INTRODUCTION TO SCULPTURE.....3     |
| ART 701   | SCULPTURE I.....3                   |
| ART 702   | SCULPTURE II.....3                  |
| ART 708   | INTRODUCTION TO CERAMICS.....3      |
| ART 709   | CERAMICS I.....3                    |
| ART 710   | CERAMICS II.....3                   |
| PHOTO 007 | EXPLORING DIGITAL PHOTOGRAPHY.....3 |
| PHOTO 010 | BEGINNING PHOTOGRAPHY.....3         |

**LIST C: SELECT ONE COURSE (3-5 UNITS)**

|             |  |
|-------------|--|
| AFRO AM 004 | THE AFRICAN AMERICAN IN THE<br>HISTORY OF THE U.S.I.....3                    |
| AFRO AM 005 | THE AFRICAN AMERICAN IN THE<br>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 PAST.....3                                   |
| ANTHRO 121  | ANTHROPOLOGY OF RELIGION, MAGIC AND<br>WITCHCRAFT.....3                      |
| ANTHRO 151  | VISUAL ANTHROPOLOGY: EXPLORING CULTURE<br>THROUGH FILM AND MIXED MEDIA.....3 |
| ASIAN 001   | THE ASIAN-AMERICAN IN THE HISTORY OF THE<br>UNITED STATES.....3              |
| CHICANO 004 | INTRODUCTION TO CHICANA/O STUDIES .....3                                     |
| CHICANO 007 | THE MEXICAN-AMERICAN IN THE HISTORY OF THE<br>UNITED STATES I .....3         |
| CHICANO 008 | THE MEXICAN-AMERICAN IN THE HISTORY OF THE<br>UNITED STATES II.....3         |
| CHICANO 047 | THE MEXICAN-AMERICAN WOMEN IN SOCIETY.....3                                  |
| HISTORY 005 | THE HISTORY OF THE AMERICAS I .....3   |
| HISTORY 006 | THE HISTORY OF THE AMERICAS II.....3   |
| HISTORY 007 | THE WORLD'S GREAT RELIGIONS .....3   |
| HISTORY 011 | POLITICAL AND SOCIAL HISTORY OF THE UNITED<br>STATES TO 1877 .....3          |
| HISTORY 012 | POLITICAL AND SOCIAL HISTORY OF THE UNITED<br>STATES FROM 1865 .....3        |
| HISTORY 059 | COMPARATIVE HISTORY OF GENOCIDE AND WAR<br>CRIMES.....3                      |
| HISTORY 073 | RACE AND RACISM IN UNITED STATES HISTORY .....3                              |
| HISTORY 081 | A HISTORY OF WORKING PEOPLE IN THE UNITED<br>STATES I .....3                 |
| HISTORY 082 | A HISTORY OF WORKING PEOPLE IN THE UNITED<br>STATES II .....3                |
| HISTORY 086 | INTRODUCTION TO WORLD CIVILIZATION I.....3                                   |
| HISTORY 087 | INTRODUCTION TO WORLD CIVILIZATION II.....3                                  |
| POL SCI 019 | WOMEN IN POLITICS .....3   |
| SOC 022     | SOCIOLOGY OF WOMEN.....3   |
| SOC 031     | SOCIOLOGY OF GENDER.....3  |

• Any course approved for CSUGE Area C2 or IGETC Area 3B in Armenian, Chinese, French, Japanese, Korean, Russian, Spanish, or any Language Other than English (except American Sign Language); Art; History; Humanities; Philosophy; LING 001; or POL SCI 005 (3-5 UNITS)

## JOURNALISM

### OVERVIEW

The Department of Visual and Media Arts provides grounding in fields that engage in the creation and analysis of visual culture, specifically in the allied fields of Animation, Art, Art History, Graphic Design, Journalism, and Photography. Our connected department's disciplines enjoy synergy and collaboration.

The Journalism discipline provides the highest quality education available for both transfer students and students seeking vocational training and an Associate of Arts degree in Journalism. Students also receive intensive hands-on instruction in digital news gathering techniques. This includes a series of practicum courses that covers 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 | MAJOR UNITS | FA* |
|------------|------------|---------------|-------------|-----|
| Journalism | AA-T       | C033155G      | 18-20       | Y   |
| Journalism | AA         | C002728C      | 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.

## Journalism

### Associate in Arts (AA-T) Degree

*Major Units: 18-20      Total Units: Minimum of 60*  
(State Code: 33155; TOP Code: 060200; Academic Plan: C033155G)

The Journalism Associate in Arts transfer degree is an open-ended program that prepares students for a seamless transfer to a California State University (CSU) to complete a baccalaureate degree in Journalism or a similar field of study. Journalism majors select from courses designed to provide training in desktop publishing skills and to prepare them for editorial and photojournalism jobs in print, online, broadcast and mobile journalism.

To earn the AA-T, 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 (CSU GE-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 to a local CSU campus.

### PROGRAM STUDENT LEARNING OUTCOMES

- Write, research, and produce news stories for print or broadcast.
- Edit news stories for print, demonstrating mastery of Associated Press style.
- Demonstrate knowledge of converged media techniques including online and broadcast news writing.
- 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 Journalism Associate in Arts transfer degree may be met by completing: (a) 9 units of major core courses, 3-4 units from "List A," and 6 units from "List B" with a grade of "C" or better; (b) all CSU GE-Breadth requirements of which Subject Areas A1, A2, A3, and B4 (The "Golden Four") must be completed with a grade of "C-" or better; (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (9 UNITS)

|               |                                  |   |
|---------------|----------------------------------|---|
| JOURNAL 101   | COLLECTING AND WRITING NEWS..... | 3 |
| JOURNAL 105   | MASS COMMUNICATIONS.....         | 3 |
| JOURNAL 218-1 | PRACTICAL EDITING I.....         | 3 |

#### LIST A: SELECT ONE COURSE (3-4 UNITS)

|               |                                |   |
|---------------|--------------------------------|---|
| JOURNAL 218-2 | PRACTICAL EDITING II.....      | 3 |
| PHOTO 020     | BEGINNING PHOTOJOURNALISM..... | 4 |

#### LIST B: SELECT TWO COURSES (MINIMUM 6 UNITS)

|           |                                   |   |
|-----------|-----------------------------------|---|
| COMM 104  | ARGUMENTATION AND DEBATE.....     | 3 |
| ECON 001  | PRINCIPLES OF MICROECONOMICS..... | 3 |
| ECON 002  | PRINCIPLES OF MACROECONOMICS..... | 3 |
| MATH 227  | STATISTICS.....                   | 4 |
| PHOTO 010 | BEGINNING PHOTOGRAPHY.....        | 3 |
| PHOTO 034 | HISTORY OF PHOTOGRAPHY.....       | 3 |

## Journalism

### Associate of Arts (AA) Degree

Major Units: 35      Total Units: Minimum of 60  
 (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 a 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 Journalism Associate of Arts degree may be met by completing: (a) 26 units of major core courses and 9 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE 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 |

#### MAJOR ELECTIVE COURSES (9 UNITS)

|               |                               |   |
|---------------|-------------------------------|---|
| ART 645       | INTRO TO WEB SITE DESIGN..... | 3 |
| JOURNAL 220-1 | MAGAZINE PRODUCTION 1.....    | 3 |
| PHOTO 010     | BEGINNING PHOTOGRAPHY.....    | 3 |

## PHOTOGRAPHY

### OVERVIEW

The Department of Visual and Media Arts provides grounding in fields that engage in the creation and analysis of visual culture, specifically in the allied fields of Animation, Art, Art History, Graphic Design, Journalism, and Photography. Our connected department's disciplines enjoy synergy and collaboration.

We offer a variety of digital and film-based courses for students wanting 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.

### PROGRAMS OFFERED

| AWARD                | AWARD TYPE | ACADEMIC PLAN | MAJOR UNITS | FA* |
|----------------------|------------|---------------|-------------|-----|
| Applied Photography  | AA         | C008235C      | 36-37       | Y   |
| Photography: Digital | C          | C010780D      | 18          | Y   |
| Digital Photography  | CS         | C101210J      | 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.

Health Advisory. 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 028 level or higher.

## Applied Photography

### Associate of Arts (AA) Degree

*Major Units: 36-37      Total Units: Minimum of 60*  
(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 camera operations and image composition. Classroom training includes instruction with 35mm film cameras and 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 print and digital portfolio targeting their chosen area of focus.

### 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.
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 Applied Photography Associate of Arts degree may be met by completing: (a) 21 units of major core courses and 15-16 units of major elective courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACCD.

#### MAJOR CORE COURSES (21 UNITS)

|            |  |   |
|------------|--|---|
| ART 250    | INTRODUCTION TO DIGITAL ARTS.....                              | 3 |
| PHOTO 010  | BEGINNING PHOTOGRAPHY.....                                     | 3 |
| PHOTO 016  | FUNDAMENTAL COMMERCIAL<br>PHOTOGRAPHY.....                     | 3 |
| PHOTO 034  | HISTORY OF PHOTOGRAPHY.....                                    | 3 |
| PHOTO 107  | INTERMEDIATE DIGITAL PHOTOGRAPHY.....                          | 3 |
| ART 931    | COOPERATIVE EDUCATION - ART                                    |   |
| PHOTO 501  | MEDIA AESTHETICS AND DESIGN FOR<br>FILM AND DIGITAL MEDIA..... | 3 |
| OR         |  |   |
| CINEMA 501 | MEDIA AESTHETICS AND DESIGN FOR FILM AND<br>DIGITAL MEDIA..... | 3 |

#### MAJOR ELECTIVE COURSES\* (15-16 UNITS)

|           |   |   |
|-----------|---|---|
| ART 201   | DRAWING I.....                                | 3 |
| ART 501   | BEGINNING TWO-DIMENSIONAL DESIGN.....         | 3 |
| ART 648   | ANIMATION—DIGITAL IMAGING.....                | 3 |
| PHOTO 007 | EXPLORING DIGITAL PHOTOGRAPHY.....            | 3 |
| PHOTO 015 | FUNDAMENTALS OF PORTRAITURE.....              | 3 |
| PHOTO 020 | BEGINNING PHOTOJOURNALISM.....                | 4 |
| PHOTO 049 | ADVANCED PHOTOGRAPHIC<br>DIGITAL IMAGING..... | 3 |

\*6 or more units must be in PHOTO.

## 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

1. Operate a digital SLR camera using advanced functions.
2. Identify and correct color balance and contrast in digital files.
3. Use the tools in Adobe Raw Processor to correctly process a RAW file.
4. Organize retouching, repairing, and enhancement of images.
5. Demonstrate proper technique when operating electronic flash in the studio and on location.
6. Demonstrate classic lighting techniques both with natural light and studio light.

### PROGRAM REQUIREMENTS

Requirements for the Photography: Digital certificate of achievement may be met by completing 18 units of required courses with a grade of "C" or better.

#### REQUIRED COURSES (18 UNITS)

|            |  |   |
|------------|--|---|
| ART 250    | INTRODUCTION TO DIGITAL ARTS.....                              | 3 |
| PHOTO 007  | EXPLORING DIGITAL PHOTOGRAPHY.....                             | 3 |
| OR         |  |   |
| PHOTO 010  | BEGINNING PHOTOGRAPHY  |   |
| PHOTO 015  | FUNDAMENTALS OF PORTRAITURE.....                               | 3 |
| PHOTO 049  | ADVANCED PHOTOGRAPHIC<br>DIGITAL IMAGING.....                  | 3 |
| PHOTO 107  | INTERMEDIATE DIGITAL PHOTOGRAPHY.....                          | 3 |
| PHOTO 501  | MEDIA AESTHETICS AND DESIGN FOR<br>FILM AND DIGITAL MEDIA..... | 3 |
| OR         |  |   |
| CINEMA 501 | MEDIA AESTHETICS AND DESIGN FOR FILM AND<br>DIGITAL MEDIA..... | 3 |

## Photography: Photojournalism Certificate of Achievement

*Major Units: 18-19*  
(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 Photography: Photojournalism certificate of achievement may be met by completing 13 units of required courses and 5-6 units of elective courses with a grade of “C” or better.

#### REQUIRED COURSES (13 UNITS)

|           |                                       |   |
|-----------|---------------------------------------|---|
| ART 250   | INTRODUCTION TO DIGITAL ARTS.....     | 3 |
| PHOTO 007 | EXPLORING DIGITAL PHOTOGRAPHY.....    | 3 |
| OR        |                                       |   |
| PHOTO 010 | BEGINNING PHOTOGRAPHY.....            | 3 |
| PHOTO 020 | BEGINNING PHOTOJOURNALISM.....        | 4 |
| PHOTO 107 | INTERMEDIATE DIGITAL PHOTOGRAPHY..... | 3 |

#### ELECTIVE COURSES (SELECT 5-7 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 220-1 | MAGAZINE PRODUCTION I.....       | 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 Digital Photography certificate of achievement, freelance photography, or an Applied Photography AA degree.

### PROGRAM STUDENT LEARNING OUTCOMES

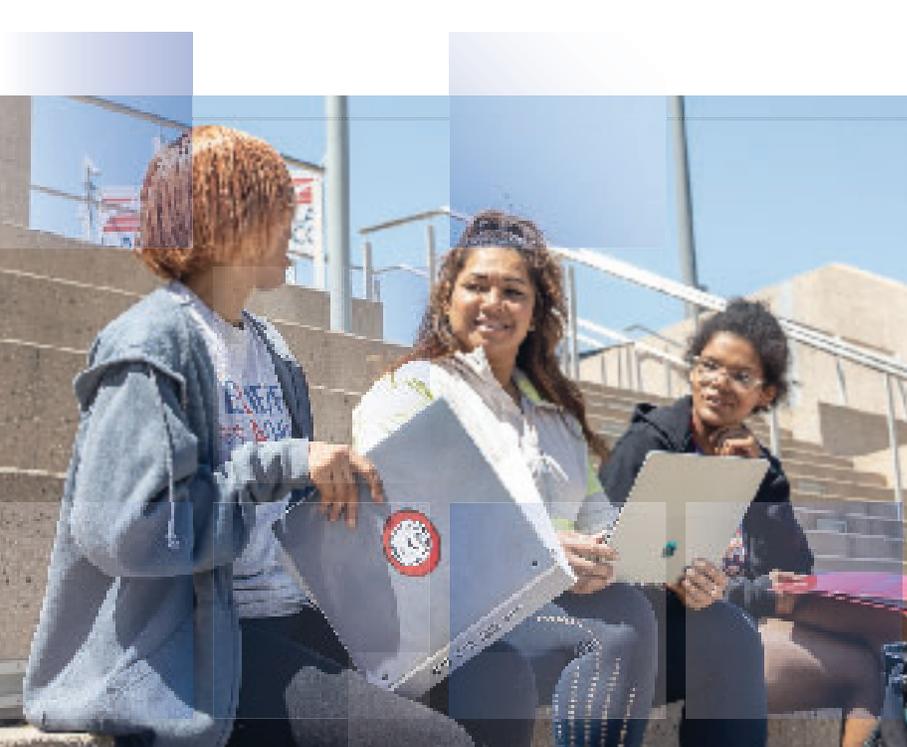
1. Calculate the appropriate shutter speed and aperture to produce correct digital file exposure and to produce desired visual characteristics.
2. Calculate camera settings correctly to account for variations in lighting quality and color temperature.
3. Demonstrate an understanding of Adobe Photoshop 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

Requirements for the Digital Photography skills certificate may be met by completing 9 units of required courses with a grade of “C” or better.

#### REQUIRED COURSES (9 UNITS)

|           |                                       |   |
|-----------|---------------------------------------|---|
| ART 250   | INTRODUCTION TO DIGITAL ARTS.....     | 3 |
| PHOTO 007 | EXPLORING DIGITAL PHOTOGRAPHY.....    | 3 |
| OR        |                                       |   |
| PHOTO 010 | BEGINNING PHOTOGRAPHY.....            | 3 |
| PHOTO 107 | INTERMEDIATE DIGITAL PHOTOGRAPHY..... | 3 |



# The School of Adult Education and Noncredit

Dean: Angelica Ramirez

For more information visit:

[www.lacc.edu/academics/departments](http://www.lacc.edu/academics/departments)

The School of Adult Education and Noncredit provides accessible and inclusive educational opportunities for adult learners in our community. The school offers a wide range of noncredit courses and programs designed to meet the diverse needs and interests of adult learners, including those seeking to improve their basic skills, pursue personal enrichment, learn English as a second language (ESL), or transition to college and career pathways in the credit. Overall, the School of Adult Education and Noncredit plays a vital role in serving the diverse educational needs of adult learners in the community, empowering them to achieve their personal, academic, and professional goals through high-quality, accessible, and relevant educational programs and services.

Noncredit courses cover a variety of subjects, including English as a Second Language (ESL), Adult Basic Education (ABE), High School Equivalency (HSE) preparation (formerly known as GED), citizenship preparation, vocational training, computer literacy, health and wellness, and lifelong learning. ESL courses are designed to help non-native English speakers improve their English language skills for communication, work, and academic purposes. These courses typically cover speaking, listening, reading, and writing skills at various levels of proficiency. ABE courses provide instruction in

foundational skills such as reading, writing, math, and critical thinking, helping students improve their literacy and numeracy skills for personal and professional development.

HSE preparation courses help students prepare for the High School Equivalency exam, which certifies that individuals have the knowledge and skills equivalent to a high school diploma. Citizenship preparation courses assist eligible immigrants in preparing for the United States naturalization process, including the civics test and interview. Vocational training courses offer hands-on instruction and skills development in various trades and professions, providing students with the knowledge and certifications needed for entry-level employment or career advancement. Computer literacy courses cover basic to advanced computer skills, including keyboarding, internet navigation, word processing, spreadsheet software, and computer programming. Health and wellness courses focus on promoting physical and mental well-being, covering topics such as nutrition, fitness, stress management, and disease prevention. Lifelong learning courses offer opportunities for personal enrichment and exploration, covering a wide range of topics such as arts and crafts, cooking, music, dance, photography, and modern languages.

## Academic Preparation

### Certificate of Competency

*Total Lecture Hrs: 81 - 180*

*(State Code: 36581; TOP Code: 493013; Academic Plan: C036581E)*

The Academic Preparation certificate of competency is designed to provide students with basic English and math skills used in General Education Development (GED) preparation, HiSET preparation, 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. This program also introduces students to the opportunities and benefits of post-secondary education.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Make use of foundational level English necessary to pass the high school equivalency exam, prepare for college English readiness, and to perform general workplace tasks.
2. Make use of foundational level math necessary to pass the high school equivalency exam, prepare for college Math readiness, and to perform general workplace tasks.
3. Use a computer to complete college-level coursework and workplace tasks.
4. Develop an action plan with timelines to successfully transition to college.

### PROGRAM REQUIREMENTS

Requirements for the Academic Preparation certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES              |  | HRS    |
|-------------------------------|--|--------|
| BSICSKL 006CE                 | REVIEW OF BASIC ENGLISH .....                  | 36     |
| BSICSKL 007CE                 | REVIEW OF BASIC MATH .....                     | 36     |
| ELECTIVE COURSES (SELECT ONE) |  | HRS    |
| VOC ED 003CE                  | WORKPLACE READINESS - COMPUTERS .....          | 54-108 |
| VOC ED 290CE                  | COMPUTER LITERACY FOR COLLEGE .....            | 18-54  |
| BSICSKL 075CE                 | INTRODUCTION TO POST-SECONDARY EDUCATION ..... | 9      |

## Adult Basic Education

### Certificate of Competency

*Total Lecture Hrs: 153*

*(State Code: 40907; TOP Code: 493062; Academic Plan: C040907F)*

The Adult Basic Education Certificate of Competency is designed to prepare students for basic reading, writing, spelling, and math skills used in the High School Equivalency Test Preparation, workforce preparation and training courses, and college level courses.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Improve and apply reading, writing, and mathematical skills for successful completion of the high school equivalency test, workforce preparation and training courses, and college-level courses.
2. Utilize effective study skills learned to support success in test preparation, academic or workforce courses.

## PROGRAM REQUIREMENTS

Requirements for the Adult Basic Education certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | HRS |
|------------------|---|-----|
| BSICSKL 023CE    | COLLEGE AND SCHOLASTIC ASSESSMENT PREPARATION ..... | 36  |
| BSICSKL 034CE    | HIGH SCHOOL EQUIVALENCY TEST PREPARATION .....      | 117 |

## Banquet & Restaurant Server

### Certificate of Completion

*Total Lecture Hrs: 60 - 96*

*(State Code: 39614; TOP Code: 130700; Academic Plan: C039614E)*

The Banquet and Restaurant Server certificate of completion is designed to provide knowledge and practical skills training for students preparing for employment in the hospitality food service industry. Courses cover banquet and dining room skills and etiquette, customer service, and communication skills.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate appropriate response to customer needs in a dining setting.
2. Design varied banquet styles, room arrangements, and table settings.
3. Apply kitchen cleaning and sanitization standards as dictated by health code.
4. Develop customer service techniques and apply strategies for remaining positive on the job.

### PROGRAM REQUIREMENTS

Requirements for the Banquet and Restaurant Server certificate of completion may be met by completing all required courses and one elective course with a grade of "Pass."

| REQUIRED COURSES              |   | HRS |
|-------------------------------|---|-----|
| VOC ED 242CE                  | BANQUET SERVER SKILLS TRAINING .....            | 18  |
| VOC ED 246CE                  | RESTAURANT SERVER SKILLS TRAINING .....         | 18  |
| VOC ED 230CE                  | 30 WAYS TO SHINE AS A NEW EMPLOYEE .....        | 6   |
| ELECTIVE COURSES (SELECT ONE) |   | HRS |
| VOC ED 079CE                  | VOCATIONAL ENGLISH AS A SECOND LANGUAGE A ..... | 54  |
| BSICSKL 006CE                 | REVIEW OF BASIC ENGLISH .....                   | 36  |
| VOC ED 239CE                  | CUSTOMER SERVICE SKILLS .....                   | 36  |
| VOC ED 247CE                  | KITCHEN STEWARD SKILLS TRAINING .....           | 18  |

## Beginning English as a Second Language

### Certificate of Competency

*Total Lecture Hrs: 108*

*(State Code: 36668; TOP Code: 493087; Academic Plan: C036668E)*

The Beginning English as a Second Language certificate of competency 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

Requirements for the Beginning English as a Second Language certificate of competency may be met by completing all required courses with a grade of "Pass."

| 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  |

## Beginning ESL & Civics with Technology I

### Certificate of Competency

*Total Lecture Hrs: 252*

*(State Code: 44024; TOP Code: 493087; Academic Plan: C044024F)*

The Beginning ESL & Civics with Technology I certificate of competency adds to the building blocks for learning the English language and developing computer literacy. Students expand their English language skills, including reading, writing, listening, and speaking skills. Students also develop basic computer skills that will help complement their English language learning. Upon successful completion of the program, students will be prepared to maximize job opportunities as well as community and civic participation and be more prepared for future courses that foster transition to career training and college-level course work. This certificate includes 4 courses and is appropriate for students with scores of 180-190 on the CASAS Appraisal Exam.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Students process, understand, and engage with level-appropriate visual content, short written text, and oral presentations to construct meaning in English.
2. Students produce level-appropriate simple written and spoken responses such that it transmits meaning in English.
3. Students use computers and/or smartphones to practice and improve English language skills through educational multimedia, Canvas, and Office 365.

### PROGRAM REQUIREMENTS

Requirements for the Beginning ESL & Civics with Technology I certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | (198 HRS) |
|------------------|---|-----------|
| ESLCVCS 031CE    | ESL & CIVICS - BEGINNING A .....        | 108       |
| ESL NC 050CE     | BEGINNING CONVERSATION .....            | 54        |
| ESL NC 048CE     | PRONUNCIATION I: PRODUCING SOUNDS ..... | 18        |
| VOC ED 290CE     | COMPUTER LITERACY FOR COLLEGE .....     | 18        |

| ELECTIVE COURSES |   | (54 HRS) |
|------------------|---|----------|
| VOC ED 128CE     | INTRODUCTION TO KEYBOARDING AND WINDOWS FOR THE WORKPLACE ..... | 54       |
| VOC ED 129CE     | INTRODUCTION TO THE INTERNET .....                              | 54       |

## Beginning ESL & Civics with Technology II

### Certificate of Competency

*Total Lecture Hrs: 252*

*(State Code: 44023; TOP Code: 493087; Academic Plan: C044023F)*

The Beginning ESL & Civics with Technology I certificate of competency adds to the building blocks for learning the English language and developing computer literacy. Students expand their English language skills, including reading, writing, listening, and speaking skills. Students also develop basic computer skills that will help complement their English language learning. Upon successful completion of the program, students will be prepared to maximize job opportunities as well as community and civic participation and be more prepared for future courses that foster transition to career training and college-level course work. This certificate includes 4 courses and is appropriate for students with scores of 180-190 on the CASAS Appraisal Exam.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Students process, understand, and engage with level-appropriate visual content, short written text, and oral presentations to construct meaning in English.
2. Students produce level-appropriate simple written and spoken responses such that it transmits meaning in English.
3. Students use computers and/or smartphones to practice and improve English language skills through educational multimedia, Canvas, and Office 365.

### PROGRAM REQUIREMENTS

Requirements for the Beginning ESL & Civics with Technology II certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | (198 HRS) |
|------------------|---|-----------|
| ESLCVCS 032CE    | ESL & CIVICS - BEGINNING HIGH A .....     | 108       |
| ESL NC 060CE     | CONVERSATION - LEVEL 2 .....              | 54        |
| ESL NC 049CE     | PRONUNCIATION II: IMPROVING FLUENCY ..... | 18        |
| VOC ED 290CE     | COMPUTER LITERACY FOR COLLEGE .....       | 18        |

| ELECTIVE COURSES |   | (54 HRS) |
|------------------|---|----------|
| VOC ED 128CE     | INTRODUCTION TO KEYBOARDING AND WINDOWS FOR THE WORKPLACE ..... | 54       |
| VOC ED 129CE     | INTRODUCTION TO THE INTERNET .....                              | 54       |

## Behavior Technician: Autism

### Certificate of Completion

*Total Lecture Hrs: 93*

*(State Code: 43867; TOP Code: 129900; Academic Plan: C043867E)*

The Behavior Technician: Autism certificate of completion prepares individuals for frontline work in the field of applied behavior analysis. Students learn about autism, other cognitive impairments and their common characteristics, how learning takes place, assessment and documentation guidelines. This entry-level program is designed to meet national training requirements to become a Registered Behavior Technician.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Define autism and common behaviors.
2. Explain the function of behavior and the different types of reinforcement.
3. Describe basic interventions used in Applied Behavior Analysis (ABA).
4. Explain the duties of a behavior technician.

### PROGRAM REQUIREMENTS

Requirements for the Behavior Technician: Autism certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES  | HRS |
|---|-----|
| VOC ED 421CE INTRODUCTION TO THE BEHAVIOR TECHNICIAN PROGRAM..... | 24  |
| VOC ED 422CE BEHAVIOR TECHNICIAN TEST PREPARATION.....            | 45  |
| VOC ED 425CE AUTISM SERVICES AIDE .....                           | 24  |

## Behavior Technician: Preparation

### Certificate of Completion

*Total Lecture Hrs: 69*

*(State Code: 43866; TOP Code: 129900; Academic Plan: C043866E)*

The Behavior Technician Preparation certificate of completion prepares individuals for frontline work in the field of applied behavior analysis. Students learn about common problem behaviors, how learning takes place, assessment and documentation guidelines. This entry-level program is designed to meet national training requirements to become a Registered Behavior Technician.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Explain the function of behavior and the different types of reinforcement.
2. Describe basic interventions used in Applied Behavior Analysis (ABA).
3. Explain the duties of a behavior technician.

### PROGRAM REQUIREMENTS

Requirements for the Behavior Technician Preparation certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES  | HRS |
|---|-----|
| VOC ED 421CE INTRODUCTION TO THE BEHAVIOR TECHNICIAN PROGRAM..... | 24  |
| VOC ED 422CE BEHAVIOR TECHNICIAN TEST PREPARATION.....            | 45  |

## Career Discovery Skills

### Certificate of Completion

*Total Lecture Hrs: 54*

*(State Code: 24387; TOP Code: 493012; Academic Plan: C024387E)*

The Career Discovery Skills certificate of completion 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

Requirements for the Career Discovery Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

| 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: C036277F)*

The Child Development Readiness certificate of completion 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

Requirements for the Child Development Readiness certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 054CE VESL FOR CD1 - SPECIALIZED VOCABULARY IN DEVELOPMENT THEORIES ..... | 18  |
| VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE .....                            | 6   |

## Computer Skills for the Workplace

### Certificate of Completion

*Total Lecture Hrs: 162*

*(State Code: 39702; TOP Code: 051400; Academic Plan: C039702E)*

The Computer Skills for the Workplace certificate of completion is designed to prepare students with practical skills to use software commonly used in educational programs and employment. Students will increase competency with word processing, spreadsheet, and multimedia presentation software.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Create, save, format, edit, and print word processing documents.
2. Develop formatted spreadsheets to organize and interpret data.
3. Design multimedia presentations for academic or career-related use.

### PROGRAM REQUIREMENTS

Requirements for the Computer Skills for the Workplace certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 103CE INTRODUCTION TO WORD PROCESSING .....         | 54  |
| VOC ED 104CE INTRODUCTION TO SPREADSHEETS .....            | 54  |
| VOC ED 105CE INTRODUCTION TO MULTIMEDIA PRESENTATIONS..... | 54  |

## College Readiness Math Fundamentals I

### Certificate of Competency

*Total Lecture Hrs: 72*

*(State Code: 40127; TOP Code: 493060; Academic Plan: C040127F)*

The College Readiness Math Fundamentals I certificate of competency is designed for students to increase their math competency at the foundational level. The program covers: basic arithmetic, division of fractions and decimals, ratios and proportions, integers, algebraic expressions, and formulas.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Apply basic arithmetic operations on whole numbers, fractions, and decimal numbers.
2. Demonstrate applied math skills to solve word problems.
3. Compute problems in addition, subtraction, multiplication, and division of fractions, decimals, percentages, ratios, and proportions and effective leadership skills.

### PROGRAM REQUIREMENTS

Requirements for the College Readiness Math Fundamentals I certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                    | HRS |
|---|-----|
| BSICSKL 200CE COLLEGE READINESS MATH SKILLS I.....  | 36  |
| BSICSKL 201CE COLLEGE READINESS MATH SKILLS II..... | 36  |

## College Readiness Math Fundamentals II

### Certificate of Competency

*Total Lecture Hrs: 108*

*(State Code: 40128; TOP Code: 493060; Academic Plan: C040128F)*

The College Readiness Math Fundamentals II certificate of competency is designed for students to increase their math competency in preparation for college courses. The program covers algebraic fundamentals, solving inequalities, linear equations, and multiple variable equations.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Simplify algebraic expressions.
2. Demonstrate applied math skills to solve word problems in integers, exponents, and roots, and non-linear equations such as polynomial and rational.
3. Solve compound linear equations, linear inequalities, and absolute value equations and inequalities.

### PROGRAM REQUIREMENTS

Requirements for the College Readiness Math Fundamentals II certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                      | HRS |
|---|-----|
| BSICSKL 202CE COLLEGE READINESS MATH SKILLS III ..... | 54  |
| BSICSKL 203CE COLLEGE READINESS MATH SKILLS IV .....  | 54  |

## Customer Service Skills

### Certificate of Completion

*Total Lecture Hrs: 72*

*(State Code: 24294; TOP Code: 130110; Academic Plan: C024294E)*

The Customer Service Skills certificate of completion 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

Requirements for the Customer Service Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                          | HRS |
|---|-----|
| VOC ED 239CE CUSTOMER SERVICE SKILLS..... | 18  |
| VOC ED 236CE JOB CLUB.....                | 18  |
| VOC ED 238CE JOB READINESS .....          | 36  |

## E-Commerce

### Certificate of Completion

*Total Lecture Hrs: 72*

*(State Code: 41257; TOP Code: 050970; Academic Plan: C041257E)*

The E-Commerce certificate of completion is designed to introduce students to the fundamentals of e-commerce. Students gain knowledge and acquire vocational skills for use in a variety of E-commerce areas such as business, electronic shopping and mail-order houses, web design, or to open a small home-based business. The entry-level skills attained will also enable students to explore the general practices of planning, launching, and operating an e-commerce home-based business, building customer relationships, budgeting, and merchandising.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Explore and discuss an E-Commerce idea.
2. Discuss technology infrastructure that make E-Commerce possible.
3. Identify the benefits and risks of building a home-based business.
4. Design a social media webpage storyboard.

### PROGRAM REQUIREMENTS

Requirements for the E-Commerce certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 446CE INTRODUCTION TO E-COMMERCE.....                     | 36  |
| VOC ED 447CE INTRODUCTION TO BUILDING A HOME-BASED BUSINESS..... | 36  |

## English as a Second Language - Civics

### Certificate of Competency

*Total Lecture Hrs: 324*

*(State Code: 24344; TOP Code: 493087; Academic Plan: C024344E)*

The English as a Second Language - Civics certificate of competency 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 civics-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

Requirements for the English as a Second Language - Civics certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| ESLCVCS 030CE ENGLISH LITERACY AND CIVICS - FOUNDATIONAL | 108 |
| ESLCVCS 031CE ESL & CIVICS - BEGINNING A.....            | 108 |
| ESLCVCS 032CE ESL & CIVICS - BEGINNING HIGH A.....       | 108 |

## English as a Second Language - Conversation

### Certificate of Competency

*Total Lecture Hrs: 108*

*(State Code: 42057; TOP Code: 493086; Academic Plan: C042057F)*

The English as a Second Language–Conversation Certificate of Competency is designed to prepare students in listening comprehension and speaking skills by using conversational strategies using formal and informal language in preparation for enhanced job opportunities, adult education studies, and increased community participation.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate essential oral communication skills in English.
2. Interpret information presented in an authentic listening passage and answer comprehension questions.
3. Participate in conversations and discussions about a range of topics, texts, and issues.

### PROGRAM REQUIREMENTS

Requirements for the English as a Second Language–Conversation certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                         | HRS |
|--|-----|
| ESL NC 050CE BEGINNING CONVERSATION..... | 54  |
| ESL NC 060CE CONVERSATION - LEVEL 2..... | 54  |

## English as a Second Language- Pronunciation

### Certificate of Competency

*Total Lecture Hrs: 54*

*(State Code: 41252; TOP Code: 493086; Academic Plan: C041252F)*

The English as a Second Language - Pronunciation Certificate of Competency is designed to prepare students in the areas of pronunciation for effective communication in English to succeed in daily life, community participation, employment, and academic studies. Students learn vowel and consonant sounds, syllabification, pronunciation contrast, rhythm, focus words, connected speech, intonation, thought groups and stress.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate fundamental communication skills with a focus on pronunciation in English.
2. Recognize and produce rhythm and intonation patterns appropriate to a given situation.

### PROGRAM REQUIREMENTS

Requirements for the English as a Second Language–Pronunciation certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                      | HRS |
|---|-----|
| ESL NC 048CE PRONUNCIATION I: PRODUCING SOUNDS.....   | 18  |
| ESL NC 049CE PRONUNCIATION II: IMPROVING FLUENCY..... | 36  |

## English for Speakers of Other Languages - Level I

### Certificate of Competency

*Total Lecture Hrs: 162 - 270*

*(State Code: 42058; TOP Code: 493087; Academic Plan: C042058F)*

The English for Speakers of Other Languages - Level I Certificate of Competency is designed to prepare students in various foundational levels of English proficiency. Students learn the fundamentals of reading, writing, listening, and speaking, preparing them for enhanced job opportunities, adult education studies, and increased community participation.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify and write alphabetical letters and numerals to communicate basic information in English such as name, address, phone number, and apply information to complete simplified forms.
2. Answer simple questions with non-verbals, Yes/No, one word responses, or short phrases.
3. Recognize and produce sentences with basic English word order.

### PROGRAM REQUIREMENTS

Requirements for the English for Speakers of Other Languages - Level I certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS    |
|--|--------|
| ESL NC 110CE ENGLISH AS A SECOND LANGUAGE - LITERACY.....                      | 108    |
| ESL NC 221CE MULTILEVEL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES - LEVEL 1..... | 54-162 |

## English for Speakers of Other Languages - Level II

### Certificate of Competency

*Total Lecture Hrs: 108 - 216*

*(State Code: 42059; TOP Code: 493087; Academic Plan: C042059F)*

The English for Speakers of Other Languages - Level II Certificate of Competency is designed to prepare students in various levels of developing English proficiency. Students learn creative oral language activities, comprehending and participating in conversations, introductory critical thinking skills, and reading and writing tasks. Students are exposed to authentic spoken and written content to prepare for adult education studies, the workplace, and civic participation.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate essential reading, writing, listening, and speaking skills in English.
2. Answer comprehension questions to demonstrate understanding of written materials.
3. Write paragraphs related to everyday life at a developmental level of proficiency.

### PROGRAM REQUIREMENTS

Requirements for the English for Speakers of Other Languages - Level 2 certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| ESL NC 210CE ENGLISH AS A SECOND LANGUAGE - LEVEL 3.....                       | 54  |
| ESL NC 222CE MULTILEVEL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES - LEVEL 2..... | 54  |

## Entrepreneurship Skills

### Certificate of Completion

*Total Lecture Hrs: 54*

*(State Code: 24069; TOP Code: 050640; Academic Plan: C024069F)*

The Entrepreneurship Skills certificate of completion 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

Requirements for the Entrepreneurship Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                | HRS |
|---|-----|
| VOC ED 084CE ENTREPRENEUR TRAINING PROGRAM..... | 36  |
| VOC ED 239CE CUSTOMER SERVICE SKILLS.....       | 18  |

## Food Handler’s Preparation

### Certificate of Completion

*Total Lecture Hrs: 42*

*(State Code: 40524; TOP Code: 130600; Academic Plan: C040524E)*

The Food Handler’s Preparation Certificate of Completion will prepare students with food service industry concepts and skills for employment in food kitchens, and the hospitality industry by providing knowledge and skills in food handling and safety, personal hygiene, time and temperature, FDA guidelines, cross-contamination and allergens, cleaning and sanitizing kitchen tools, surfaces, and equipment.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify appropriate personal hygiene practices for use in a food preparation setting.
2. Explain health regulation standards to prevent the spread of diseases to self and customers.
3. Implement successful test taking strategies.
4. Describe optimal employee behaviors in a food service environment.

### PROGRAM REQUIREMENTS

Requirements for the Food Handler’s Preparation certificate of completion may be met by completing all required courses with a grade of “Pass.”

| REQUIRED COURSES |  | HRS |
|------------------|--|-----|
| VOC ED 253CE     | FOOD HANDLER’S CARD TEST PREPARATION ..... | 18  |
| VOC ED 247CE     | KITCHEN STEWARD SKILLS TRAINING.....       | 18  |
| VOC ED 230CE     | 30 WAYS TO SHINE AS A NEW EMPLOYEE .....   | 6   |

## Food Service Manager Skills Preparation

### Certificate of Completion

*Total Lecture Hrs: 72*

*(State Code: 40543; TOP Code: 130600; Academic Plan: C040543E)*

The Food Service Manager Skills Preparation Certificate of Completion is designed to prepare students with food service-industry concepts and skills, including personal hygiene, contamination, best practices for purchasing, receiving, storing, cooking, serving, cleaning and sanitization, food safety management, equipment maintenance, and pest control.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify strategies for maintaining a safe kitchen environment, including proper food storage, food preparation, cleaning, sanitization, and employee hygiene practices.
2. Comply with health regulation standards to prevent the spread of diseases.
3. Implement successful test taking strategies.

### PROGRAM REQUIREMENTS

Requirements for the Food Service Manager Skills Preparation certificate of completion may be met by completing all required courses with a grade of “Pass.”

| REQUIRED COURSES |   | HRS |
|------------------|---|-----|
| VOC ED 254CE     | FOOD SERVICE MANAGER TEST PREPARATION ..... | 54  |
| VOC ED 247CE     | KITCHEN STEWARD SKILLS TRAINING.....        | 18  |

## Front Desk Representative & Reservationist

### Certificate of Completion

*Total Lecture Hrs: 60 - 150*

*(State Code: 39616; TOP Code: 130700; Academic Plan: C039616E)*

The Front Desk Representative & Reservationist certificate of completion prepares students to enter careers in the hospitality industry. Students learn service industry concepts and skills, including greeting and checking in guests; using effective sales techniques; handling guest questions and complaints; taking reservations and processing payments.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Apply appropriate communication for client services, including professionally resolving concerns, conflicts, and problems.
2. Demonstrate use of computers and other technology for use in booking and addressing client needs.
3. Develop customer service techniques and apply strategies for remaining positive on the job.

### PROGRAM REQUIREMENTS

Requirements for the Front Desk Representative & Reservationist certificate of completion may be met by completing all required courses and one elective course with a grade of “Pass.”

| REQUIRED COURSES              |   | HRS    |
|-------------------------------|---|--------|
| VOC ED 243CE                  | FRONT DESK REPRESENTATIVE .....                 | 18     |
| VOC ED 249CE                  | RESERVATIONIST SKILLS TRAINING .....            | 18     |
| VOC ED 230CE                  | 30 WAYS TO SHINE AS A NEW EMPLOYEE .....        | 6      |
| ELECTIVE COURSES (SELECT ONE) |   | HRS    |
| VOC ED 079CE                  | VOCATIONAL ENGLISH AS A SECOND LANGUAGE A ..... | 54     |
| BSICKL 006CE                  | REVIEW OF BASIC ENGLISH .....                   | 36     |
| VOC ED 003CE                  | WORKPLACE READINESS - COMPUTERS .....           | 54-108 |
| VOC ED 239CE                  | CUSTOMER SERVICE SKILLS.....                    | 18     |

## Gig Economy Success Kit

### Certificate of Completion

*Total Lecture Hrs: 72*

*(State Code: 40193; TOP Code: 059900; Academic Plan: C040193E)*

The Gig Economy Success Kit certificate of completion is designed to prepare students with practical skills and knowledge to navigate the gig economy. Students learn about personal spending and budgeting, planning and goal setting for personal finances, preventing identify theft, developing a business plan, leadership, developing a professional image, and fostering business growth.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Develop a budget to manage spending, saving, and investing.
2. Apply strategies for starting and growing a business.
3. Create a sample business plan.

### PROGRAM REQUIREMENTS

Requirements for the Gig Economy Success Kit certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                 | HRS |
|--|-----|
| VOC ED 084CE ENTREPRENEUR TRAINING PROGRAM ..... | 36  |
| VOC ED 063CE MANAGING MONEY .....                | 36  |

## Global Business

### Certificate of Completion

*Total Lecture Hrs: 108*

*(State Code: 41258; TOP Code: 050800; Academic Plan: C041258E)*

The Global Business Certificate of Completion is designed as a pathway for students to explore elements of modern globalization that impact the world, gain knowledge and short-term vocational skills. Students gain an understanding of the growing field of global business which includes, purchasing, trade, logistics, and supply management. The entry-level skills attained will also enable students to be successful in a variety of global business environments; including self-employed entrepreneurial occupations where a livable wage can be earned.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Explain why importing, exporting, and global sourcing are a major part of global business.
2. Identify elements of a basic SWOT analysis.
3. Discuss concepts of corporate social responsibility, differences in cultures, marketing, and global business practices.
4. Describe the four pillars of excellence an organization should have to promote a successful purchasing and supply chain environment.

### PROGRAM REQUIREMENTS

Requirements for the Global Business certificate of completion may be met by completing all required courses plus one elective course with a grade of "Pass."

| REQUIRED COURSES  | HRS |
|---|-----|
| VOC ED 444CE INTRODUCTION TO GLOBAL BUSINESS.....                     | 54  |
| VOC ED 445CE INTRODUCTION TO PURCHASING AND<br>SUPPLY MANAGEMENT..... | 54  |

## Guestroom Attendant

### Certificate of Completion

*Total Lecture Hrs: 114 or 132*

*(State Code: 39617; TOP Code: 130700; Academic Plan: C039617E)*

The Guestroom Attendant certificate of completion is designed to provide knowledge and practical skills training for students preparing for employment in the hospitality service industry. Courses cover guestroom and public space cleaning and sanitization, laundry, and customer service skills.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Utilize various laundering techniques and equipment.
2. Select best strategy for performing deep cleaning projects such as high dusting, carpet cleaning, and steam cleaning furniture.
3. Organize guest rooms, supplies, and amenities.
4. Develop customer service techniques and apply strategies for remaining positive on the job.

### PROGRAM REQUIREMENTS

Requirements for the Guestroom Attendant certificate of completion may be met by completing all required courses plus one elective course with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 250CE GUESTROOM ATTENDANT SKILLS TRAINING.....          | 18  |
| VOC ED 244CE LAUNDRY ATTENDANT SKILLS TRAINING.....            | 18  |
| VOC ED 245CE PUBLIC SPACE CLEANER SKILLS.....                  | 18  |
| VOC ED 239CE CUSTOMER SERVICE SKILLS.....                      | 18  |
| VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE .....          | 6   |
| ELECTIVE COURSES (SELECT ONE)                                  | HRS |
| BSICSKL 006CE REVIEW OF BASIC ENGLISH.....                     | 36  |
| VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND<br>LANGUAGE A..... | 54  |
| VOC ED 238CE JOB READINESS .....                               | 36  |

## Health Careers Readiness

### Certificate of Completion

*Total Lecture Hrs: 42*

*(State Code: 35936; TOP Code: 120100; Academic Plan: C035936E)*

The Health Careers Readiness certificate of completion 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

Requirements for the Health Careers Readiness certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                      | HRS |
|---|-----|
| VOC ED 056CE VOCATIONAL ESL FOR HEALTH CAREERS .....  | 36  |
| VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE ..... | 6   |

## Healthcare Services

### Certificate of Completion

*Total Lecture Hrs: 36*

*(State Code: 41255; TOP Code: 493012; Academic Plan: C041255E)*

The Healthcare Services Certificate of Completion will prepare the students with knowledge and skills to successfully engage in various healthcare professions. Students will learn foundational skills of medical terminology, concepts of health, ethical and legal issues, which will enable them to make the right decisions regarding their professional responsibilities such as reporting abuse, neglect, and communicating with the clients regarding client rights and responsibilities.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify career opportunities and roles available in the healthcare sector.
2. Apply proper ethical behavior in a healthcare environment.
3. Recognize legal and ethical responsibilities of a healthcare worker.
4. Use diverse perspectives and sensitivities in healthcare.

#### PROGRAM REQUIREMENTS

Requirements for the Healthcare Services certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                       | HRS |
|--|-----|
| VOC ED 400CE INTRODUCTION TO MEDICAL TERMINOLOGY ..... | 18  |
| VOC ED 403CE LAW & ETHICS HEALTH PROFESSIONS .....     | 18  |

## High School Equivalency Test Preparation

### Certificate of Competency

*Total Lecture Hrs: 216*

*(State Code: 36276; TOP Code: 493062; Academic Plan: C036276E)*

The High School Equivalency Test Preparation certificate of competency 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, statistics, and probability problems.
4. Examine critical thinking, reading comprehension, interpreting graphs, analyzing literature and the arts, tone and style/prose fiction, and interpreting poetry, drama, plays, non-fiction, and commentaries.

#### PROGRAM REQUIREMENTS

Requirements for the High School Equivalency Test Preparation certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| BSICKSL 083CE GED PREPARATION: LITERATURE AND THE ARTS ..... | 54  |
| BSICKSL 084CE GED PREPARATION: MATHEMATICS .....             | 54  |
| BSICKSL 085CE GED PREPARATION: SCIENCE .....                 | 54  |
| BSICKSL 086CE GED PREPARATION: SOCIAL STUDIES .....          | 54  |

## Hospitality

### Certificate of Completion

*Total Lecture Hrs: 162*

*(State Code: 24118; TOP Code: 130700; Academic Plan: C024118F)*

The Hospitality Skills certificate of completion prepares 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 needed 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

Requirements for the Hospitality Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

| 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     | GUESTROOM ATTENDANT SKILLS<br>TRAINING ..... | 18  |

## In-Home Supportive Services Skills

### Certificate of Completion

*Total Lecture Hrs: 108*

*(State Code: 24446; TOP Code: 123080; Academic Plan: C024446E)*

The In-Home Supportive Services Skills certificate of completion 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

Requirements for the In-Home Supportive Services Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | HRS |
|------------------|---|-----|
| VOC ED 002CE     | IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDER . | 90  |
| VOC ED 059CE     | VESL FOR HOME HEALTH AIDE .....               | 18  |

## International Marketing Professional

### Certificate of Completion

*Total Lecture Hrs: 90*

*(State Code: 41259; TOP Code: 050900; Academic Plan: C041259E)*

The International Marketing Professional Certificate of Completion will provide the students with a foundation in sales, marketing, and skills to navigate global economic environment. This program will help students gain knowledge in global marketing research, global strategy, marketing mix, management, global environment for products and services, and opportunities to work in the field of international marketing.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Evaluate the global marketing environment.
2. Describe and determine a target market for whom international marketing strategies will be developed.
3. Design a global marketing plan which appropriately covers each element of the marketing mix from a global perspective.

### PROGRAM REQUIREMENTS

Requirements for the International Marketing Professional certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | HRS |
|------------------|---|-----|
| VOC ED 536CE     | INTERNATIONAL MARKETING I:<br>THE GLOBAL BUSINESS ENVIRONMENT.....        | 36  |
| VOC ED 537CE     | INTERNATIONAL MARKETING II:<br>GLOBAL MARKETING MANAGEMENT.....           | 36  |
| VOC ED 538CE     | INTERNATIONAL MARKETING III: GLOBAL<br>MARKETING: STRATEGY, PLANNING..... | 18  |

## Interpersonal Skills For The Workplace Certificate of Completion

*Total Lecture Hrs: 72*

*(State Code: 42068; TOP Code: 493011; Academic Plan: C042068E)*

The Interpersonal Skills for the Workplace Certificate of Completion provides students with the skills and knowledge needed to communicate effectively and maintain positive attitude at the workplace. Students are introduced to anger management techniques, effective relationship building strategies, and habits that promote success and wellness.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify ways to achieve wellness through physical, emotional, social, and intellectual development.
2. Develop effective communication and relationship-building strategies.
3. Describe how to apply anger management skills in personal development goals, school, community, and at the workplace.

### PROGRAM REQUIREMENTS

Requirements for the Interpersonal Skills for Workplace certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                          | HRS |
|---|-----|
| VOC ED 122CE HABITS FOR SUCCESS.....      | 36  |
| VOC ED 822CE ANGER MANAGEMENT SKILLS..... | 36  |

## Introduction to Computers Certificate of Completion

*Total Lecture Hrs: 108*

*(State Code: 39703; TOP Code: 051400; Academic Plan: C039703E)*

The Introduction to Computers Certificate of Completion is designed to provide foundational knowledge and practical skills for students preparing for employment or educational programs that use computers and the internet. Course content includes basic keyboarding, computer software, and navigating the internet.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate basic computing skills, including: using a mouse, keyboarding, creating and saving documents, and navigating the Windows environment.
2. Navigate the internet browser and access online resources such as email and search utilities.

### PROGRAM REQUIREMENTS

Requirements for the Introduction to Computers certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES  | HRS |
|---|-----|
| VOC ED 128CE INTRODUCTION TO KEYBOARDING AND WINDOWS FOR THE WORKPLACE..... | 54  |
| VOC ED 129CE INTRODUCTION TO THE INTERNET.....                              | 54  |

## Introduction to Patient Transporting Certificate of Completion

*Total Lecture Hrs: 45*

*(State Code: 44082; TOP Code: 120100; Academic Plan: C044082E)*

The Introduction to Patient Transporting Certificate of Completion prepares students with the knowledge and skills necessary to successfully fulfill the role of patient transporter in various healthcare settings. Topics include communication skills and terminology for patient transporters, basic life support and first aid, safety and ergonomics, and patient handling and mobility.

### PROGRAM STUDENT LEARNING OUTCOMES

1. List roles and responsibilities of a patient transporter.
2. Demonstrate appropriate techniques for effective body positioning and transfer.
3. Apply word-building strategies for learning medical terminology.
4. Explain how to give cardiopulmonary resuscitation (CPR) to an adult, child, and infant.

### PROGRAM REQUIREMENTS

Requirements for the Introduction to Patient Transporting certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES  | HRS |
|---|-----|
| VOC ED 429CE TECHNICAL SKILLS TRAINING FOR PATIENT TRANSPORTERS.....      | 18  |
| VOC ED 400CE INTRODUCTION TO MEDICAL TERMINOLOGY.....                     | 18  |
| VOC ED 379CE BASIC LIFE SUPPORT AND FIRST AID FOR MEDICAL ASSISTANTS..... | 9   |

## Job Readiness Certificate of Completion

*Total Lecture Hrs: 78*

*(State Code: 24071; TOP Code: 493012; Academic Plan: C024071E)*

The Job Readiness Skills certificate of completion 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

Requirements for the Job Readiness Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                     | HRS |
|--|-----|
| VOC ED 238CE JOB READINESS.....                      | 36  |
| VOC ED 236CE JOB CLUB.....                           | 18  |
| VOC ED 239CE CUSTOMER SERVICE SKILLS.....            | 18  |
| VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE..... | 6   |

## Law and Ethics in Business

### Certificate of Completion

*Total Lecture Hrs: 72*

*(State Code: 41271; TOP Code: 050500; Academic Plan: C041271E)*

The Law and Ethics in Business certificate of completion is designed to provide students with a foundation in legal and ethical behavior in business. Students will gain an understanding of law and legal procedures, legal and ethical issues related to contracts, types of business organizations, consumer protection, and employment relationships. The knowledge and skills acquired will enable the students solve ethical dilemmas and understand legal problems arising in business, make appropriate business decisions and be successful in entrepreneurial business occupations.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify the fundamentals of legal systems and political forces affecting the development and operation of businesses.
2. Describe the process of ethical decision making and create a Code of Ethics Policy Outline.

### PROGRAM REQUIREMENTS

Requirements for the Law and Ethics in Business certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 448CE INTRODUCTION TO LEGAL ENVIRONMENT<br>IN BUSINESS..... | 36  |
| VOC ED 449CE INTRODUCTION TO BUSINESS ETHICS .....                 | 36  |

## Literacy Level ESL

### Certificate of Competency

*Total Lecture Hrs: 216*

*(State Code: 38723; TOP Code: 493087; Academic Plan: C038723E)*

The Literacy Level ESL certificate of competency develops the ability of non-English speaking students in basic literacy skills, including reading, writing, listening, speaking, and conversational skills. The certificate prepares students for enhanced job opportunities, transition to academic studies, and increased community participation.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate basic literacy skills, including reading, writing, listening, speaking, and conversational skills.
2. Demonstrate basic knowledge of civic-related issues.

### PROGRAM REQUIREMENTS

Requirements for the Literacy Level ESL certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES  | HRS |
|---|-----|
| ESL NC 002CE BEGINNING ENGLISH AS A SECOND<br>LANGUAGE II ..... | 54  |
| ESL NC 050CE BEGINNING CONVERSATION.....                        | 54  |
| ESLVCVS 033CE ESL & CIVICS - INTERMEDIATE A .....               | 108 |

## Medical Assistant: Back Office

### Certificate of Completion

*Total Lecture Hrs: 171*

*(State Code: 42201; TOP Code: 120820; Academic Plan: C042201E)*

The Medical Assistant Back Office Certificate of Completion provides students with the skills and knowledge needed for an entry-level career as a back office medical assistant. Back office medical assistants are allied health professionals responsible for various duties including but not limited to taking and recording vital signs, exam room and patient preparation, patient data collection, and simple wound dressing changes.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate the skills necessary to assist with routine medical exams.
2. Identify and practice infection control procedures for the ambulatory care setting.
3. Identify the major body systems and their function.

### PROGRAM REQUIREMENTS

Requirements for the Medical Assistant: Back Office certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 372CE FUNDAMENTALS OF MEDICAL ASSISTING .....                         | 18  |
| VOC ED 375CE MEDICAL ASSISTING BACK OFFICE I .....                           | 72  |
| VOC ED 435CE INTRODUCTION TO MEDICAL<br>TERMINOLOGY LEVEL 2 .....            | 36  |
| VOC ED 391CE ANATOMY AND PHYSIOLOGY FOR HEALTHCARE<br>PROFESSIONS .....      | 36  |
| VOC ED 379CE BASIC LIFE SUPPORT AND FIRST AID FOR<br>MEDICAL ASSISTANT ..... | 9   |

## Medical Assistant: Front Office

### Certificate of Completion

*Total Lecture Hrs: 117-153*

*(State Code: 42227; TOP Code: 120810; Academic Plan: C042227E)*

The Medical Assistant Front Office Certificate of Completion provides students with the skills and knowledge needed for an entry-level career as a front office medical assistant. Front office medical assistants are allied health professionals responsible for various administrative tasks beginning with initial patient contact through final payment. They may also be responsible for scheduling appointments, maintaining patient records, bookkeeping and billing, and insurance processing.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify the steps necessary to schedule patients and manage their medical records.
2. Utilize effective communication skills for the medical office environment.
3. Describe the processes involved in medical bookkeeping.

### PROGRAM REQUIREMENTS

Requirements for the Medical Assistant: Front Office certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |  | HRS |
|------------------|--|-----|
| VOC ED 372CE     | FUNDAMENTALS OF MEDICAL ASSISTING .....                      | 18  |
| VOC ED 373CE     | MEDICAL ASSISTING FRONT OFFICE .....                         | 54  |
| VOC ED 400CE     | INTRODUCTION TO MEDICAL TERMINOLOGY .....                    | 18  |
| VOC ED 379CE     | BASIC LIFE SUPPORT AND FIRST AID FOR MEDICAL ASSISTANTS..... | 9   |

| ELECTIVE COURSES (SELECT 1) |   | HRS |
|-----------------------------|---|-----|
| VOC ED 279CE                | CAREER EXPLORATION: WORKPLACE OFFICE ADMINISTRATION SKILLS..... | 54  |
| ESL NC 360CE                | VESL: ENGLISH FOR SPECIAL USES.....                             | 36  |
| VOC ED 236CE                | JOB CLUB.....   | 18  |

## Medical Interpretation

### Certificate of Completion

*Total Lecture Hrs: 108*

*(State Code: 40199; TOP Code: 214000; Academic Plan: C040199E)*

The Medical Interpretation certificate of completion is a short-term job readiness program for students interested in careers in medical interpreting. Students learn professional fundamentals of medical interpreting, including cultural mediation, medical terminology, navigating the US healthcare system, laws and legislation related to medical interpreting, professional standards, and identifying strategies for starting a career in with medical interpretation, including requirements for state and federal certification.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Apply word-building strategies for learning medical terminology.
2. Utilize consecutive, simultaneous, and sight translation in interpreting situations.
3. Develop a personal action plan for starting a career related to medical interpretation.

### PROGRAM REQUIREMENTS

Requirements for the Medical Interpretation certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | HRS |
|------------------|---|-----|
| VOC ED 400CE     | INTRODUCTION TO MEDICAL TERMINOLOGY ..... | 18  |
| VOC ED 461CE     | MEDICAL INTERPRETATION I .....            | 36  |
| VOC ED 462CE     | MEDICAL INTERPRETATION II .....           | 54  |

## Medical Terminology for Career Readiness

### Certificate of Completion

*Total Lecture Hrs: 54*

*(State Code: 40132; TOP Code: 120100; Academic Plan: C040132E)*

The Medical Terminology for Career Readiness certificate of completion is a short-term job readiness program for students entering careers that use medical terminology. Students learn the foundational skill of word-building, terminology, combining forms, abbreviations, and medical terms versus layperson's terms for human body structure and systems.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Apply word-building strategies for learning medical terminology.
2. Identify the major systems in the human body.
3. Develop a personal action plan for starting a career that uses medical terminology.

### PROGRAM REQUIREMENTS

Requirements for the Medical Terminology for Career Readiness certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | HRS |
|------------------|---|-----|
| VOC ED 400CE     | INTRODUCTION TO MEDICAL TERMINOLOGY .....           | 18  |
| VOC ED 435CE     | INTRODUCTION TO MEDICAL TERMINOLOGY – LEVEL II..... | 36  |

## Optician Technician

### Certificate of Completion

*Total Lecture Hrs: 144*

*(State Code: 42299; TOP Code: 121900; Academic Plan: C042299E)*

The Optician Technician Certificate of Completion provides students with the skills and knowledge needed for an entry-level career in the field of opticianry as a dispensing optician. Students learn the history of ophthalmic care and standards, structures and functions of the eye and physiology that affect the visual system, ocular measurements and formulas, lens designs and materials, frames, contact lens, and work effectively in an optical setting.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Identify functions and anatomy of the eye.
2. Demonstrate the skills necessary to assist with routine eye exams.
3. Recognize diseases and other conditions that affect the eye.
4. Select appropriate frames based on clients' needs and preferences.
5. Read and interpret prescriptions for glassware and contact lenses.

## PROGRAM REQUIREMENTS

Requirements for the Optician Technician certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |  | HRS |
|------------------|--|-----|
| VOC ED 335CE     | OPTICIAN TECHNICIAN: ANATOMY OF THE EYE..... | 36  |
| VOC ED 336CE     | OPTICIAN TECHNICIAN: INTRODUCTION TO OPTICS  | 18  |
| VOC ED 337CE     | OPTICIAN TECHNICIAN: GLASSWARE .....         | 54  |
| VOC ED 338CE     | OPTICIAN TECHNICIAN: CONTACT LENS .....      | 36  |

## Pathway to Citizenship

### Certificate of Competency

*Total Lecture Hrs: 108*

*(State Code: 44022; TOP Code: 493087; Academic Plan: C044022F)*

The Pathway to Citizenship Certificate of Competency provides non-native adult learners with knowledge and skills required to successfully prepare for the naturalization interview. Students learn about important timelines in U.S. history and government, U.S. geography, and civic related requirements necessary to lead productive lives as a U.S. Citizen.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Students express their understanding of American History and Government in a mock oral interview.
2. Students recall critical elements of American History and Government in the written exam of the Naturalization test.

### PROGRAM REQUIREMENTS

Requirements for the Pathway to Citizenship certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |                         | HRS |
|------------------|-------------------------|-----|
| ESLCVCS 013CE    | ESL AND CIVICS IV ..... | 54  |
| ESLCVCS 014CE    | ESL AND CIVICS V .....  | 54  |

## Personal Financial Responsibility

### Certificate of Competency

*Total Lecture Hrs: 54*

*(State Code: 43793; TOP Code: 493062; Academic Plan: C043793E)*

Personal Financial literacy skills means having the confidence, knowledge, and skills needed to make financial decisions that promote self-sufficiency, stability, and well-being. Topics include earning, spending, and saving money, using credit, insurance options, making important purchases, consumer rights, education, income, and career. These basic skills include the ability to effectively locate, evaluate, and use information, resources, and services and to make informed decisions about financial obligations, budgeting, credit, debt, and planning. Students learn additional financial literacy concepts related to becoming a better-informed consumer when making decisions about education, income, and career.

## PROGRAM STUDENT LEARNING OUTCOMES

1. Identify and explain factors that impact an individual's financial future.
2. List important benefits of financial planning.
3. Explain types of consumer loans.
4. Create a digital security plan to protect personally identifiable information.

### PROGRAM REQUIREMENTS

Requirements for the Personal Financial Responsibility certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | HRS |
|------------------|---|-----|
| BSICSKL 123CE    | INTRODUCTION TO PERSONAL FINANCIAL RESPONSIBILITY.....    | 36  |
| BSICSKL 124CE    | INTRODUCTION TO PERSONAL FINANCIAL RESPONSIBILITY II..... | 18  |

## Phlebotomy Technician

### Certificate of Completion

*Total Lecture Hrs: 150*

*(State Code: 40138; TOP Code: 120510; Academic Plan: C040138E)*

The Phlebotomy Technician certificate of completion prepares students to enter the healthcare profession as a phlebotomist. Students learn about the human body, how to properly administer blood collection, and participate in a hands-on training practicum.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Explain and apply the concepts of professional conduct and responsibilities related to blood collection by demonstrating professional behavior in the classroom and in the laboratory.
2. Demonstrate aptitude with proper blood draw practices, including selecting appropriate equipment, identifying sites of capillary puncture, and labeling specimens correctly.
3. Describe optimal employee behaviors and patient interactions in the healthcare environment.

### PROGRAM REQUIREMENTS

Requirements for the Phlebotomy Technician certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | HRS |
|------------------|---|-----|
| VOC ED 381CE     | PHLEBOTOMY TECHNICIAN I .....           | 90  |
| VOC ED 382CE     | PHLEBOTOMY TECHNICIAN I PRACTICUM ..... | 54  |

## Professionalism & Success in Healthcare Occupations

### Certificate of Completion

*Total Lecture Hrs: 36*

*(State Code: 41256; TOP Code: 493012; Academic Plan: C041256E)*

The Professionalism & Success in Healthcare Occupations certificate of completion is designed for students to gain the knowledge and skills to succeed as a professional in the healthcare industry, learn the importance of work-ethics, and behaviors required in a variety of health-related careers. Students learn about the concepts of personality traits for healthcare workers, hygiene and safety, infection control practices, basic client monitoring, therapeutic communication, and basic health documentation, and serving a variety of cultural and ethnic groups.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Employ professional behavior and work-ethics as a healthcare professional.
2. Demonstrate foundational understanding of healthcare policies, procedures, and regulations.
3. Prepare for entry-level positions in the healthcare field.
4. Use diverse perspectives and sensitivities in healthcare.

### PROGRAM REQUIREMENTS

Requirements for the Professionalism & Success in Healthcare Occupations certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES  | HRS |
|---|-----|
| VOC ED 404CE STUDENT SUCCESS IN HEALTH OCCUPATIONS..... | 18  |
| VOC ED 405CE PROFESSIONALISM IN HEALTH OCCUPATIONS..... | 18  |

## Retail Sales and Customer Service

### Certificate of Completion

*Total Lecture Hrs: 42 - 144*

*(State Code: 42649; TOP Code: 050940; Academic Plan: C042649E)*

The Retail Sales and Customer Service Certificate of Completion prepares students with entry-level retail industry concepts and skills. Topics will include achieving customer satisfaction by applying practices of retail sales building skills and techniques, explaining features and benefits, suggesting additional merchandise, responding, and recognizing customer's buying signals, enhancing communication and customer service strategies to diverse customers.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Employ sales building skills and techniques.
2. Explain products and services.
3. Address and meet customer needs.
4. Gain customer commitment and close the sale.

### PROGRAM REQUIREMENTS

Requirements for the Retail Sales and Customer Service certificate of completion may be met by completing all required courses and one elective course with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 231CE RETAILING SMART 6: BUILDING SALES.....          | 18  |
| VOC ED 237CE STRATEGIES IN MEETING YOUR CUSTOMERS NEEDS..... | 18  |

| ELECTIVE COURSES (SELECT ONE)  | HRS    |
|--|--------|
| VOC ED 003CE WORKPLACE READINESS - COMPUTERS.....                            | 54-108 |
| VOC ED 128CE INTRODUCTION TO KEYBOARDING AND WINDOWS FOR THE WORKPLACE.....  | 54     |
| VOC ED 279CE CAREER EXPLORATION: WORKPLACE OFFICE ADMINISTRATION SKILLS..... | 54     |
| VOC ED 053CE SPANISH FOR THE WORKPLACE.....                                  | 54     |
| VOC ED 238CE JOB READINESS.....  | 36     |
| VOC ED 236CE JOB CLUB.....   | 18     |
| VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE.....                         | 6      |

## Retail Supervisory and Management

### Certificate of Completion

*Total Lecture Hrs: 114 - 216*

*(State Code: 42650; TOP Code: 050650; Academic Plan: C042650E)*

The Retail Supervisory and Management Certificate of Completion is designed to give students the competitive skills and knowledge to obtain and retain employment and advance in their retail careers. Topics include fundamental practices of retail sales, E-tailing, operations, marketing, merchandising, purchasing, inventory control, management, customer service strategies, and strengthening knowledge of creative and effective leadership, decision-making, and problem-solving skills.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Apply fundamental practices of retail sales.
2. Identify the functions of retail management.
3. Employ customer service strategies.
4. Demonstrate creative and effective leadership skills.

### PROGRAM REQUIREMENTS

Requirements for the Retail Supervisory and Management certificate of completion may be met by completing all required courses and one elective course with a grade of "Pass."

| REQUIRED COURSES  | HRS |
|---|-----|
| VOC ED 094CE RETAILING SMART: CUSTOMER SERVICE AND SALES..... | 54  |
| BSICKSL 072CE THE CREATIVE EDGE: OUTSTANDING LEADERSHIP.....  | 54  |

| ELECTIVE COURSES (SELECT ONE)  | HRS    |
|--|--------|
| VOC ED 003CE WORKPLACE READINESS - COMPUTERS.....                            | 54-108 |
| VOC ED 128CE INTRODUCTION TO KEYBOARDING AND WINDOWS FOR THE WORKPLACE.....  | 54     |
| VOC ED 279CE CAREER EXPLORATION: WORKPLACE OFFICE ADMINISTRATION SKILLS..... | 54     |
| VOC ED 053CE SPANISH FOR THE WORKPLACE.....                                  | 54     |
| VOC ED 238CE JOB READINESS.....  | 36     |
| VOC ED 236CE JOB CLUB.....   | 18     |
| VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE.....                         | 6      |

## Roadmap to People Management

### Certificate of Completion

*Total Lecture Hrs: 90*

*(State Code: 43226; TOP Code: 059900; Academic Plan: C043226E)*

Roadmap to People Management Certificate of Completion provides students with the skills and knowledge needed for an entry-level leadership position. Topics include leadership styles, employment laws, tools to hire and motivate employees, gaining skills for effective communication, team building, and project management.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Differentiate between different leadership styles.
2. Identify fundamental principles of workplace communication to build rapport, establish leadership and address challenges.
3. Identify strategies to effectively hire, manage, motivate, and retain talent.
4. Define non-discrimination laws in hiring, promotion, and termination.
5. Describe the elements necessary to successfully complete a project.

#### PROGRAM REQUIREMENTS

Requirements for the Roadmap to People Management certificate may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES                                     | HRS |
|--|-----|
| VOC ED 440CE INTRODUCTION TO PEOPLE MANAGEMENT ..... | 18  |
| VOC ED 441CE PEOPLE MANAGEMENT: EMERGING LEADER..... | 18  |
| VOC ED 442CE PEOPLE MANAGEMENT: WORKPLACE COMPLIANCE | 18  |
| VOC ED 443CE INTRODUCTION TO PROJECT MANAGEMENT..... | 36  |

## Technical Office Occupation Skills

### Certificate of Completion

*Total Lecture Hrs: 78*

*(State Code: 39327; TOP Code: 051400; Academic Plan: C039327E)*

The Technical Office Occupation Skills certificate of completion is designed to help the student explore the requirements for entry-level clerical positions in an office environment. Students explore topics in basic level office concepts, procedures, and software applications; social networks, mobile technology, other technology commonly used in an office setting; and effective employee practices.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Explore career opportunities for entry-level clerical positions in an office environment
2. Explore and demonstrate office software applications and office hardware skills.
3. Incorporate social networks and mobile technology in an office environment.
4. Effective strategies for communicating with employers, co-workers, and customers, including remaining positive on the job.

#### PROGRAM REQUIREMENTS

Requirements for the Technical Office Occupation Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

#### REQUIRED COURSES

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 279CE CAREER EXPLORATION: WORKPLACE OFFICE ADMINISTRATION SKILLS..... | 54  |
| VOC ED 294CE INTRODUCTION TO SOCIAL MEDIA FOR THE WORKPLACE .....            | 18  |
| VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE.....                         | 6   |

## Technology for Success in the Workplace

### Certificate of Completion

*Total Lecture Hrs: 168-222*

*(State Code: 39615; TOP Code: 051400; Academic Plan: C039615E)*

The Technology for Success in the Workplace certificate of completion provides students with the basic computing skills necessary for success in modern workplaces. Students are introduced to word processing, spreadsheets, multimedia presentations, the internet, and workplace soft skills. Students select their specific area of interest (word processing, spreadsheets, or multimedia presentations) for the final course in this certificate.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Create word processing documents, spreadsheets, and multimedia presentations for academic or career purposes.
2. Navigate the internet browser and access online resources including email and search utilities.
3. Identify strategies and skills necessary for success in the workplace.
4. Develop competency with computer software specific to academic or career goals.

#### PROGRAM REQUIREMENTS

Requirements for the Technology for Success in the Workplace certificate of completion may be met by completing all required courses and one elective course with a grade of "Pass."

#### REQUIRED COURSES

| REQUIRED COURSES                                      | HRS    |
|---|--------|
| VOC ED 003CE WORKPLACE READINESS - COMPUTERS .....    | 54-108 |
| VOC ED 129CE INTRODUCTION TO THE INTERNET .....       | 54     |
| VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE ..... | 6      |

#### ELECTIVE COURSES (SELECT ONE)

| ELECTIVE COURSES (SELECT ONE)                               | HRS |
|---|-----|
| VOC ED 103CE INTRODUCTION TO WORD PROCESSING .....          | 54  |
| VOC ED 104CE INTRODUCTION TO SPREADSHEETS.....              | 54  |
| VOC ED 105CE INTRODUCTION TO MULTIMEDIA PRESENTATIONS ..... | 54  |

## The Urban Ambassadors

### Certificate of Completion

*Total Lecture Hrs: 72*

*(State Code: 40139; TOP Code: 300900; Academic Plan: C040139E)*

The Urban Ambassadors certificate of completion prepares students to find entry-level work in the tourism industry. Students learn customer service skills alongside tourism-specific skills, such as describing history and landmarks.

#### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate effective behaviors for customer service and

- tourism industry professions.
- 2. Assess a customer's needs to make recommendations or accommodations.
- 3. Describe relevant history and culture while navigating the city.

**PROGRAM REQUIREMENTS**

- 4. Requirements for The Urban Ambassadors certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 300CE INTRODUCTION TO TOURISM – CITY OF LOS ANGELES ..... | 54  |
| VOC ED 237CE STRATEGIES IN MEETING YOUR CUSTOMERS NEEDS.....     | 18  |

**Vocational English as a Second Language I**

**Certificate of Competency**

*Total Lecture Hrs: 162*

*(State Code: 24099; TOP Code: 493100; Academic Plan: C024099E)*

The Vocational English as a Second Language I certificate of competency is designed to help limited-English speaking students learn the fundamentals of the English Language (reading, writing, listening, and speaking) while simultaneously preparing students for the workforce and community participation.

**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, and 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**

Requirements for the Vocational English as a Second Language I certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A ..... | 54  |
| VOC ED 078CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE B.....  | 54  |
| VOC ED 055CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE C ..... | 54  |

**Vocational English as a Second Language II**

**Certificate of Competency**

*Total Lecture Hrs: 594*

*(State Code: 36275; TOP Code: 493100; Academic Plan: C036275E)*

The Vocational English as a Second Language II certificate of competency 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, and 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**

Requirements for the Vocational English as a Second Language II certificate of competency may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES   | HRS |
|--|-----|
| ESLCVCS 030CE ENGLISH LITERACY AND CIVICS - FOUNDATIONAL     | 108 |
| ESLCVCS 031CE ESL & CIVICS - BEGINNING A .....               | 108 |
| ESL NC 001CE ESL BEGINNING 1 .....                           | 54  |
| ESLCVCS 032CE ESL & CIVICS - BEGINNING HIGH A .....          | 108 |
| ESL NC 002CE ESL BEGINNING 2 .....                           | 54  |
| ESLCVCS 033CE ESL & CIVICS - INTERMEDIATE A .....            | 108 |
| VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A ..... | 54  |

**Warehouse & Distribution: Lead**

**Certificate of Completion**

*Total Lecture Hrs: 83*

*(State Code: 43708; TOP Code: 051000; Academic Plan: C043708E)*

The Warehouse & Distribution: Lead Certificate of Completion prepares students with concepts and skills for leadership positions in the warehousing industry. Topics include movement, storage, control and protection of material, receiving and storing processes, inventory management, warehouse and personal performance, and leadership skills. Additionally, students are trained in workplace safety awareness, and receive the 10-hour General Industry Safety Certification from the Occupational Safety Health Association (OSHA).

**PROGRAM STUDENT LEARNING OUTCOMES**

- 1. Describe basic principles of movement, storage, control, and protection of material in the warehouse environment.
- 2. Explain factors that influence the receiving, picking, and shipping processes.
- 3. Describe common metrics and systems used to evaluate warehouse and personal performance.

- Identify planning and organizational skills that help optimize the workflow.
- Summarize employer and employee rights and responsibilities required by OSHA standards.

### PROGRAM REQUIREMENTS

Requirements for the Warehouse & Distribution: Lead certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |  | HRS |
|------------------|--|-----|
| VOC ED 530CE     | FUNDAMENTALS OF WAREHOUSING & DISTRIBUTION 1: MATERIAL HANDLING .....                  | 18  |
| VOC ED 531CE     | FUNDAMENTALS OF WAREHOUSING & DISTRIBUTION 2: WAREHOUSE OPERATIONS .....               | 18  |
| VOC ED 532CE     | FUNDAMENTALS OF WAREHOUSING & DISTRIBUTION 3: WAREHOUSE AND PERSONAL PERFORMANCE ..... | 18  |
| VOC ED 441CE     | PEOPLE MANAGEMENT: EMERGING LEADER .....   | 18  |
| VOC ED 085CE     | WORKPLACE SAFETY: OSHA 10 PREPARATION .....  | 11  |

## Warehouse & Distribution: Worker

### Certificate of Completion

*Total Lecture Hrs: 47*

*(State Code: 43631; TOP Code: 051000; Academic Plan: C043631E)*

The Warehouse & Distribution: Worker Certificate of Completion prepares students with warehousing industry concepts and skills for new and incumbent workers. Topics include movement, storage, control and protection of material, receiving and storing processes, inventory management, and shipping. Additionally, students are trained in workplace safety awareness, and receive the 10-hour General Industry Safety Certification from the Occupational Safety Health Association (OSHA).

### PROGRAM STUDENT LEARNING OUTCOMES

- Describe basic principles of movement, storage, control, and protection of material in the warehouse environment.
- Identify equipment and devices used in warehouse operations.
- Explain factors that influence the receiving, picking, and shipping processes.
- Summarize employer and employee rights and responsibilities required by OSHA standards.

### PROGRAM REQUIREMENTS

Requirements for the Warehouse & Distribution: Worker certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |  | HRS |
|------------------|--|-----|
| VOC ED 530CE     | FUNDAMENTALS OF WAREHOUSING & DISTRIBUTION 1: MATERIAL HANDLING .....    | 18  |
| VOC ED 531CE     | FUNDAMENTALS OF WAREHOUSING & DISTRIBUTION 2: WAREHOUSE OPERATIONS ..... | 18  |
| VOC ED 085CE     | WORKPLACE SAFETY: OSHA 10 PREPARATION .....                              | 11  |

## Workforce Literacy Skills

### Certificate of Completion

*Total Lecture Hrs: 240-294*

*(State Code: 24016; TOP Code: 493012; Academic Plan: C024016E)*

The Workforce Literacy Skills certificate of completion prepares students to first steps in career opportunities. The instructional model consists of workplace, vocational, information technology, employability, and math and English literacy skills.

### PROGRAM STUDENT LEARNING OUTCOMES

- Effective communication with employers, co-workers, and customers.
- Develop a resume and prepare for employment interview.
- Make use of foundational level English to perform general workplace tasks.
- Make use of foundational level math to perform general workplace tasks.

### PROGRAM REQUIREMENTS

Requirements for the Workforce Literacy Skills certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES |   | HRS    |
|------------------|---|--------|
| BSICKL 006CE     | REVIEW OF BASIC ENGLISH .....                   | 36     |
| BSICKL 007CE     | REVIEW OF BASIC MATH .....                      | 36     |
| VOC ED 003CE     | WORKPLACE READINESS - COMPUTERS .....           | 54-108 |
| VOC ED 079CE     | VOCATIONAL ENGLISH AS A SECOND LANGUAGE A ..... | 54     |
| 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      |

## Workplace Success I - Creativity in the Workplace

### Certificate of Completion

*Total Lecture Hrs: 108*

*(State Code: 39190; TOP Code: 493072; Academic Plan: C039190E)*

The Workplace Success I - Creativity in the Workplace certificate of completion provides students with the necessary knowledge and training needed to be effective, creative leaders in the workforce. Topics include characteristics and habits of great leaders, effective communication, decision-making, problem-solving, practice gathering data and information, and workplace change.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Demonstrate creative and effective leadership skills.
2. Demonstrate active listening and speaking skills.
3. Collect and organize research data to make informed decisions.

### PROGRAM REQUIREMENTS

Requirements for the Workplace Success I - Creativity in the Workplace certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES | HRS  |
|------------------|--|
| BSICSKL 070CE    | INNOVATION: IGNITING CREATIVITY AT WORK..... 54                |
| BSICSKL 076CE    | SUCCESSFUL CREATIVITY AND INNOVATION IN THE WORKPLACE ..... 54 |

## Workplace Success II - Creative Leadership

### Certificate of Completion

*Total Lecture Hrs: 108*

*(State Code: 39043; TOP Code: 493072; Academic Plan: C039043)*

The Workplace Success II - Creative Leadership certificate of completion strengthens students' communication and leadership skills, decision-making, problem-solving, risk-taking, utilization of resources, and workplace change.

### PROGRAM STUDENT LEARNING OUTCOMES

1. Analyze and recognize individual team members' creative and innovative strengths.
2. Analyze, synthesize, and evaluate solutions to assess validity.
3. Demonstrate creative and effective leadership skills.

### PROGRAM REQUIREMENTS

Requirements for the Workplace Success II - Creative Leadership certificate of completion may be met by completing all required courses with a grade of "Pass."

| REQUIRED COURSES | HRS  |
|------------------|--|
| BSICSKL 072CE    | THE CREATIVE EDGE: OUTSTANDING LEADERSHIP ..... 54 |
| BSICSKL 079CE    | CREATIVITY, INNOVATION, AND LEADERSHIP ..... 54    |

# COURSE INFORMATION

## Course-Subject Abbreviations

The following course subject abbreviations are used on the college transcripts.

| SUBJECT   | FULL NAME                               | SUBJECT   | FULL NAME                       |
|-----------|---|-----------|---------------------------------|
| CREDIT    |   | GEOLOGY   | GEOLOGY                         |
| A S L     | AMERICAN SIGN LANGUAGE                  | HEALTH    | HEALTH                          |
| ACCTG     | ACCOUNTING                              | HISTORY   | HISTORY                         |
| ADDICST   | ADDICTION STUDIES                       | HUMAN     | HUMANITIES                      |
| ADM JUS   | ADMINISTRATION OF JUSTICE               | INT BUS   | INTERNATIONAL BUSINESS          |
| AFRO AM   | AFRICAN AMERICAN STUDIES                | JAPAN     | JAPANESE                        |
| ANATOMY   | ANATOMY                                 | JOURNAL   | JOURNALISM                      |
| ANIMATN   | ANIMATION                               | KIN       | KINESIOLOGY                     |
| ANTHRO    | ANTHROPOLOGY                            | KIN ATH   | KINESIOLOGY ATHLETICS           |
| ARABIC    | ARABIC                                  | KIN MAJ   | KINESIOLOGY MAJOR               |
| ARMEN     | ARMENIAN                                | KOREAN    | KOREAN                          |
| ART       | ART                                     | LAW       | LAW                             |
| ARTHIST   | ART HISTORY                             | LIB SCI   | LIBRARY SCIENCE                 |
| ASIAN     | ASIAN STUDIES-AMERICAN STUDIES          | LING      | LINGUISTICS                     |
| ASTRON    | ASTRONOMY                               | LRNFDTN   | LEARNING FOUNDATION             |
| BIOLOGY   | BIOLOGY                                 | MARKET    | MARKETING                       |
| BUS       | BUSINESS                                | MATH      | MATHEMATICS                     |
| CAOT      | COMPUTER APPLICATIONS OFFICE TECHNOLOGY | MGMT      | MANAGEMENT                      |
| CH DEV    | CHILD DEVELOPMENT                       | MICRO     | MICROBIOLOGY                    |
| CHEM      | CHEMISTRY                               | MIT       | MANUFACTURING-INDUSTRIAL TECH   |
| CHICANO   | CHICANO STUDIES                         | MUSIC     | MUSIC                           |
| CHINESE   | CHINESE                                 | NRS-HCA   | NURSING-HEALTH CARE ANCILLARIES |
| CINEMA    | CINEMA                                  | PHILOS    | PHILOSOPHY                      |
| CIS       | COMPUTER INFORMATION SYSTEMS            | PHOTO     | PHOTOGRAPHY                     |
| CO TECH   | COMPUTER TECHNOLOGY                     | PHYS SC   | PHYSICAL SCIENCE                |
| COLLEGE   | COLLEGE                                 | PHYSICS   | PHYSICS                         |
| COMM      | COMMUNICATION STUDIES                   | PHYSIOL   | PHYSIOLOGY                      |
| COOP ED   | COOPERATIVE EDUCATION                   | POL SCI   | POLITICAL SCIENCE               |
| CORR      | CORRECTIONS                             | PSYCH     | PSYCHOLOGY                      |
| COUNSEL   | COUNSELING                              | PUB REL   | PUBLIC RELATIONS                |
| CS        | COMPUTER SCIENCE                        | RAD TEC   | RADIOLOGIC TECHNOLOGY           |
| DANCEST   | DANCE STUDIES                           | REAL ES   | REAL ESTATE                     |
| DANCETQ   | DANCE TECHNIQUES                        | REGNRSG   | NURSING, REGISTERED             |
| DEN TEK   | DENTAL TECHNOLOGY                       | RUSSIAN   | RUSSIAN                         |
| DNCESPC   | DANCE SPECIALTIES                       | SOC       | SOCIOLOGY                       |
| E.S.L.    | ENGLISH AS A SECOND LANGUAGE            | SPANISH   | SPANISH                         |
| EARTH     | EARTH SCIENCE                           | SUPV      | SUPERVISION                     |
| ECON      | ECONOMICS                               | T V       | TELEVISION                      |
| EDUCATION | EDUCATION                               | THEATER   | THEATER                         |
| EGD TEK   | ENGINEERING GRAPHICS & DESIGN           |           |                                 |
| ENG ELC   | ENGINEERING, ELECTRICAL                 | NONCREDIT |                                 |
| ENG GEN   | ENGINEERING, GENERAL                    | ACAD PR   | ACADEMIC PREPARATION            |
| ENGLISH   | ENGLISH                                 | BSICKL    | BASIC SKILLS                    |
| ENV SCI   | ENVIRONMENTAL SCIENCE                   | ESL NC    | ENGLISH AS A SECOND LANGUAGE    |
| FAM &CS   | FAMILY AND CONSUMER STUDIES             | ESLCVCS   | ESL CIVICS                      |
| FINANCE   | FINANCE                                 | OLD ADL   | OLDER ADULTS                    |
| FRENCH    | FRENCH                                  | PARENT    | PARENTING                       |
| GAD       | GAME ART & DESIGN                       | TUTOR     | SUPERVISED LEARNING ASSISTANCE  |
| GEOG      | GEOGRAPHY                               | VOC ED    | VOCATIONAL EDUCATION            |

## How to read a course description

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### Units

The number of units is based on the number of hours spent inside and outside-of-class.

### Lec and Lab

The Lec (lecture) and Lab (laboratory) hours indicate the number of hours spent in class each week during a standard 16-week semester. Students are expected to spend two hours on outside-of-class work for every hour of lecture in class. A modest amount of outside-of-class work may be associated with laboratory courses, though the units awarded are based solely on the work done in class.

### Transfer Credit

The transfer credit part of the course description indicates whether the course is articulated and will be accepted for transfer credit at a California State University (CSU) and/or University of California (UC) school. This area also may indicate whether the course satisfies general education requirements for a California State University (CSUGE) and/or University of California (IGETC) school. This part may also indicate whether the course satisfies a specific general education subject area.

The Course Identification (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 signifies 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. Students can be assured that a course with a C-ID number will be accepted in lieu of a course bearing the same designation at another community college.

Students should also refer to [assist.org](https://assist.org) to confirm how each course will be credited at a particular CSU or UC for transfer credit.

### Prerequisite, Corequisite, Advisory

A *prerequisite* is a course or other condition of enrollment that a student is required to complete prior to enrolling in the primary course. A *corequisite* is a course that a student is required to enroll in simultaneously with (or, in some cases, prior to) the primary or corresponding course. An *advisory* is a course that a student is advised, but not required, to take in conjunction with or prior to the primary course.

### Course Description

The course description provides an overview of the topics and body of knowledge that will be covered in the course. It informs a student about the subject matter, approach, breadth, and applicability of the course.

### NDA - Non-degree applicable course

A course that does not count towards a student's degree program.

# CREDIT COURSES

## AMERICAN SIGN LANGUAGE (A S L)

### A S L 001 AMERICAN SIGN LANGUAGE I

4 Units (Lec 4 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)*

Elementary course for students 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. Corresponds to the first two years of high school American Sign Language.

### A S L 002 AMERICAN SIGN LANGUAGE II

4 Units (Lec 4 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)*

*Prerequisite(s): ASL 001*

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.

### A S L 003 AMERICAN SIGN LANGUAGE III

4 Units (Lec 4 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)*

*Prerequisite(s): ASL 002*

Development of intermediate American Sign Language in comprehension, communication, and grammatical/lexical skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Deaf culture and community.

### A S L 025 CONVERSATIONAL AMERICAN SIGN LANGUAGE

2 Units (Lec 2 Hrs)

*Transfer Credit: CSU*

*Prerequisite(s): ASL 002*

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

1 Units (Lec 1 Hrs)

*Transfer Credit: CSU*

*Prerequisite(s): ASL 002*

Develops basic skills in receptive and expressive fingerspelling. Overview of topics include hand positioning, hand shape, fluency, and numbers. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. Course taught in American Sign Language.

### A S L 040 INTRODUCTION TO DEAF CULTURE

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU, UC*

Open to all students. No knowledge of American Sign Language is required. Focuses on the cultural, historical, philosophical, educational, psychological, and social aspects of the deaf and hard of hearing.

## ACCOUNTING (ACCTG)

### ACCTG 001 INTRODUCTORY ACCOUNTING I

5 Units (Lec 5 Hrs)

*Transfer Credit: CSU, UC, C-ID (ACCT 110)*

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 on 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.

### ACCTG 002 INTRODUCTORY ACCOUNTING II

5 Units (Lec 5 Hrs)

*Transfer Credit: CSU, UC, C-ID (ACCT 120)*

*Prerequisite(s): ACCTG 001*

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 011 COST ACCOUNTING I**

3 Units (Lec 3 Hrs)

This course covers both managerial and cost accounting, with emphasis on cost and non-systems; types of cost; elements of cost; cost behavior; variances for labor, materials and overhead; indirect expenses; allocation of cost to by-products; standard cost and budgets.

**ACCTG 012 AUDITING**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

In this course, students study the principles of auditing and the techniques used in conducting an independent audit including an exploration of the requisite skills and knowledge needed to conduct an independent audit of financial statements. Practice is given in the preparation of audit working papers and audit reports.

**ACCTG 015 TAX ACCOUNTING I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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 a tax preparer and the continuing education requirement of the California Tax Preparer Act.

**ACCTG 016 TAX ACCOUNTING II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Advisory: ACCTG 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**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Students learn fundamentals of double-entry accounting, the accounting cycle, the preparation of the trial balance, financial statements, accounting for merchandise businesses, cash transactions, and special journals.

**ACCTG 022 BOOKKEEPING AND ACCOUNTING II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ACCTG 021

Students learn accounting for receivables, payables, bad debts, deferrals and accruals, merchandise inventories, plant and equipment, accounting for partnerships and corporations, cash flow statements, and comparative financial statement analysis.

**ACCTG 023 RECORDKEEPING FOR SMALL BUSINESS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn the cash basis concept of accounting and small business computerized accounting software using QuickBooks. Students will complete simulated accounting projects designed for different types of small business firms using both manual and automated systems.

**ACCTG 031 MATHEMATICS OF ACCOUNTING***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

Students learn the mathematical fundamentals of bank reconciliation, payroll computations, depreciation and allocation of overhead, trade and cash discounts, and other accounting-related math subjects.

**ADDICTION STUDIES (ADDICST)****ADDICST 001 UNDERSTANDING ADDICTION AND COUNSELING***3 Units (Lec 3 Hrs)**Transfer Credit: CSU, UC*

This course is an introductory survey on alcohol and drug use and abuse. The history, classification, impact, and treatment of psychoactive drugs and addiction are covered. Public policies and social attitudes on alcohol and drug abuse, as well as mental health and drugs, are also examined.

**ADDICST 004 CLINICAL COUNSELING LAWS AND ETHICS***3 Units (Lec 3 Hrs)**Transfer Credit: CSU, UC*

Students are trained in the application of legal and ethical issues that impact the profession of addiction treatment. This course also emphasizes the assessment and diagnosis of co-occurring disorders as they apply to the scope of competence for addiction treatment counselors.

**ADDICST 007 ADDICTION TREATMENT AND RECOVERY***3 Units (Lec 3 Hrs)**Transfer Credit: CSU, UC*

This course addresses intervention, treatment, and recovery issues in chemical dependency. Topics include approaches to intervention, obstacles to intervention, and stages of formal intervention. The medical, behavioral, social, and family systems models of treatment, as well as various approaches to treatment, are also discussed.

**ADDICST 022 PREVENTION SPECIALIST TRAINING***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

This course addresses strategies used to prevent alcohol and drug problems in different settings, including industry, school, family, and community and rehabilitation centers.

**ADDICST 063 PREVENTION AND EDUCATION***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

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.

**ADDICST 067 COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

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.

**ADDICST 084 FIELD WORK PRACTICUM***3 Units (Lec 1 Hrs / Lab 6 Hrs)**Transfer Credit: CSU**Corequisite(s): PSYCH 001 ; PSYCH 043**Prerequisite(s): PSYCH 001 ; PSYCH 043*

(Formerly PSYCH 084) 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 CAADE in addition to the classroom hours.

**ADDICST 085 ADVANCED FIELD WORK PRACTICUM***3 Units (Lec 1 Hrs / Lab 6 Hrs)**Transfer Credit: CSU**Prerequisite(s): ADDICST 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.

### **ADDICST 086 ADVANCED FIELD WORK PRACTICUM (III)**

*3 Units (Lec 1 Hrs / Lab 6 Hrs)*

*Transfer Credit: CSU*

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 those 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 those skills at an advanced level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

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## **ADMINISTRATION OF JUSTICE (ADM JUS)**

### **ADM JUS 001 INTRODUCTION TO ADMINISTRATION OF JUSTICE**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, UC, C-ID (AJ 110)*

Students 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 are examined in a cross-cultural context, emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. 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**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, UC, C-ID (AJ 120)*

Students 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**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, C-ID (AJ 124), UC*

Students learn 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**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, UC, C-ID (AJ 122)*

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**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, C-ID (AJ 140), UC*

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, C-ID (AJ 220), UC

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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 and 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

This course covers practical aspects of fingerprint classification. Technical terminology, pattern interpretation, classification of fingerprints, search for fingerprints at crime scenes, and the preservation of prints and print development are emphasized.

**ADM JUS 067 COMMUNITY RELATIONS I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC, C-ID (AJ 160)

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 culture, religion, and law.

**ADM JUS 160 POLICE ORGANIZATION AND ADMINISTRATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (AJ 150)

Students learn the role of forensics in criminal investigations. The course examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents, and controlled substances.

## AFRICAN AMERICAN STUDIES (AFRO AM)

### AFRO AM 004 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. I

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,US-1), UC(IGETC Area 3B,4)

Advisory: ENGLISH 101

This course focuses on the lived experiences of those of African descent from pre-colonial Africa through the Civil War. This course applies theory and knowledge produced by African American communities to describe the critical events, histories, cultures, intellectual traditions, contributions, lived-experiences and social struggles of this group with a particular emphasis on the emergence of an African American culture and the creation of black liberation ideology and practices. Included is an examination of the U. S. Constitution, the Declaration of Independence, the transatlantic slave trade, the institution of slavery and free black societies and institutions.

### AFRO AM 005 THE AFRICAN AMERICAN IN THE HISTORY OF THE U.S. II

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,US-1), UC(IGETC Area 3B,4)

Advisory: ENGLISH 101

This course centers on the lived experiences of those of African descent from the Reconstruction Era to the present. This course examines the Reconstruction period and analyzes both the twentieth century and early twenty-first century black progress movements in the contexts of race, equity, gender, Black feminism, and social justice in contemporary black history. This course documents the laws, policies, and culture that negatively impacted African Americans and helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present. Included is a survey of the U. S. Constitution.

### AFRO AM 007 BLACK AMERICANS AND THE POLITICAL SYSTEM

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,US-2,US-3), UC(IGETC Area 3B,4)

Advisory: ENGLISH 028, ENGLISH 067

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

This course provides an introduction to the literary, social and historical aspects of works authored by African Americans. The course reveals the progression of a people and culture in American society, artistically expressed by African American writers. The course analyzes the literary, social, and historical aspects of essays, novels, drama, short stories and poetry written by African-Americans. It examines and reflects upon American society through the literature that African Americans produce, especially as it pertains to issues of social justice, agency and self-affirmation.

### AFRO AM 060 AFRICAN-AMERICAN MUSIC

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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 AFRO AM 060 or MUSIC 135.)

## ANATOMY (ANATOMY)

### ANATOMY 001 INTRODUCTION TO HUMAN ANATOMY

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B2,B3), UC(IGETC Area 5B,5C), C-ID (BIOL 110 B)

Advisory: ENGLISH 101

This course covers the structural organization of the human body, including 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.

## ANIMATION (ANIMATN)

### ANIMATN 118 HISTORY OF ANIMATION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

This course is a historical survey of international cinema animation. Topics include the personalities and techniques of animators as well as the societal, political, and economic forces that shaped this art form, and the historical and cultural contexts of animation.

### ANIMATN 218 FUNDAMENTALS OF ANIMATION

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 250

This course provides foundational animation concepts and experimental techniques. Students learn concepts including squash and stretch, anticipation, overlapping action, analyzing, and depicting natural forces. The techniques introduced include digital drawing, cutouts, and traditional and digital animation including 3D animation, providing the basic principles of animation focusing on timing and weight through a series of projects.

### ANIMATN 225 THREE-DIMENSIONAL CHARACTER ANIMATION

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 634

Students explore the foundational skills of 3-D character animation, focusing on the 12 principles of traditional animation with emphasis on timing, weight, and performance. In addition, students practice rigging a character using a skeleton, lip sync, and other animation techniques uniquely relevant to 3-D character animation. Techniques covered include storyboarding for animation, key frame animation, interpolation editing, and culminating in applied motion capture techniques.

### ANIMATN 226 THREE-DIMENSIONAL PREVISUALIZATION AND CAMERA TECHNIQUES

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ANIMATN 225

This course concentrates on 3-D animation techniques used in pre-production and production including cameras, lenses, mounting equipment, framing and composition, and natural and studio lighting as it applies to CGI. Students learn the difference between real cameras and 3-D digital cameras and create appropriate

camera rigs to support the creation of digital animatics used in 3-D production.

## ANTHROPOLOGY (ANTHRO)

### ANTHRO 101 HUMAN BIOLOGICAL EVOLUTION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B2), UC(IGETC Area 5B), C-ID (ANTH 110)

Advisory: ENGLISH 101

Students learn about human evolution by examining evolutionary theory, human genetics, classification, primate behavior, the hominid fossil record, and modern human variation. Students will be able to underline the historical path to natural selection, describe the five factors of the evolutionary process, identify biological characteristics of primates, discuss features of primate behavior, diagram the origin of mankind through comparing skulls from the hominid fossil record, and interpret modern human variation.

### ANTHRO 102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D1), UC(IGETC Area 4A), C-ID (ANTH 120)

Advisory: ENGLISH 028, ENGLISH 067

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 to employ a relative perspective in the appreciation of the world's cultural diversity, and to apply case studies to describe this variation.

### ANTHRO 103 ARCHAEOLOGY: RECONSTRUCTING THE HUMAN PAST

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D1), UC(IGETC Area 4A), C-ID (ANTH 150)

Advisory: ENGLISH 028, Placement into Transfer Level English/ENGLISH 101

This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology as well as a review of significant data and models that contribute to knowledge of the human past. The course will include select archaeological discoveries

and cultural sequences; a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and professional ethics.

**ANTHRO 121 ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D1), UC(IGETC Area 4A)*

Students learn about the origins and varieties of religious beliefs and practices by exploring the biological and cultural dimensions of religion, as well as the evolutionary origins of religious features. Topics include consciousness, mythology, symbolism, shamanism, traditional healing, altered states, magic, divination, witchcraft, and the question of cults.

**ANTHRO 151 VISUAL ANTHROPOLOGY: EXPLORING CULTURE THROUGH FILM AND MIXED MEDIA**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D1), UC(IGETC Area 4A)*

*Advisory: PHOTO 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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

Students pursue directed study in Anthropology on a contract basis under the direction of a supervising instructor.

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## ARABIC (ARABIC)

**ARABIC 001 ELEMENTARY ARABIC I**

5 Units (Lec 5 Hrs)

*Transfer Credit: CSU, UC*

Elementary course for students 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. Corresponds to the first two years of high school Arabic.

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## ARMENIAN (ARMEN)

**ARMEN 001 ELEMENTARY ARMENIAN I**

5 Units (Lec 5 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)*

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. Corresponds to the first two years of high school Armenian.

**ARMEN 002 ELEMENTARY ARMENIAN II**

5 Units (Lec 5 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)*

*Prerequisite(s): ARMEN 001*

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.

**ARMEN 011 19TH AND 20TH CENTURY ARMENIAN LITERATURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): ARMEN 002 or ARMEN 036

Course readings are in Armenian and the course is conducted in Armenian. Students will explore major authors and works of Armenian literature from the early 19th century to the early 20th century. Students will analyze various topics including the impact of the European Enlightenment on Armenian culture in the mid-19th century. The literary genres, themes, and movements of the 19th and 20th century Armenian literature will be examined in cultural, social, and historical context.

**ARMEN 012 20TH AND 21ST CENTURY ARMENIAN LITERATURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Course readings are in Armenian and the course is conducted in Armenian. Students will explore major authors and works Armenian literature from the 20th to the 21st century. Students will analyze various topics including the revolutionary poems of the 1920s in Soviet Armenia, the literature of nostalgia of the post-genocide Armenian Diaspora, the literary hardship and stagnation in Stalinist-era Armenian literature, the stable period of post-Stalinist Armenia, and contemporary literature in both Armenia and the Armenian Diaspora. The literary genres, themes, and movements of 20th and 21st century Armenian literature will be examined in cultural, social, and historical context.

**ARMEN 035 ARMENIAN FOR ARMENIAN SPEAKERS I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

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. Credit is given for either ARMEN 002 or ARMEN 035, but not for both.

**ARMEN 036 ARMENIAN FOR ARMENIAN SPEAKERS II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

Prerequisite(s): ARMEN 035 or ARMEN 002

Class conducted in Armenian. Continues the development of elementary speaking, writing, listening, and reading skills in Armenian for bilingual students at the ACTFL Proficiency Intermediate-Mid Level, and furthers understanding of Armenian culture. Class conducted in Armenian. Credit is given for either ARMEN 003 or ARMEN 036, but not for both.

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**ART (ART)****ART 185 DIRECTED STUDY - ART**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Students pursue on their own an in-depth study of a subject of special interest to them in studio art. Students work independently but consult with the instructor on a weekly basis to critique their work.

**ART 201 DRAWING I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC, C-ID (ARTS 110)

Students apply elements and principles of design to the practice of drawing, employing a wide range of subject matter, drawing techniques, and media. They develop observation-based and technical drawing skills and hone their creative responses to materials and subject matter.

**ART 202 DRAWING II**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ARTS 205)

Prerequisite(s): ART 201

Students explore artistic concepts, styles, and creative expression related to intermediate drawing, focusing on complex subject matter and concepts using a variety of drawing media, techniques, and methodologies. Students further develop technical and observational skills introduced in Drawing I, while arriving at personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.

**ART 204 LIFE DRAWING I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ARTS 200)

Advisory: ART 501

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC

Advisory: ART 201

Students learn to draw three-dimensional objects in space using measured vanishing point systems along with direct observation and freehand drawing. These skills are applicable to the following fields: animation, storyboarding, illustration, entertainment design, and industrial design

**ART 250 INTRODUCTION TO DIGITAL ART**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ARTS 250)

Advisory: ART 501

Introduction 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 282 INTRODUCTION TO FIBER ARTS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: UC

Introduction to basic materials, methods and vocabulary used in fiber and textile media as well as the hands-on development of expressive visual ideas. Contemporary and historical development and cultural relevance of the fiber media is also explored.

**ART 285 DIRECTED STUDY - ART**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Students pursue on their own an in-depth study of a subject of special interest to them in studio art. Students create art works of special interest to them under guidance of the instructor.

**ART 300 INTRODUCTION TO PAINTING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ARTS 210)

Advisory: ART 501

Prerequisite(s): ART 201

Students learn the principles, elements, and practices of painting. The course focuses on exploration of painting materials, perceptual skills and color theory, paint mixing, and technique, as well as creative responses to materials and subject matter.

**ART 301 WATERCOLOR PAINTING I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 301

Students apply advanced techniques and explore concepts in color, composition, and surfaces.

**ART 304 ACRYLIC PAINTING I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 501

Prerequisite(s): ART 201

Students learn a variety of techniques employing acrylic paints and related grounds and tools. A variety of subject matter is used to introduce a series of stylistic approaches.

**ART 305 ACRYLIC PAINTING II**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 501 ; ART 300 or 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 501

Prerequisite(s): ART 201

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools. Different subjects are used to introduce a variety of stylistic approaches.

**ART 308 OIL PAINTING II**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 501 ; ART 300 or ART 307

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools at an intermediate level, building upon techniques from ART 307. Different subjects are used to support the development of stylistic approaches.

**ART 309 OIL PAINTING III**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students pursue directed study in studio art on a contract basis under the direction of a supervising instructor.

**ART 400 INTRODUCTION TO PRINTMAKING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 501 ; ART 201

Students practice silkscreening and woodprint techniques. Emphasis will be placed on the development of visual ideas and printmaking techniques.

**ART 401 ETCHING I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 1 Hrs / Lab 5 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC, C-ID (ARTS 100)

Students learn concepts, applications, and historical references related to the creation of two-dimensional art and design, utilizing the basic visual elements and design principles in studio art projects, developing a visual vocabulary for analysis, and creative expression. The course includes problem-solving studio projects, lectures, presentations, and written assignments. This course is a prerequisite for many courses in studio art and graphic design.

**ART 502 BEGINNING THREE-DIMENSIONAL DESIGN**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ARTS 101)

Advisory: ART 201, ART 501

Students explore concepts, applications, and historical references related to three-dimensional design and spatial composition.

**ART 603 TYPOGRAPHY I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Students are introduced to the history, theory, aesthetics, and criticism as applied to typography. Students learn and apply basic principles of typography, which includes a survey of type from its origins to current uses for print, web, video, animation, and mobile. Using hand skills and the computer, students focus on typographic design, resonance, and composition and develop skills regarding visually interesting letter forms and their uses in typographic design with a focus on appropriate solutions, visual interest, and craftsmanship.

**ART 604 GRAPHIC DESIGN I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 501

Prerequisite(s): ART 250

This course introduces beginning graphic design students to the concepts, principles, and procedures used in the field of graphic design.

**ART 605 GRAPHIC DESIGN II**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 a focus on the integration of InDesign, Illustrator, and Photoshop.

**ART 606 GRAPHIC DESIGN III**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 605

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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 501

Prerequisite(s): ART 201

Drawing, rendering, and composition skills are extended to problems in commercial illustration and pictorial art for publications and advertising. Utilizes a variety of techniques and media.

**ART 621 ILLUSTRATION II**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 620

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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 501

Prerequisite(s): ART 250

Students explore three-dimensional digital design techniques, concepts and applications employed as tools in the creation of games and animation. Students focus on three-dimensional modeling and rendering techniques in the creation of objects and environments for graphics and multimedia.

**ART 636 COMPUTER GRAPHICS 2: 3D COMPUTER GRAPHICS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 634

Students create detailed three-dimensional objects and animations for games and animation projects; create advanced 3D models and textures; and render animated projects with advanced lighting, textures, and camera techniques. Introduces character rigging and concepts in character animation and motion capture.

**ART 645 INTRODUCTION TO WEB SITE DESIGN**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 250

Students learn the basic concepts and techniques used in designing websites 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, and responsive design; and technical aspects such as hosting, file management, FTP, HTML, and CSS.

**ART 646 INTERMEDIATE WEB SITE DESIGN**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 645

Students explore fundamental practices of interactive web design on an intermediate level, including in their visual design social media, immersive web interfaces that engage users with animation, and web apps that utilize augmented reality and virtual reality.

**ART 648 ANIMATION–DIGITAL IMAGING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 250

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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 250

This course focuses on applying industry-standard storyboarding and scripting techniques to animation. Contents to be covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, working with scripts, and animation techniques using software. Research and previz are used to create a character, story, and animated video (animatic).

**ART 700 INTRODUCTION TO SCULPTURE**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 201 and ART 501 or 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 701

Students will be challenged with advanced problems in sculpture. Students will explore individual creativity, materials, and processes.

**ART 708 INTRODUCTION TO CERAMICS**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Students learn the different kinds of ceramic materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing, and ceramic terminology. Students explore the aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.

**ART 709 CERAMICS I**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 502

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 931 COOPERATIVE EDUCATION - ART**

3 Units (RPT 4) (Lec 3 Hrs)

Transfer Credit: CSU

Students receive credit for approved internships with an employer in the Design, Animation, or Visual Arts field. The site must be approved by the Department Chair and can be on and off campus.

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**ART HISTORY (ARTHIST)****ARTHIST 103 ART APPRECIATION I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (ARTH 100)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (ARTH 110)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (ARTH 120)

Advisory: ENGLISH 101

Students learn about the development of art from the time of the Renaissance to Contemporary art. Emphasis is placed on the cultural context of the West while major points of artistic contact with the non-European world are considered. This course provides an overview of art and architecture from the Renaissance to the Contemporary.

**ARTHIST 130 SURVEY OF ASIAN ART HISTORY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (ARTH 130)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (ARTH 140)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)  
Advisory: ENGLISH 101

Students examine the art and architecture of Latin America, beginning with the Pre-Columbian period, but focused 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)  
Advisory: ENGLISH 101 and ARTHIST 120 or ARTHIST 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.

## **ASIAN STUDIES-AMERICAN STUDIES (ASIAN)**

### **ASIAN 001 ASIAN AMERICAN HISTORY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,F), UC(IGETC Area 4,7)

The course examines the socio-cultural and historical backgrounds, and political, economic, and social issues affecting Asians in America within the context of Asian-American/Ethnic Studies. The representative groups and communities include Chinese, Japanese, Koreans, Filipinos, South Asians, and Southeast Asians.

## **ASTRONOMY (ASTRON)**

### **ASTRON 001 ELEMENTARY ASTRONOMY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A)  
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 ASTRON 005.

### **ASTRON 005 FUNDAMENTALS OF ASTRONOMY LABORATORY**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B3), UC(IGETC Area 5C)  
Corequisite(s): ASTRON 001 or ASTRON 010 or ASTRON 011

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 ASTRON 001 or ASTRON 010 or ASTRON 011, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in ASTRON 005 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A)

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

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B2,B3), UC(IGETC Area 5B,5C)

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

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B2,B3), UC(IGETC Area 5B,5C), C-ID (BIOL 190)

Advisory: ENGLISH 021 and ENGLISH 067 or E.S.L. 008

Prerequisite(s): 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

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B2,B3), UC(IGETC Area 5B,5C), C-ID (BIOL 140)

Prerequisite(s): 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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B2), UC(IGETC Area 5B)

In this survey course for the nonscience major, students explain the principle human organ systems according to structure and function and examine the problems of pollution, population control, and preservation of the natural environment.

## BUSINESS (BUS)

### BUS 001 INTRODUCTION TO BUSINESS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D8), UC, C-ID (BUS 110)

A survey in business providing 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. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, and organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, and financial practices; the stock and securities market; and the effect on a business' ability to achieve its organizational goals.

### BUS 015 BUSINESS STATISTICS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)

This course covers topics in descriptive statistics, probability and sampling distributions, statistical inference, correlation and linear regression, and analysis of variance, chi-square and t-tests. Probability techniques and hypothesis testing are used to facilitate decision-making. Students will learn to apply the above statistical methodologies using data from a broad range of disciplines including but not limited to business, economics, education, finance, and law. Technology for statistical analysis such as Excel will be used for statistical analysis and the interpretation of the relevance of statistical findings.

### BUS 017 COMPUTER USES FOR BUSINESS

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

A comprehensive course in computer uses and their role in business, with an emphasis on business software systems, e-commerce, ethics, and software components. Application of these concepts and methods will be enhanced through hands-on projects that develop solutions to business problems. The student will also learn various business software platforms and how those applications are used in business.

**BUS 038 BUSINESS COMPUTATIONS***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

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***1 Units (RPT 15) (Lec 1 Hrs)**Transfer Credit: CSU*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes, and career awareness. Students must work 75 hours paid or 60 hours non-paid.

**BUS 921 COOPERATIVE EDUCATION - BUSINESS***2 Units (RPT 7) (Lec 2 Hrs)**Transfer Credit: CSU*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes, and career awareness. Students must work 75 hours paid or 60 hours non-paid.

**BUS 931 COOPERATIVE EDUCATION - BUSINESS***3 Units (RPT 4) (Lec 3 Hrs)**Transfer Credit: CSU*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 225 paid hours or 180 volunteer hours during the semester.

**BUS 941 COOPERATIVE EDUCATION - BUSINESS***4 Units (RPT 3) (Lec 4 Hrs)**Transfer Credit: CSU*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 300 paid hours or 240 volunteer hours during the semester.

**COMPUTER APPS OFFICE TECH (CAOT)****CAOT 001 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I***3 Units (Lec 2 Hrs / Lab 3 Hrs)**Transfer Credit: CSU*

Students will develop a salable skill: computer keyboarding by touch; minimum speed at end of course of 30 wpm accurately; and formatting of letters, memos, tables, and simple reports using word processing software.

**CAOT 002 COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS II***3 Units (Lec 2 Hrs / Lab 3 Hrs)**Transfer Credit: CSU**Prerequisite(s): CAOT 001*

Students master the keyboard (letters, numbers, and symbols) by touch. Minimum speed at end of course of 40 wpm accurately and formatting of mailable advanced letters, tables, reports, memos, and desktop published documents using Microsoft Word.

**CAOT 003 COMPUTER KEYBOARDING III***3 Units (Lec 2 Hrs / Lab 3 Hrs)**Transfer Credit: CSU**Prerequisite(s): CAOT 002 ; CAOT 084*

Student develops production skills in using advanced features of Microsoft Word to create properly formatted business documents. Includes composition at the 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**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

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; and 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, C-ID (BUS 115)

Advisory: CAOT 001

Prerequisite(s): 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, and business presentations, as well as 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)

Transfer Credit: CSU

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 043 OFFICE PROCEDURES**

3 Units (RPT 2) (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite(s): CAOT 031 ; CAOT 001

Students develop knowledge of automated office skills and develop attitudes for success on the job.

**CAOT 048 CUSTOMER SERVICE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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 050 DATA ANALYTICS WITH EXCEL FOR OFFICE  
WORKERS**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Students are introduced to data analytics using Excel software. Students will analyze data to draw conclusions, make predictions, and drive informed decision making.

**CAOT 078 COMPUTER ACCOUNTING APPLICATIONS:  
QUICKBOOKS**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

This course is an introduction to the theory and process of designing games. Students will critically explore the historical, cultural, economic, and social aspects of the concepts and techniques used in the design of games. Students discover what the components of games are, and what parts of games are influenced by their design. Students learn several ways to approach the design of a game, including processes and best practices for prototyping, playtesting and balancing a game after it has been designed.

**CAOT 082 MICROSOFT OFFICE SUITE**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Students learn to use the microcomputer and commercially available software used in a business office. The course provides a hands-on introduction to word processing, database, spreadsheet, graphics, desktop publishing, and presentation design software.

**CAOT 084 MICROSOFT WORD**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

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, and charts, as well as merge documents and use document collaboration and integration tools. Students use desktop publishing features to create newsletters, brochures, fliers, and online forms.

**CAOT 085 MICROSOFT EXCEL: SPREADSHEET**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

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 088 MICROCOMPUTER OFFICE APPLICATIONS: DESKTOP PUBLISHING**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

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)

Transfer Credit: CSU

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.

**CHILD DEVELOPMENT (CH DEV)****CH DEV 001 CHILD GROWTH AND DEVELOPMENT**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D9,E), UC(IGETC Area 4I), C-ID (CDEV 100)

Advisory: ENGLISH 101

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. Students will develop understanding of the perspectives and research methods of the social and behavioral sciences, through conducting interviews, writing essays that apply course concepts to lived experience, analyze case studies to practice techniques based on research for the best outcomes for parents, teachers, and children.

**CH DEV 002 EARLY CHILDHOOD: PRINCIPLES AND PRACTICES**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ECE 120)

Corequisite(s): CH DEV 001

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 007 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ECE 130)

Prerequisite(s): CH DEV 001 ; CH DEV 002

Students learn and develop the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. 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**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, C-ID (ECE 220)*

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. This course is an overview of the components of the Health, Safety, and Nutritional components of an early care and education program. Planning and issues of operating a child development program under the Title 22 Department of Social Services Community Care Licensing regulations are considered. Also included is a review of common childhood diseases, universal health precautions, First Aid and CPR requirements, environmental safety, nutritional planning, and special health considerations of the young child.

### **CH DEV 011 CHILD, FAMILY AND COMMUNITY**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU(CSUGE Area D7), UC(IGETC Area 4), C-ID (CDEV 110)*

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. Students will develop understanding of the perspectives and research methods of the social and behavioral sciences. through conducting interviews, writing essays that apply course concepts to lived experience, analyze case studies to practice techniques based on research for the best outcomes for parents, teachers, and children.

### **CH DEV 022 PRACTICUM IN CHILD DEVELOPMENT I**

*4 Units (Lec 2 Hrs / Lab 6 Hrs)*

*Transfer Credit: CSU, C-ID (ECE 210)*

*Prerequisite(s): CH DEV 001 ; CH DEV 007 ; CH DEV 011 ; ENGLISH 101*

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**

*4 Units (Lec 2 Hrs / Lab 6 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): CH DEV 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. State law requires a TB test (Mantoux Test) or chest x-ray, and immunization record. Student must bring proof of TB clearance and immunization records to the first class. NOTE: In addition to the seminar class, students are required to complete a minimum of 90 hours TBA at an approved field site.

### **CH DEV 030 INFANT/TODDLER DEVELOPMENT**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, UC*

This course provides an in-depth study of the development of infants and toddlers. Developmental domains and areas include cognitive/language, social/emotional, and perceptual/motor development, along with milestones of children from birth to 36 months. Particular attention is given to attachment theory and research, with an overview on brain development, the value of exploration and play, early intervention, disabilities, and a relationship-based care in the context of family systems of culture, home language, and

traditions. Respectful caregiving principles, practices, and routines within culturally and developmentally appropriate environments are discussed. Class instruction includes objective observations and identification of developmental domains of infants and toddlers in diverse settings. Students will develop understanding of the elements, perspectives, and research methods of the social and behavioral sciences by analyzing the content of articles, writing essays that apply principles of interacting with infants and toddlers, analyze Case Studies to practice techniques based on research to apply the best practices for infants and toddlers, caregivers and parents.

### **CH DEV 031 INFANT/TODDLER CARE AND EDUCATION**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, UC*

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. The social and economic influences that affect access to and availability of quality care for infants and toddlers will be explored. Verification of Mantoux test (TB test) or chest x-ray may be required to observe infants and toddlers.

### **CH DEV 034 OBSERVING AND RECORDING CHILDREN'S BEHAVIOR**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, C-ID (ECE 200)*

*Prerequisite(s): CH DEV 001 ; ENGLISH 101*

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. Verification of annual Mantoux test or chest x-ray is required.

### **CH DEV 038 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): CH DEV 011 ; CH DEV 003 or CH DEV 004 or CH DEV 007*

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**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): CH DEV 007 or CH DEV 011*

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**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU(CSUGE Area D7), UC, C-ID (ECE 230)*

*Advisory: ENGLISH 101*

This course presents the philosophy and methods related to working with young children and families within a diverse society, including race, language, culture, gender, age social class and children with special needs. Curriculum development and environmental designs will be studied from an inclusive perspective. This course takes an in depth and retrospective approach in processing the student to a position where they have the skills and knowledge necessary to infuse multi-cultural activities and literature as well as anti-bias perspective into the fabric of the curriculum, teaching modalities, and materials in an Early Childhood educational program. Students examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Course will provide opportunities for students to develop understanding of the perspectives and to utilize research methods such as observation, searching for and evaluating children's literature, planning, practicing and presenting a interactive learning experience for young children. Students will study research about 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

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 including definition and educational implications.

**CH DEV 048 POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): CH DEV 022 ; CH DEV 038 or CH DEV 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**

0.50 Units (Lab 1 Hrs)

Transfer Credit: CSU

This course allows students interested in working in the field of Child Development, or taking Child Development classes, to use lab materials and 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**

0.50 Units (Lab 1 Hrs)

Transfer Credit: CSU

Students learn to use lab materials, technology, and equipment to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

**CH DEV 085-1 CHILD DEVELOPMENT LITERACY LAB I**

0.50 Units (Lab 1 Hrs)

Transfer Credit: CSU

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 172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Introduces students to the variety of career options available to Child Development majors. The course explores career opportunities, qualifications required, resources available, and academic and professional support systems.

## CHEMISTRY (CHEM)

### CHEM 060 INTRODUCTION TO GENERAL CHEMISTRY

5 Units (Lec 3 Hrs / Lab 4 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C), C-ID (CHEM 101)

Advisory: ENGLISH 028, ENGLISH 067

Prerequisite(s): MATH 115 or MATH 134 or by Appropriate Placement

The student learns chemistry nomenclature of elements and inorganic compounds, concepts in ionic and covalent bonding, atomic structure, molecular geometry, chemical reactions, multi-conceptual problem solving, measurement techniques, stoichiometry and its applications, states of matter and related energy transfers, gas laws, aqueous solution chemistry, quantum basic theory, periodic properties of the elements, colligative properties of solutions, and an introduction to acid base chemistry concepts. This course is a survey of basic chemistry fundamentals with a laboratory component, emphasizing fundamental principles of inorganic and physical chemistry. Quantitative and qualitative laboratory exercises are related to the lecture topics. This course serves as preparation for majoring in chemistry, and the life sciences, studies in allied health, and general physical science education, meeting the IGETC and CSU general education requirements for physical science with laboratory.

### CHEM 071 INTRODUCTORY FOOD CHEMISTRY

4 Units (Lec 3 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

A student learns nomenclature, structure, physical and chemical properties of amino acids, proteins, lipids, carbohydrates, vitamins, and minerals. This course is a survey of basic chemistry topics with laboratory, emphasizing fundamental principles of food science. The students will also learn the importance of water and biomolecules to food quality, safety, texture and taste as well as FDAs role in regulation of food additives and colorants. The laboratory presents the techniques of food analysis, where students learn quantitative measurement of acidity or basicity, isolation, purification, separation, and spectroscopy using modern instruments.

### CHEM 072 FOOD CHEMISTRY

4 Units (Lec 3 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CHEM 071

A student learns fundamentals of food and cooking, the metabolism of food, and the physiology of taste, smell, and flavor. This course covers the chemistry of milk, ice cream, cheese, yogurt, sourcream, browning, fruits, vegetables, meat, fish, eggs, bread, cakes, pastry, seasonings, beer, wine, chocolates, and candies. The laboratory presents the techniques of food analysis, where students learn about the functions of food additives and other ingredients, as well as the chemical changes that happen during processing and storing certain foods. The application of chemical and physical techniques to the isolation, characterization, and qualitative and quantitative analysis of food components will also be explored.

### CHEM 101 GENERAL CHEMISTRY I

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C), C-ID (CHEM 110)

Prerequisite(s): CHEM 060 ; MATH 125 or MATH 134

The student learns complex chemistry nomenclature of elements and inorganic compounds, detailed concepts in ionic and covalent bonding, details in atomic structure, in-depth treatment of molecular geometry, in-depth introduction to chemical reactions, rigorous multi-conceptual problem solving, measurement techniques and error analysis, stoichiometry and its complex applications, states of matter and related energy transfers, gas laws and deviations from ideal behavior, quantum theory of the atom, details of periodic properties of the elements, colligative properties of solutions, and an introduction to oxidation and reduction reactions. This course builds upon basic chemistry fundamentals with a laboratory component, emphasizing fundamental principles of inorganic and physical chemistry. Quantitative and qualitative laboratory exercises are related to the lecture topics. This course serves as preparation for majoring in chemistry and the life sciences, or studies in allied health. 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/allied health), mathematics, and engineering.

**CHEM 102 GENERAL CHEMISTRY II**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C)

Advisory: ENGLISH 028 and ENGLISH 067 or ENGLISH 031

Prerequisite(s): CHEM 101

The student is exposed to introductory chemical kinetics and the basic theories elucidating the governing of reactions rates, general chemical and aqueous solution equilibria, thermodynamics including free energy and entropy, electrochemistry, nuclear chemistry, descriptive chemistry, and structure and bonding in transition metal complexes, and basic organic chemistry. 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**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Prerequisite(s): CHEM 102

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research are performed.

**CHEM 211 ORGANIC CHEMISTRY FOR SCIENCE MAJORS I**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C), C-ID (CHEM 150)

Prerequisite(s): CHEM 102

In this the first part of a two-course sequence, students learn organic molecular structure, nomenclature, stereochemistry, detailed concepts in formulating reaction mechanisms, a comprehensive treatment of reactive intermediates, and is also introduced to basic reactions and synthetic manipulations of alkanes, alkenes, alkynes, alcohols, ethers, and their derivatives. Mass spectrometry, nuclear magnetic resonance spectrometry, and Infrared spectrometry, UV-Vis spectrometry is also introduced in compound characterization. The student will learn the retrosynthetic approach to synthetic organic chemistry and be expected to design and execute a simple synthetic project. 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**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C)

Prerequisite(s): CHEM 211

The student will add to their repertoire of functional group manipulation reactions by studying aromatic compounds, amines, heterocycles, carbonyls and their derivatives, carbohydrates, amino acids and proteins, and nucleic acids. More complex reaction mechanisms are introduced along with more complex synthesis problems. The laboratory presents more techniques of preparation, where students will learn isolation and analysis of organic compounds employing modern instrumental analysis.

**CHEM 221 BIOCHEMISTRY FOR SCIENCE MAJORS**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C)

Advisory: ENGLISH 028 and ENGLISH 067 or ENGLISH 031

Prerequisite(s): CHEM 211

Students learn 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**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): CHEM 102

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research are performed.

**CHEM 385 DIRECTED STUDY - CHEMISTRY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite(s): CHEM 102

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research are performed.

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**CHICANO STUDIES (CHICANO)**
**CHICANO 004 INTRODUCTION TO CHICANA/O STUDIES**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,F), UC(IGETC Area 4,7)

This course is an introductory inter-disciplinary study of the field of Chicana/o Studies. It examines race, ethnicity, and culture in relation to Chicana/o and Latina/o communities and their social justice movements and struggles. The course provides a basis for better understanding of the socio-economic, cultural, and political conditions among Chicanas/os / Latinas/os and other minority groups through historical consideration of the creation and development of Ethnic Studies programs in the United States.

**CHICANO 007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,US-1), UC(IGETC Area 3B,4)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,F,US-1), UC(IGETC Area 3B,4,7)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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.

**CHICANO 047 THE MEXICAN-AMERICAN WOMAN IN SOCIETY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,F), UC(IGETC Area 4,7)

This course provides students with a basic understanding of the Chicana in contemporary society. Emphasis is placed on establishing a framework from which to view the historical development and treatment of women in modern society. Includes an analysis of selected Latina issues currently affecting Chicana women.

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**CHINESE (CHINESE)**
**CHINESE 001 ELEMENTARY CHINESE I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

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. Corresponds to the first two years of high school Chinese.

**CHINESE 002 ELEMENTARY CHINESE II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)  
Prerequisite(s): CHINESE 001

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.

**CHINESE 003 INTERMEDIATE CHINESE I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): CHINESE 002

Development of intermediate Chinese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Chinese culture.

**CHINESE 004 INTERMEDIATE CHINESE II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): CHINESE 003

Continues the development of intermediate Chinese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilizes knowledge of Chinese culture.

**CHINESE 007 CONVERSATIONAL CHINESE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CHINESE 002

Students will develop practical speaking and listening skills in Chinese at the ACTFL Proficiency Intermediate-Low Level, and utilize culture in spoken communication.

**CHINESE 010 CHINESE CIVILIZATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

Course is 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.

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**CINEMA (CINEMA)****CINEMA 001 INTRODUCTION TO MOTION PICTURE PRODUCTION**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

This is 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 002 (Beginning Motion Picture Workshop); concurrent enrollment is recommended.

**CINEMA 002 BEGINNING MOTION PICTURE WORKSHOP**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Advisory: CINEMA 001

Introductory workshop in practical filmmaking. Each student will be responsible for making several short films in digital video. This course provides an introduction to the theory, terminology, and operation of single camera video production, including composition and editing techniques, camera and recorder operation, portable lighting, audio control, and basic editing. This course focuses on the aesthetics and fundamentals of storyboarding, producing, directing for location single camera production, and postproduction and exhibition. Previous or concurrent enrollment in Cinema 001 is strongly recommended.

**CINEMA 003 HISTORY OF MOTION PICTURES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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**

3 Units (RPT 1) (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CINEMA 001 ; CINEMA 002

This course will introduce students to the aesthetic and technical elements of screenwriting, specifically the writing of the short film script. Students who complete

this course will have a thorough understanding of character development, story structure, and of how to write compelling scenes.

### **CINEMA 006 INTRODUCTION TO CINEMATOGRAPHY**

*3 Units (Lec 2 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Advisory: PHOTO 007*

*Prerequisite(s): CINEMA 001 ; CINEMA 002 ; CINEMA 003 ; CINEMA 004 ; or CINEMA 018*

This introductory cinematography course covers current fundamentals of the art and craft of cinematography. This survey course involves lectures, studio demonstrations, and hands-on training. Foundational skills covered include professional digital cinema cameras, lenses and optics, composition, controlling focus, assistant camera training, camera movement, camera operating, exposure, image manipulation, lighting, and cinematography post-production.

### **CINEMA 007 ADVANCED CINEMATOGRAPHY AND CREATIVE TECHNIQUES**

*3 Units (Lec 2 Hrs / Lab 3 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): CINEMA 006*

This hands on advanced level cinematography course covers current industry professional cameras, lighting equipment, and practical techniques in cinematography. Emphasis is placed on crew positions, collaboration, on set communication, assistant camera training, camera operating techniques, planning and breakdown process, creative techniques, and the fundamentals of light that are applied in a workshop based production structure.

### **CINEMA 009-1 BEGINNING MOTION PICTURE SOUND PRODUCTION**

*3 Units (Lec 2 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

Students learn the basics of motion picture production and post-production sound. Hands-on work includes the use of digital audio recorders and mixers, microphones, fishpoles and booms, and audio editing software used in film, television and podcasting.

### **CINEMA 009-2 INTERMEDIATE MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN**

*3 Units (Lec 2 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Advisory: CINEMA 009-1*

Intermediate television and cinema students are introduced to post-production software, dialogue editing, ADR, Foley, and mixing, to create final soundtracks for media productions. The class utilizes industry standard software for audio editing and mixing, preparing students to take the Pro Tools certification exam. Students will achieve an intermediate level of understanding of how to import, edit, and mix a multi-track audio project.

### **CINEMA 010 INTRODUCTION TO FILM DIRECTING**

*3 Units (Lec 2 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): CINEMA 001 ; CINEMA 002*

This is an introduction to the crafts of acting and directing for the film medium. Students will choose a script, cast it, rehearse their actors, and present a scene in class, along with a production package including script notes, scene goals, character analysis, storyboard, and shot list.

### **CINEMA 012 ADVANCED FILM DIRECTING**

*3 Units (Lec 2 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): CINEMA 001 ; CINEMA 002 ; CINEMA 010*

This is an advanced approach to the crafts of directing for the film medium. Students will write or choose a script, cast it, rehearse their actors, hire and work with Cinematographers, Art Directors, and Producers, hold production meetings, then prepare, film, and edit a short film to be presented in class, along with a production package including a lookbook, script notes, scene goals, character analysis, storyboard, and shot list.

### **CINEMA 017 ADVANCED MOTION PICTURE POST-PRODUCTION**

*3 Units (Lec 2 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

An introductory course in post production finishing that covers the processes of color and image science, color correction, shot matching , primary grading, secondary grading, advanced techniques, and the workflows required to create final theatrical and broadcast deliverables.

**CINEMA 018 INTRODUCTION TO FILM GENRES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1,C2), UC(IGETC Area 3A,3B)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite(s): CINEMA 001 ; CINEMA 002

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 022 ADVANCED MOTION PICTURE SOUND AND POST PRODUCTION SOUND DESIGN**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: CINEMA 032-1 or CINEMA 033 or CINEMA 055

Prerequisite(s): CINEMA 009-2

Advanced cinema and television students explore advanced techniques of Sound Design, using Pro Tools to record and mix ADR and Foley, and to go through the process of designing a film's soundtrack. Areas of Post Production Sound Editing to be studied will be Dialogue Editing, creating and mixing sound effects, music choice, M+E mixes, and the final mix for exporting back to locked picture.

**CINEMA 025 PRODUCING MOTION PICTURE FEATURES**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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 and low-budget films.

**CINEMA 032-1 EDITING FUNDAMENTALS I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CINEMA 001 ; CINEMA 002

In this introduction to the art and craft of editing, the student gains storytelling and digital editing skills using the latest nonlinear editing software. The student receives hands-on experience editing various projects and exercises with footage provided to them in class, and applies techniques to learn matching action, screen direction, timing, shot connotation, character, emotion, pacing, and rhythm. Students 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 the student will gain an understanding and appreciation of editing aesthetics and history.

**CINEMA 032-2 EDITING FUNDAMENTALS II**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CINEMA 032-1

Students develop advanced editing techniques and gain practical skills in visual effects, motion graphics, compositing, sound design, color correction, and finishing. Students gain workflow knowledge and explore the entire post-production process through footage provided in class and their own footage. Students learn 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 will be demonstrated and applied.

**CINEMA 033-1 DIGITAL VIDEO PRODUCTION WORKSHOP I**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CINEMA 001 ; CINEMA 002 ; CINEMA 003 ; CINEMA 004 ; or CINEMA 018

Intermediate film and television students produce short video projects using digital video cameras and editing systems.

### **CINEMA 033-2 DIGITAL VIDEO PRODUCTION WORKSHOP II**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CINEMA 033-1

Intermediate film and television students extensively plan, shoot, and edit two short or one longer advanced digital video project(s). Special emphasis is placed on pre-production planning.

### **CINEMA 038-1 MOTION PICTURE STAGE GRIP AND LIGHTING TECHNIQUES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

In this hands-on course students learn the practical direct to work skills of grip and lighting techniques. The equipment, tools, and safe practices include, but not are not limited to: C-stands, Jr. stands, baby stands, overhead stands, flags, nets, diffusion, butterflies, gels, diffusion, aerial lifts, ladders, dollies, camera support, rigging, knots, cutting and shaping light, manipulating light, lists and schedules, maintaining a staging area, set etiquette, crew hierarchy, tools of the trade, and set safety.

### **CINEMA 038-2 MOTION PICTURE STAGE ELECTRIC AND LIGHTING TECHNIQUES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

In this hands-on course students learn the practical direct to work skills of electric and lighting techniques. The equipment, tools, and safe practices include, but not are not limited to: lighting principles, power distribution, lighting instruments, rigging, set organization, controlling light, various lighting set ups, and safety.

### **CINEMA 060 ENTERTAINMENT INDUSTRY CAREERS BELOW-THE-LINE PRODUCTIONS SKILLS I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

This introductory course is designed to help students develop the skills needed to obtain and keep a position in the motion picture and television industries. Skills taught include working with production managers, first assistant directors, production designers, and script supervisors, with a focus on basic safety issues relevant to each department.

### **CINEMA 103 DIVERSITY IN CINEMA**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC

This course is an analytic and critical overview of diverse cultural representation in film and television from historic, aesthetic, sociological, philosophical, and psychological perspectives. This includes an examination of established mainstream culture paradigms and how they intersect with minoritized cultures in terms of gender, ethnicity, religious, and other societal aspects throughout history and into the present. Further, the discussion will include minoritized access to development, production, distribution, and exhibition in the entertainment industry.

### **CINEMA 185 DIRECTED STUDY - CINEMA**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Prerequisite(s): CINEMA 005 or CINEMA 033-1

The student creates a writing, mentoring, or post-production study project as agreed upon by the student and a supervising instructor.

### **CINEMA 501 MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

Advisory: PHOTO 007

(Same as PHOTO 501.) The student learns the analysis of film and modern visual media, including the cinema, television, the Internet, advertising, social networking, and fine art. The student learns to examine the broad questions of form and content, aesthetics and meaning, and history and culture, exploring the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology, and critical analysis. This course is recommended for all cinema and photography majors, and is open to graphic artists as well as the general public.

### **CINEMA 911 COOPERATIVE EDUCATION - CINEMA**

1 Units (RPT 15) (Lec 1 Hrs)

Transfer Credit: CSU

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. Student must work 75 hours paid or 60 hours non-paid during the semester.

### **CINEMA 921 COOPERATIVE EDUCATION - CINEMA**

2 Units (RPT 7) (Lec 2 Hrs)

Transfer Credit: CSU

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 the program. Student must work 150 hours paid or 120 hours non-paid during the semester.

### **CINEMA 931 COOPERATIVE EDUCATION - CINEMA**

3 Units (RPT 4) (Lec 3 Hrs)

Transfer Credit: CSU

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**

4 Units (RPT 3) (Lec 4 Hrs)

Transfer Credit: CSU

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 101 INTRODUCTION TO COMPUTERS AND THEIR USES**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (BUS 140 , ITIS 120)

(Formerly CO SCI 101) Students receive instruction in computer hardware, software, terminology, ethics, and social impact, as well as 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 CS 101 or CO SCI 103.

### **CIS 112 OPERATING SYSTEMS - BEGINNING LINUX**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

(Formerly CO TECH 018) This course introduces the Linux Operating System for the standard PC. 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.

### **CIS 148 INTRODUCTION TO WEB DEVELOPMENT HTML5 & CSS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CS 101 or CIS 101 or CO SCI 101 or CO SCI 103

(Formerly CO SCI 158) 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.

**CIS 162 CYBER SECURITY I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, C-ID (ITIS 161)

Students learn fundamental concepts of cyber security and risk management. Topics covered include enterprise threats and vulnerabilities, incident response planning and procedures, risk mitigation, and risk management best practices. The students will be prepared to take the CompTIA CySA+ certification exam.

**CIS 166 COMPUTER FORENSICS I**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ITIS 165)

(Formerly CO TECH 029) This course introduces the concepts of Computer Forensics and how forensic techniques are used in the investigative process. Topics 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.

**CIS 170 INTRODUCTION TO ETHICAL HACKING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, C-ID (ITIS 164)

This course introduces the concepts of ethical hacking and systems defense. Topics 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).

**CIS 185 DIRECTED STUDY - COMPUTER INFORMATION SYSTEMS**

1 Units (RPT 2) (Lec 1 Hrs)

Transfer Credit: CSU

(Formerly CO SCI 185) Computer science students pursue on their own an in-depth study of a subject of special interest in the field of computer science. Requires consultation with the instructor on a weekly basis, plus independent work.

**CIS 191 CLOUD+ CERTIFICATION PREPARATION**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Students learn technology of cloud computing and learn the basics of the implementation and support of systems offered by cloud providers such as Amazon Web Services (AWS), Microsoft Azure, and Google Cloud Platform (GCP). The students will be prepared to take the CompTIA Cloud+ certification exam.

**CIS 192 INTRODUCTION TO CLOUD COMPUTING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Corequisite(s): CS 101 or CO SCI 103, C-ID (ITIS 170)

This course introduces the fundamentals of cloud computing including the different cloud computing models: Infrastructure as a Service, Platform as a Service, and Software as a Service on the Amazon Web Services (AWS) platform. Includes a review of the basic concepts of server, networking, storage, and virtualization. Covers industry trends of computing, storage, and application migration to cloud computing. Advantages and disadvantages of cloud computing are examined. Cloud careers and industry demand for cloud computing skills are listed.

**CIS 193 DATABASE ESSENTIALS IN AMAZON WEB SERVICES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CIS 192

This course introduces AWS' data storage services, including an introduction of AWS database technologies and AWS block and object-based storage services. Students learn the principles of database design and management, AWS SQL, and NoSQL database technologies. Students use principles of block and object-based storage options. Students study various use case scenarios for AWS data storage services. The hands-on lab allows students to apply the acquired knowledge.

**CIS 194 COMPUTE ENGINES IN AMAZON WEB SERVICES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ITIS 172)

Prerequisite(s): CIS 192

This course introduces Amazon Web Services computing related services. Students will learn the core computing technologies offered by Amazon Web Services. The computing services students learn computing models

including Infrastructure as a Service, Platform as a Service, and Function as a Service or Micro-services. Students learn how to set up and manage computing services, auto scale computing services and configure computing load balancing. Students also learn how to code auto deployment scripts for the AWS infrastructure.

**CIS 195 SECURITY IN THE CLOUD**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (ITIS 171)

Prerequisite(s): CIS 192

This course explores Amazon Web Services security at both the AWS services layer and Amazon data center infrastructure layer. This course covers how Amazon Web Services implements security measures in their global data center infrastructure. The course will also look at the AWS security shared responsibility model and how to use Amazon security and monitoring tool to ensure security in an AWS cloud infrastructure. The course provides an understanding of how AWS security tools can provide hardware, service, network and user activity monitoring, key management services, server and application firewall services, and an introduction to implementing private and public subnets.

**CIS 210 INTRODUCTION TO COMPUTER NETWORKING**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ITIS 150)

This course introduces the concepts of networking technologies. Topics include the OSI model, methods of signaling, and encoding; interfaces, modems, and transmission media; and the most important protocols involved in moving data over a communication network.

**CIS 211 SECURITY+ CERTIFICATION PREPARATION**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, C-ID (ITIS 160)

This course introduces the concepts of computer and network security. Topics include security concepts, tools, procedures to react to security incidents, and guarding against security risks. At the end of the course, students are prepared for the CompTIA Security+ certification exam.

**CIS 212 A+ CERTIFICATION PREPARATION-HARDWARE**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Students learn technology of computer hardware such as microprocessor, RAM, UEFI/BIOS/CMOS, motherboard, power supply, HDD, optical drive, video, sound, and I/O devices; how these form a working system; basics of

networking; simple troubleshooting of PC systems; and features and troubleshooting of portable computers and mobile devices. This course is one of two courses on the computer systems and technologies to prepare students for CompTIA A+ certification exams.

**CIS 213 A+ CERTIFICATION PREPARATION-SOFTWARE**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Students learn technology of Microsoft Windows operating systems; installation, troubleshooting and maintenance of Windows; computer security strategies; documentation; networking and securing/sharing Windows resources; virtualization and cloud computing; macOS; Linux; Scripting; printer technologies; and customer Service. This course is one of two courses on the computer systems and technologies to prepare students for CompTIA A+ certification exams.

**CIS 214 INTRODUCTION TO NETWORK+**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, C-ID (ITIS 150)

This course is designed to provide students with a solid foundation in computer networking technology. It covers network cables, connectors & devices, network typologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, wide area networks, network security & troubleshooting, and client/server operating systems survey. The students become prepared for the CompTIA Network+ certification exam.

**CIS 219 INTRODUCTION TO ORACLE: SQL AND PL/SQL**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

(Formerly CO SCI 186) The student learns the concepts of both relational and object relational databases and the SQL language. The student learns about data server technology, how to create and maintain database objects, and how to store, retrieve, and manipulate data.

**CIS 285 DIRECTED STUDY - COMPUTER INFORMATION SYSTEMS**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

(Formerly CO SCI 285) Computer science students pursue on their own an in-depth study of a subject of special interest in the field of Computer Science. Requires consultation with the instructor on a weekly basis, plus independent work.

## COMPUTER TECHNOLOGY (CO TECH)

### CO TECH 002 INTRODUCTION TO ELECTRONICS

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Students learn the basic concepts of electricity and applications of simple electronic components through introduction to the technological implications of electronics. They learn implementation of electronic circuits on breadboards and circuit simulation using software applications.

### CO TECH 005 FUNDAMENTALS OF ELECTRONICS I

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

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

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

The student receives a detailed study of alternating current theory and applications, including reactance, impedance, resonance, transformers, coupling, filters, bandpass, and time constants. The laboratory emphasizes skills in the use of test equipment in AC circuits.

### CO TECH 007 ELECTRON DEVICES

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

The student learns the nature and operation of solid state devices including diodes, transistors, and field effect devices. Includes simple circuit applications.

### CO TECH 020 COMPUTER LOGIC AND ARITHMETIC

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

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 030 INTRODUCTION TO MICROPROCESSORS

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Corequisite(s): CO TECH 036

Prerequisite(s): CO TECH 020

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 036 DIGITAL DEVICES AND CIRCUITS

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CO TECH 020

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.

## COLLEGE STUDIES (COLLEGE)

### COLLEGE 101 NAVIGATING YOUR PATH THROUGH COLLEGE TO CAREER

1 Units (Lec 1 Hrs)

Transfer Credit: CSU, UC

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.

## COMMUNICATION STUDIES (COMM)

### COMM 100 INTRODUCTION TO COMMUNICATION STUDIES

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU(CSUGE Area D), UC(IGETC Area 4), C-ID (COMM 115)  
*Advisory:* ENGLISH 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

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU(CSUGE Area A1), UC(IGETC Area 1C), C-ID (COMM 110)  
*Advisory:* ENGLISH 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.

### COMM 104 ARGUMENTATION AND DEBATE

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU(CSUGE Area A1,A3), UC(IGETC Area 1C), C-ID (COMM 120)  
*Prerequisite(s):* ENGLISH 101 or ENGLISH 101Z or E.S.L. 110

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.

### COMM 105 CRITICAL THINKING

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU(CSUGE Area A3), UC(IGETC Area 1B)  
*Prerequisite(s):* ENGLISH 101 or ENGLISH 101Z or E.S.L. 110

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

2 Units (RPT 3) (Lab 7 Hrs)

*Transfer Credit:* CSU, C-ID (COMM 160 B)  
*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.

### COMM 111 VOICE AND ARTICULATION

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU

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

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU(CSUGE Area A1,D7), UC(IGETC Area 1C,4G), C-ID (COMM 130)

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.

**COMM 122 INTERCULTURAL COMMUNICATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D7), UC(IGETC Area 4G), C-ID (COMM 150)

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.

**COMM 130 INTRODUCTION TO ORAL INTERPRETATION OF LITERATURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC, C-ID (COMM 170)

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; and developing an appreciation for and an understanding of oral interpretation as a communication medium.

**COMM 151 SMALL GROUP COMMUNICATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A1), UC(IGETC Area 1C), C-ID (COMM 140)

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.

**COMM 185 DIRECTED STUDY- COMMUNICATION STUDIES**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Prerequisite(s): COMM 101 ; 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 190 COMMUNICATION AND NEW MEDIA**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Advisory: ENGLISH 101

This course introduces computer-mediated communication. Students examine how the Internet, popular culture, social media, websites, blogs, YouTube, and social networks have reshaped communication practices. The course offers an overview of relevant theories and critical issues while providing students with the opportunity to apply communication skills using new media.

**COMM 226 RHETORIC OF POPULAR CULTURE**

3 Units (Lec 3 Hrs)

Transfer Credit: UC

Studies U.S. popular culture through its representation in advertising, social media, film, television, sports, and politics. Evaluates the historical and contemporary role of popular culture in the United States as a mediator of cultural values and attitudes as well as its impact on both the individual and society.

**COMM 275 GENDER COMMUNICATIONS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

This course is an examination of communication patterns existing between males and females. The course is designed to integrate theory and practice, and to heighten students' awareness of the importance of gender as a communication variable. Emphasis is placed on perception, verbal and nonverbal communication in interpersonal, small group and public settings. Communication problems relating to gender are addressed along with listening, assertiveness, negotiation and other conflict management strategies.

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## COOP ED (COOP ED)

### COOP ED 195 WORK EXPERIENCE - GENERAL I

1 Units (RPT 15) (Lec 1 Hrs)

Transfer Credit: CSU

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 (RPT 15) (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

2 Units (RPT 7) (Lec 2 Hrs)

Transfer Credit: CSU

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 (RPT 7) (Lec 2 Hrs / Lab 8 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

3 Units (RPT 4) (Lec 3 Hrs)

Transfer Credit: CSU

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.

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## CORRECTIONS (CORR)

### CORR 001 INTRODUCTION TO CORRECTIONS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (AJ 200)

Students learn 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.

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## COUNSELING (COUNSEL)

### COUNSEL 020 POST-SECONDARY EDUCATION: THE SCOPE OF CAREER PLANNING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

This course is designed for students who are undecided about their pathways, 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 pathways.

**COUNSEL 022 THE TRANSFER PROCESS**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU, UC

This course introduces new students to American higher education, including the masterplan of higher education in California, and the transfer process. It is designed to enable students to become active participants in planning their long-term educational goals. Students will be introduced to the academic requirements for certificates, associate degrees, and university transfer. Topics also include academic success skills, campus and district policies, career planning, and federal and state regulations for resident and nonresident students. During the course, students will develop an educational plan geared toward their goals. The course will consist of lecture, use of online resources, guest speakers, and student assignments.

**COUNSEL 040 COLLEGE SUCCESS SEMINAR**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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, college and 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.

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**COMPUTER SCIENCE (CS)****CS 101 INTRODUCTION TO COMPUTER SCIENCE**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

(Formerly CO SCI 103) 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 Python.

**CS 102 PROGRAMMING LOGIC AND DESIGN**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (COMP 112)

(Formerly CO SCI 107) 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.

**CS 103 MATHEMATICS FOR PROGRAMMERS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

(Formerly CO SCI 104) The student develops mathematical reasoning and general problem-solving skills using topics from binary arithmetic including two's complement, octal, hexadecimal numbers, Boolean logic, Venn diagrams, truth tables and set theory, relations, functions, and color sets.

**CS 112 PROGRAMMING IN JAVASCRIPT**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Advisory: CS 116 or CS 113 or CO SCI 139 or CO SCI 141

Prerequisite(s): CIS 148 or CO SCI 158

(Formerly CO SCI 162) This course teaches web page development with JavaScript, reviews introductory JavaScript language features, and covers advanced topics including object-oriented programming, the Document Object Model (DOM), and touch and mobile interfaces. The course also teaches how to use regular expressions, closures, callbacks, namespaces, and the module pattern. Introduces JSON to transmit and store data.

**CS 113 PROGRAMMING IN JAVA**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (COMP 122, ITIS 130)

Prerequisite(s): CS 101 or CO SCI 103

(Formerly CO SCI 141) Students learn the basics of procedural programming, plus the concepts of object-oriented programming.

**CS 116 PROGRAMMING IN C++**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (COMP 122)

Prerequisite(s): CS 101 or CS 111 or CO SCI 103 or CO SCI 108 or MATH 261 or MATH 261S

(Formerly CO SCI 139) The student learns 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++.

**CS 119 PROGRAMMING IN PYTHON**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (COMP 122)

Prerequisite(s): CS 101 or CO SCI 103

(Formerly CO SCI 124) 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.

**CS 121 PYTHON PROGRAMMING FOR DATA SCIENCE AND MACHINE LEARNING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CS 119

Students will build on basic Python programming concepts by learning additional features such as - Iterators, List Comprehension, Generators, Packages & Modules. Students will proceed to gain how to use the various libraries for Data Science & Machine Learning such as Numpy, Scipy, Pandas, Matplotlib, Seaborn, Statsmodels, Scikit-learn, Keras, and Tensorflow. Students will use tools such as Jupyter notebooks for interactive visualization and sharing of results.

**CS 130 INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (COMP 142)

Prerequisite(s): CS 113 or CS 116 or CO SCI 139 or CO SCI 141

(Formerly CO SCI 117) 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, the internal representations of simple data types and structures, basic principles of operating systems and programming language translation process, and the various data representation errors and potential procedural errors.

**CS 131 DISCRETE STRUCTURES FOR COMPUTER SCIENCE**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (COMP 152)

Corequisite(s): CS 113 or CS 116

Prerequisite(s): MATH 261 or MATH261S

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include functions, set

theory, propositional logic, proof techniques, algorithm, graph structures, combinatorics, and probability.

**CS 136 INTRODUCTION TO DATA STRUCTURES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (COMP 132)

Prerequisite(s): CS 213 or CS 216 or CO SCI 140 or CO SCI 142

(Formerly CO SCI 136) 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, object oriented, and easily modified than designs that rely primarily on passing data among functions.

**CS 157 FULL-STACK WEB APPLICATION DEVELOPMENT**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: CS 113 or CS 116 or CO SCI 139 or CO SCI 141

Prerequisite(s): CS 112 ; CIS 148

(Formerly CO SCI 159) Students 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. Topics are exemplified using the MEAN stack and students create a meaningful capstone project. Also covers creating websites and apps for mobile devices using Bootstrap and Ionic Framework.

**CS 165 DATA SCIENCE PROGRAMMING AND APPLICATIONS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CS 121 ; CIS 193

Students will gain knowledge of data analytics, SQL queries, data views, data visualizations, and applied predictive analytics. Students will recommend data-driven actionable insights to Business divisions. Students will be eligible for entry-level roles in data analysis/engineering.

### **CS 166 MACHINE LEARNING PROGRAMMING AND APPLICATIONS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CS 121 ; CIS 194

Students will receive training on the four-machine learning (ML) models: Supervised, Unsupervised, Reinforcement & GAN models. Students will analyze a given scenario and determine which model should be applied. Students will use existing services as well as explore custom solutions to generate (explainable) predictions given a dataset.

### **CS 213 ADVANCED PROGRAMMING IN JAVA**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CS 101 or CO SCI 103 ; CS 113 or CO SCI 141

The student learns about UML, multithreading, networking, exception handling, recursion, files & streams, JDBC, RMI, inheritance, and polymorphism. This course prepares a student to sit for the Sun Certified Java Programmer industry certification exam.

### **CS 216 OBJECT-ORIENTED PROGRAMMING IN C++**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CS 116 or CO SCI 139

(Formerly CO SCI 140) The student learns object-oriented and advanced programming with C++ including classes, data abstractions, inheritance, composition, virtual functions, operators and functions overloading, templates, exception handling, recursion, pointers, dynamic data types, and linked lists.

## **DANCE STUDIES (DANCEST)**

### **DANCEST 185 DIRECTED STUDY - DANCE**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Students pursue directed study in Dance on a contractual basis under the direction of a supervising instructor.

### **DANCEST 301 CHOREOGRAPHY I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): DANCETQ 111

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): DANCEST 301

Students choreograph and perform dances with a minimum of two 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): DANCEST 302

Students choreograph and perform dances using at least three people 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): DANCEST 303

Students choreograph and perform dances for four 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 the ability to view dance critically.

### **DANCEST 805 HISTORY AND APPRECIATION OF DANCE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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 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 worldwide.

### **DANCEST 814 DANCE PRODUCTION I**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Advisory: DANCETQ 111 or DANCETQ 121 or DANCETQ 141 and ENGLISH 021*

*Prerequisite(s): DANCEST 301 or 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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area E), UC*

*Advisory: DANCETQ 111 or DANCETQ 121 or DANCETQ 141 or DANCETQ 311 or DANCETQ 321 or DANCETQ 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.

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## **DANCE TECHNIQUES (DANCETQ)**

### **DANCETQ 111 BALLET TECHNIQUES I**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area E), UC*

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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area E), UC*

*Prerequisite(s): 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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area E), UC*

*Prerequisite(s): 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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area E), UC*

*Prerequisite(s): 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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area E), UC*

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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area E), UC*

*Prerequisite(s): 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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area E), UC*

*Prerequisite(s): 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn basic modern dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

**DANCETQ 142 MODERN DANCE TECHNIQUES II**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): DANCETQ 141

Students learn and review basic modern dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

**DANCETQ 143 MODERN DANCE TECHNIQUES III**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): DANCETQ 142

Students will review basic and intermediate concepts and terminology in modern dance and perform modern dance combinations with an emphasis on steps and combinations of greater complexity and duration with continued appreciation of dance as a performing art.

**DANCETQ 144 MODERN DANCE TECHNIQUES IV**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): DANCETQ 143

Students perform advanced level modern dance combinations with emphasis on complexity in dance technique, rhythmic phrasing, duet and multi-partner collaborations, demonstrating 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 231 CONDITIONING FOR DANCE I**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students will learn a variety of exercise techniques, philosophies, and somatic strategies to help them establish a conditioning program they can use to improve fitness as it applies to dance technique. Introductory level exercises and information are geared specifically for dance technique training, and are drawn from a number of different sources including: Pilates, gyrotonics, Franklin Method, Swissphysio ball work, myo-fascial rollers, somatic body therapies, and other dance conditioning practices.

**DENTAL TECHNOLOGY (DEN TEK)****DEN TEK 100 INTRODUCTION TO THE DENTAL LABORATORY**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU

Advisory: DEN TEK 101

Students learn how to design and fabricate functional dental prosthetic models, required in prosthodontic reconstruction.

**DEN TEK 101 ELEMENTS OF DENTAL TECHNOLOGY**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Advisory: DEN TEK 100

The student learns about the Dental Prosthodontics Technology profession, history, specialties, and employment opportunities. The student learns the sequence of steps in the construction of a functional removable die cast model.

**DEN TEK 102 DENTAL ANATOMY AND TERMINOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Advisory: ENGLISH 028, ENGLISH 067

The student learns about dental terminology, the function of the oral cavity, primary and secondary human dentition, tooth morphology and function, and anatomical landmarks. The importance of tooth supporting structures anatomy and histology, as well as human skull osteology and myology, is stressed.

**DEN TEK 103 REMOVABLE PROSTHODONTICS I**

5 Units (Lec 3 Hrs / Lab 5 Hrs)

Transfer Credit: CSU

Corequisite(s): DEN TEK 285

Prerequisite(s): 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)

Transfer Credit: CSU

Corequisite(s): DEN TEK 285

Prerequisite(s): DEN TEK 103

The student learns about the design and construction of maxillary complete dentures opposing a mandibular overdenture, including the science of prescribed materials. Students learn how to relines 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)

Transfer Credit: CSU

Students learn by lecture, demonstration, and experiment the physical properties and chemical composition of dental materials, including their uses in dentistry.

**DEN TEK 108 GNATHOLOGICAL CONCEPTS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 109

Students learn about gnathological concepts of morphology, functional occlusion of oral cavity, and principles of ideal and functional contacts. Organic waxing of the maxillary and mandibular teeth occlusal surfaces is accomplished on semi-adjustable articulators.

**DEN TEK 109 FIXED PROSTHETICS I**

5 Units (Lec 2 Hrs / Lab 8 Hrs)

Transfer Credit: CSU

Advisory: ENGLISH 028

Corequisite(s): DEN TEK 285

Prerequisite(s): DEN TEK 100 ; DEN TEK 102

The student learns to apply the principles of dental morphology and functional occlusion to single anterior and posterior teeth by applying analogue and digital applications.

**DEN TEK 111 FIXED PROSTHETICS II**

6 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU

Prerequisite(s): 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)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 105

The student learns removable partial denture construction, both analog and digital, from start to finish. The course consists 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, and finishing and polishing the framework. The second section will consist of replacement tooth set-up, wax-up, processing, equilibration, and finish and polish.

**DEN TEK 185 DIRECTED STUDY - DENTAL TECHNOLOGY**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

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)

Transfer Credit: CSU

Corequisite(s): DEN TEK 208

Students learn to observe and work under the supervision of a skilled dental technician in a dental clinic or dental laboratory where they have the opportunity to apply the knowledge and skills learned. Students learn about production, operation, and management of dental laboratory business including the ethics, jurisprudence, safety regulations, and infection control protocols. Topics include human resource management, types of business financing, marketing strategies, entrepreneurship, and current professional topics.

**DEN TEK 203 CERAMIC RESTORATIONS**

2 Units (Lec 1 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 111

The student learns about dental ceramic restorations, including: materials properties and manipulation, tooth morphologic design, feldspathic materials sintering, contouring staining, glazing, and polishing, as well as science of color and aesthetic design.

**DEN TEK 204 ORTHODONTICS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 105

The student learns about the principles of construction and repair of orthodontic and pedodontic appliances. Emphasis is 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)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 111 ; DEN TEK 108

This is an advanced course in the Fixed Prosthodontics specialty. Students 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 (RPT 1) (Lec 3 Hrs / Lab 7 Hrs)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 105 ; DEN TEK 112

This is an advanced course in Removable Prosthodontics Specialty. 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)

Transfer Credit: CSU

Prerequisite(s): 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 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 (Lec 2 Hrs)

Transfer Credit: CSU

Dental Prosthetic Technology students pursue directed study on a contract basis, under the direction and supervising of the instructor. Students 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 (NDA)**

8 Units (Lec 4 Hrs / Lab 11 Hrs)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 208 or Proof of certification or Dental prosthetic technology field experience

Students 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. Students 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)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 207

Students learn about dental implants including history, surgical overview, types of implants and implant restorations, case planing, prosthodontic procedures, laboratory procedures, restorative materials, and case finalization.

**DEN TEK 403 DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS II (NDA)**

8 Units (Lec 4 Hrs / Lab 8 Hrs)

Transfer Credit: CSU

Prerequisite(s): DEN TEK 401 or Proof of certification or Dental prosthetic technology field experience

Students learn to evaluate, plan, scan, design, and process complex advanced removable prosthodontics cases, including partial dentures and implant over dentures. Students complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.

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**DANCE SPECIALTIES (DNCEPC)****DNCEPC 311 FLAMENCO AND SPANISH DANCE**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn basic flamenco and Spanish dance with an emphasis on correct posture, individual steps, arm movements, terminology, various rhythms, and basic step combinations.

**DNCEPC 312 FLAMENCO AND SPANISH DANCE II**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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.

**DNCEPC 321 SOCIAL DANCE TECHNIQUES I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn basic social dance steps and combinations, terminology, music, and appreciation of dance as an art form.

**DNCEPC 331 TAP DANCE TECHNIQUES I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn basic tap dance steps and combinations, terminology, music, and appreciation of dance as an art form.

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**ENGLISH AS A SECOND LANGUAGE (E.S.L.)****E.S.L. 003A COLLEGE ESL III: WRITING AND GRAMMAR**

6 Units (Lec 6 Hrs)

English language learners develop writing and grammar skills at the low-intermediate level to compose, revise, and edit paragraphs based on familiar topics. This course is for students who speak, read, and understand some English and now want to develop their writing skills.

**E.S.L. 003B COLLEGE ESL III: READING AND VOCABULARY**

3 Units (Lec 3 Hrs)

English language learners develop reading comprehension and vocabulary skills at the low-intermediate level. This course helps students read and understand written English in daily life and at school.

**E.S.L. 003C COLLEGE ESL III: LISTENING AND SPEAKING**

3 Units (Lec 3 Hrs)

English language learners develop listening, speaking, and pronunciation skills at the low-intermediate level to communicate effectively in school, work, and social settings.

**E.S.L. 004A COLLEGE ESL IV: WRITING AND GRAMMAR**

6 Units (Lec 6 Hrs)

Prerequisite(s): E.S.L. 003A or Placement in E.S.L. 004

English language learners develop writing and grammar skills at the intermediate level to compose, revise, and edit effective academic paragraphs and short essays.

**E.S.L. 004B COLLEGE ESL IV: READING AND VOCABULARY**

3 Units (Lec 3 Hrs)

*Prerequisite(s): E.S.L. 003B or Placement in E.S.L. 004*  
English language learners develop reading comprehension and vocabulary skills at the intermediate level. This course improves students ability to read and respond to a variety of texts.

**E.S.L. 004C COLLEGE ESL IV: LISTENING AND SPEAKING**

3 Units (Lec 3 Hrs)

*Prerequisite(s): E.S.L. 003C or Placement in E.S.L. 004*  
English language learners develop listening, speaking, and pronunciation skills at the intermediate level to understand short lectures and participate in class discussions.

**E.S.L. 005A COLLEGE ESL V: WRITING AND GRAMMAR**

6 Units (Lec 6 Hrs)

*Transfer Credit: CSU*

*Prerequisite(s): E.S.L. 004A or Placement in E.S.L. 005*  
English language learners develop writing and grammar skills at the high-intermediate level to compose, revise, and edit multi-paragraph essays.

**E.S.L. 005B COLLEGE ESL V: READING AND VOCABULARY**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

*Prerequisite(s): E.S.L. 004B or Placement in E.S.L. 005*  
English language learners develop reading comprehension and vocabulary skills at the high-intermediate level. This course builds the foundation for successfully understanding and responding to academic texts.

**E.S.L. 005C COLLEGE ESL V: LISTENING AND SPEAKING**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

*Prerequisite(s): E.S.L. 004C or Placement in E.S.L. 005*  
English language learners develop listening, speaking, and intonation skills at the high-intermediate level to understand academic lectures, participate in class discussions, and give presentations.

**E.S.L. 006A COLLEGE ESL VI: WRITING AND GRAMMAR**

6 Units (Lec 6 Hrs)

*Transfer Credit: CSU*

*Prerequisite(s): E.S.L. 005A or Placement in E.S.L. 006*  
English language learners develop writing and grammar skills at the low-advanced level to compose, revise, and edit extended essays incorporating outside readings.

**E.S.L. 006B COLLEGE ESL VI: READING AND VOCABULARY**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

*Prerequisite(s): E.S.L. 005B or Placement in E.S.L. 006*  
English language learners develop critical reading, comprehension, and vocabulary skills at the low-advanced level. This course prepares students for college-level coursework in English and other academic subjects.

**E.S.L. 006C COLLEGE ESL VI: LISTENING AND SPEAKING**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

*Prerequisite(s): E.S.L. 005C or Placement in E.S.L. 006*  
English language learners develop listening, speaking, and intonation skills at the low-advanced level to analyze lectures, participate in academic discussions, and give extended presentations.

**E.S.L. 008 ADVANCED ESL COMPOSITION**

6 Units (Lec 6 Hrs)

*Transfer Credit: CSU, UC*

*Prerequisite(s): E.S.L. 006A or Placement in E.S.L. 008*  
English language learners develop writing and grammar skills at the advanced level to compose, revise, and edit expository essays which summarize, analyze, and synthesize outside sources. Students learn how to conduct basic library research and use MLA citations.

**E.S.L. 110 COLLEGE COMPOSITION FOR NON-NATIVE SPEAKERS**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

*Transfer Credit: CSU(CSUGE Area A2), UC(IGETC Area 1A), C-ID (ENGL 100)*

This English composition transfer-level course is designed for non-native English speakers and emphasizes preparing students for the writing and critical reading demands across the disciplines by covering academic genres representative of the college at large. Students receive college-level instruction in expository

and argumentative writing, appropriate and effective use of language, close reading, cogent thinking, and research strategies. An additional focus is integrated grammar and academic vocabulary instruction based on needs typical of second-language learners.

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## EARTH SCIENCE (EARTH)

### **EARTH 001 EARTH SCIENCE**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A), C-ID (GEOL 120)*

Students are introduced to the essentials of Earth Science including the geosphere, atmosphere, hydrosphere, and solar system; and interactions between Earth's physical and chemical systems that include the tectonic cycle, rock cycle, hydrologic cycle, weather, and climate.

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## ECONOMICS (ECON)

### **ECON 001 PRINCIPLES OF MICROECONOMICS**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D2), UC(IGETC Area 4B), C-ID (ECON 201)*  
*Advisory: MATH 125*

Students learn the principles and methods of economic analysis; topics include the analysis of the laws of supply and demand, price theory, economic analysis of the firm and resource allocation, market structures of the American economy, and other topics relevant to microeconomic analysis.

### **ECON 002 PRINCIPLES OF MACROECONOMICS**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D2), UC(IGETC Area 4B), C-ID (ECON 202)*  
*Advisory: MATH 125*

Students learn the principles and methods of aggregative macroeconomic analysis. Topics include money and banking, national income determination, business fluctuations, and other topics relevant to macroeconomic analysis.

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## EDUCATION (EDUC)

### **EDUC 001 INTRODUCTION TO TEACHING**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU, UC*  
*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.

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## ENGINEERING GRAPHICS & DESIGN (EGD TEK)

### **EGD TEK 101 ENGINEERING GRAPHICS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

*Transfer Credit: UC*  
*Prerequisite(s): MATH 258 ; APPROPRIATE MATH PLACEMENT*

In this introductory course students will learn the fundamentals of technical drawing and an introduction to computer-aided design (CAD) with a focus on mechanical applications. Topics include the development of visualization and technical sketching skills in conjunction with orthographic projections; dimensioning and tolerancing practices, including a brief introduction to geometric dimensioning and tolerancing (GD&T); and reverse engineering. Lab work includes hand sketching and the use of two- and three-dimensional CAD software.

## ENGINEERING, ELECTRICAL (ENG ELC)

### ENG ELC 220 ELECTRICAL CIRCUITS I

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ENGR 260 , ENGR 260 L)

Corequisite(s): MATH 275

Prerequisite(s): 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

2 Units (Lec 2 Hrs)

C-ID (ENGR 110)

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 of 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

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MATH 260

Students learn the fundamentals of software development using a high-level language to interface with the physical world through sensors, motors, and displays. Course content includes programming fundamentals, overview of programming languages, and hardware interfacing. The course provides transfer preparation in computer programming for science and engineering majors.

### ENG GEN 131 STATICS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): PHYSICS 101 ; MATH262

This is a first course in engineering mechanics. Students will learn about two and three dimensional analysis of force systems on particles and rigid bodies in equilibrium. Topics also include static analysis of trusses and beams, and determination of center of gravity, centroids, friction, and moments of inertia of area and mass.

### ENG GEN 151 MATERIALS OF ENGINEERING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CHEM 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, corrosion, and electrical and magnetic properties.

## ENGLISH (ENGLISH)

### ENGLISH 028 INTERMEDIATE READING AND COMPOSITION

3 Units (Lec 3 Hrs)

Corequisite(s): ENGLISH 067

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 nonfiction materials.

### ENGLISH 067 WRITING LABORATORY (NDA)

0.50 Units (Lab 1 Hrs)

Corequisite(s): ENGLISH 028

Students practice the writing skills presented in ENGLISH 028.

**ENGLISH 068 READING LABORATORY (NDA)**

0.50 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)

Transfer Credit: CSU, UC

Students learn the primary structures of memoir writing, including chronology, theme, and tension. Students read full-length memoirs by published writers in order to outline and compose their own memoirs. Students learn to recognize and explore memories and experiences, decide what to include and exclude in their writing process and discover new meanings from their pasts, which give perspectives to the present. All material is submitted in a supportive workshop atmosphere designed to help writers formulate, design, and construct their own memoir.

**ENGLISH 101 COLLEGE READING AND COMPOSITION I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A2), UC(IGETC Area 1A), C-ID (ENGL 100)

Advisory: ENGLISH 108

Prerequisite(s): Appropriate Placement ;

Students develop their skills for writing college-level essays that incorporate various documentation styles. Students learn the importance of various fiction and nonfiction readings.

**ENGLISH 101Z COLLEGE READING AND COMPOSITION I PLUS 3-HOUR LAB**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area A2), UC(IGETC Area 1A), C-ID (ENGL 100)

Advisory: ENGLISH 108

Prerequisite(s): E.S.L. 008 or Appropriate Placement

English 101Z is a course in critical reading and prose writing designed to refine the students skills in thinking logically, reading carefully, and writing effectively. Stress is placed on the organization and composition of objective expository essays, including the research paper. Course content is identical to English 101 with three additional lab support hours for students whose MMAP placement suggests such support is needed.

**ENGLISH 102 COLLEGE READING AND COMPOSITION II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A3,C2), UC(IGETC Area 1B,3B), C-ID (ENGL 120)

Advisory: ENGLISH 108

Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A3), UC(IGETC Area 1B), C-ID (ENGL 105)

Advisory: ENGLISH 108

Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement

Students further develop their logical, argumentative, and analytical thinking and writing skills. The course will utilize various fiction and nonfictional readings.

**ENGLISH 104 COLLEGE WRITING SKILLS AND SUPPORT (NDA)**

3 Units (Lec 3 Hrs)

Corequisite(s): ENGLISH 101

ENGLISH 104 provides instruction in the basic conventions of college essay writing to supplement a concurrent ENGLISH 101 course. In ENGLISH 104, students receive additional support for topics covered in the concurrent ENGLISH 101 course. Pass/No Pass only.

**ENGLISH 108 WRITING WORKSHOP**

0.50 Units (Lab 1 Hrs)

Transfer Credit: CSU

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 124 SHORT STORY WRITING I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Students will explore and deepen their understanding of the creation of short form prose works, typically called Short Stories. Students will learn the foundational mechanisms of short prose through the engagement of professionally published prose from accomplished authors across a variety of times, locations, and themes. Students will develop the skills in the writing of short fiction, focusing on character, narrative development, voice, style, and revision.

**ENGLISH 127 CREATIVE WRITING**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (ENGL 200)

Prerequisite(s): 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (ENGL 140)

Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement

Students recognize and compare key literary works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century, and analyze poetic forms and literary themes significant to the cultures in reasoned analysis.

**ENGLISH 204 WORLD LITERATURE II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (ENGL 145)

Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement

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 BRITISH LITERATURE I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (ENGL 160)

Prerequisite(s): ENGLISH 102 or by Appropriate Placement

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 BRITISH LITERATURE II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (ENGL 165)

Prerequisite(s): ENGLISH 102 or by Appropriate Placement

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (ENGL 130)

Prerequisite(s): ENGLISH 102 or by Appropriate Placement

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (ENGL 135)

Prerequisite(s): ENGLISH 102 or by Appropriate Placement

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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

Students read, discuss, and analyze selected short stories and novels written in, or translated into, English from a diversity of cultures and countries to increase students' understanding and appreciation of the art and craft of fiction writing.

**ENGLISH 212 POETRY**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

Students study works by selected poets and their historical 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 stylistically and culturally diverse works.

**ENGLISH 214 CONTEMPORARY LITERATURE**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

Students read key literary works and ideas of recent mainstream and ethnically diverse literature to develop understanding and appreciation of contemporary culture, through reasoned analyses of its literature.

**ENGLISH 215 SHAKESPEARE I**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

This course provides an introductory study and overview of Shakespeare's earlier texts, such as sonnets, comedies, histories, and tragedies. The class explores Shakespeare's life and times, the Renaissance, and its cultural and historical impact on the dramatist, while offering in-depth analyses of his work.

**ENGLISH 216 SHAKESPEARE II**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

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 later career.

**ENGLISH 218 CHILDREN'S LITERATURE**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (ENGL 180)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

Students are introduced to the underlying literary, psychological, and cultural structures of literature written for children. The 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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

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 227 CREATIVE WRITING II**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU, UC*  
*Prerequisite(s): ENGLISH 127*

Students receive advanced, 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. This course directly builds upon the skillsets established in English 127, providing emphasis on revision and expansion of work.

### **ENGLISH 239 WOMEN IN LITERATURE**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

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**

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3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

The student will examine the comparative arts of literature and the motion picture, analyzing the inherent conflicts of translation between two different mediums. Includes readings of literary works, both classic and modern, screenings of film versions based upon these literary sources, discussion, and writing of critical papers. The course explores the variations in mediums and the act of translation across mediums.

### **ENGLISH 252 THE ENGLISH BIBLE AS LITERATURE**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

Students study the principle achievements of the Hebrew and Greek Testaments, analyzing the numerous literary and cultural influences within and of the Bible.

### **ENGLISH 255 LATIN AMERICAN LITERATURE**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

Students study a selection of significant literary works by Latin American authors. Readings will include selected poems, plays, and fiction by writers such as Pablo Neruda, Galeano, and Jorge Luis Borges, and will explore the themes of magical realism, social engagement, 'la raza cosmica,' and Utopian yearnings.

### **ENGLISH 270 SCIENCE FICTION - FANTASY**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110 or Appropriate Placement*

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.

## **ENVIRONMENTAL SCIENCE (ENV SCI)**

### **ENV SCI 001 INTRODUCTION TO ENVIRONMENTAL SCIENCE**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A)*  
 This course introduces students to fundamentals of Earth's physical environment, focusing on the scientific principles that relate to human-environment interactions. This interaction is explored with regards to the Earth's atmosphere, biosphere, hydrosphere, and lithosphere. Issues such as human populations, energy generation and use, pollution, resources, and global climate change are discussed.

## **FAMILY AND CONSUMER STUDIES (FAM &CS)**

### **FAM &CS 021 NUTRITION**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area E), UC, C-ID (NUTR 110)*

Students learn the scientific concepts of nutrition in a lecture interactive format. Students will evaluate how lifestyle, diet, nutrient excess and deficiencies, phytochemicals food safety, and food technology affect diseases. Human nutrition from conception through maturity, and family history of nutritional disease risk factors is a key focus of the course. Students explore a personal dietary assessment, using a computerized dietary program. Students use personal data to evaluate excesses and deficiencies and construct nutrition practices that establish and maintain a healthy lifestyle which includes healthier nutritional eating practices.

### **FAM &CS 024 FOOD PREPARATION**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

*Transfer Credit: CSU, C-ID (NUTR 120)*

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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D,E), UC(IGETC Area 4J)*

Interpersonal growth and rewarding relationships are explored over the course of the family life cycle. This course examines the impact of social, psychological, and economic forces that affect the family.

### **FAM &CS 050 SANITATION AND SAFETY**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

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 a 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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

*Corequisite(s): 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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

Current concepts in food service management are presented in a lecture/discussion format. The course focuses on the systems approach to foodservice management, including the menu, food purchasing, personnel management, facility management, fiscal management, marketing, and information systems.

### **FAM &CS 055 DIETETIC EDUCATION**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

Students are introduced to careers in dietetics and food service. The application of communication skills to training, counseling, and education is studied.

### **FAM &CS 056 NUTRITION DELIVERY SYSTEMS**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

*Corequisite(s): 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**

2 Units (Lab 5 Hrs)

*Transfer Credit: CSU*

*Corequisite(s): FAM &CS 051*

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**

2 Units (Lab 5 Hrs)

Transfer Credit: CSU

Corequisite(s): FAM & CS 056

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 001 PRINCIPLES OF FINANCE**

3 Units (Lec 3 Hrs)

Transfer Credit: UC

Prerequisite(s): ENGLISH 101 ; APPROPRIATE MATH PLACEMENT

This course is designed to cover the markets in which funds are traded, the financial institutions that participate in and aid the flow of funds, and the principles of financial management that guide the participants in making sound decisions.

### **FINANCE 002 INVESTMENTS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students receive and apply the principles of accounting, banking, finance, office methods, management, and production to one's personal affairs. Topics include family budgeting, consumer credit, home ownership, life and property insurance, investments and savings plans, social security, and retirement plans.

## **FINANCE 015 PRINCIPLES OF BANKING**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

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. Corresponds to the first two years of high school French.

### **FRENCH 002 ELEMENTARY FRENCH II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

Prerequisite(s): FRENCH 001

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.

### **FRENCH 003 INTERMEDIATE FRENCH I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): FRENCH 002

Development of intermediate French in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practices interpreting French culture.

### **FRENCH 004 INTERMEDIATE FRENCH II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): FRENCH 003

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.

**FRENCH 007 CONVERSATIONAL FRENCH**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): FRENCH 002

Students develop practical speaking and listening skills in French at the ACTFL Proficiency Intermediate-Low Level, and utilize French culture in spoken communication.

**FRENCH 010 FRENCH CIVILIZATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

Course is 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.

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**GAME ART & DESIGN (GAD)****GAD 101 INTRODUCTION TO GAME DESIGN**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

This course is an introduction to the theory and process of designing games. Students will critically explore the historical, cultural, economic, and social aspects of the concepts and techniques used in the design of games. Students discover what the components of games are, and what parts of games are influenced by their design. Students learn several ways to approach the design of a game, including processes and best practices for prototyping, play testing and balancing a game after it has been designed.

**GAD 102 CONCEPT DESIGN AND VISUAL DEVELOPMENT**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 201

Prerequisite(s): ART 250

Students develop foundation skills for illustration and concept design by creating characters, props, and environments as used in the video game and animation industries. There will be a focus on creating thumbnail and final illustrations, composition, value studies, perspective and digital painting techniques for a concept design workflow.

**GAD 103 GAME TECHNOLOGIES AND GAME ENGINES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 634

This course is an introduction to the fundamental concepts and vocabulary of computer game tools and techniques. Students will employ a variety of digital tools with a focus on Unreal Engine to create playable environments. Included are topics such as introduction to game editors, 3D asset creation and management, and foundation skills in creating playable content.

**GAD 104 LEVEL AND ENVIRONMENT DESIGN**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): GAD 102

Students develop skills in the process of creating environments and level designs for playable media. Students design and construct living environments that include climate, habitat and ambiance that reflect a level design document.

**GAD 106 GAME PROTOTYPING AND MECHANICS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): GAD 203

Students will explore the various aspects of game mechanics; what they are, how they can be formed, how they interact with each other, and how mechanics relate to the application of the overall game design. Students will prototype, test, and implement mechanics that meet the limitations of a target platform. A game design document is created that illustrates all aspects of game production including game description, game mechanics, and identifying problem areas. The game design documents will address business aspects of the industry that impact our designs, including demographics, economic models, budgets, and marketing.

**GAD 203 GAME TECHNOLOGIES AND GAME SYSTEMS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): GAD 103

Students will develop a fundamental understanding of how the technical aspects of Unreal Engine are applied to the development of games. Topics will include animation construction, playable characters, HUD development and event triggers. Students will design a game and make a basic prototype in Unreal Engine. The basic prototype will include a major feature, a minor feature, as well as a level mechanic.

**GAD 210-1 PRODUCTION STUDIO I**

2 Units (Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): GAD 103

Students explore the initial process and production in game design and related industries by working in groups on projects. Students closely simulate the roles, responsibilities, and demands of a professional work environment such as animation studios, visual effects houses and game design companies. Students work on projects such as animated shorts, interactive content, and video games.

**GAD 210-2 PRODUCTION STUDIO II**

2 Units (Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): GAD 210-1

Students explore the intermediate-level process and production in game design and related industries by working in groups on projects. Students closely simulate the roles, responsibilities, and demands of a professional work environment such as animation studios, visual effects houses and game design companies. Students continue development work on projects such as animated shorts, interactive content, and video games.

**GAD 210-3 PRODUCTION STUDIO III**

2 Units (Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): GAD 210-2

Students explore the process and production in game design and related industries by working in groups on projects. Students closely simulate the roles, responsibilities, and demands of a professional work environment such as animation studios, visual effects houses and game design companies. Students take a lead role in development work on projects such as animated shorts, interactive content, and video games.

**GEOGRAPHY (GEOG)****GEOG 001 PHYSICAL GEOGRAPHY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A), C-ID (GEOG 110)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D5), UC(IGETC Area 4E), C-ID (GEOG 120)

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 004 MAP READING AND INTERPRETATION**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (GEOG 150)

This course provides an introduction to maps, cartography, and spatial analysis techniques. Students use paper maps and computerized mapping technologies such as Geographic Information Systems (GIS) to learn how geographers can use spatial information in cultural and environmental decision-making. Data sources including satellite images, aerial photographs, and the U.S. Census will be utilized. For students planning further study in cartography or geographic decision-making, the course will serve as a primer for a GIS course.

**GEOG 007 WORLD REGIONAL GEOGRAPHY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

This course provides a geographical survey of the world's regions and nations, including physical, cultural, and economic features. Emphasis is on spatial influences and historical legacies on population growth, cities, transportation networks, and natural environments. Focus is placed on distinctive features and also regional issues of global concern.

**GEOG 014 GEOGRAPHY OF CALIFORNIA**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC(IGETC Area 4), C-ID (GEOG 140)

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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area B3), UC(IGETC Area 5C), C-ID (GEOG 111)

Advisory: ENGLISH 028, ENGLISH 067

Corequisite(s): GEOG 001

Prerequisite(s): GEOG 001

This course is designed to provide supplemental exercises in topics covered in Physical Geography lecture (GEOG 001). 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.

**GEOG 020-1 GEOGRAPHIC FIELD STUDIES (MOUNTAINS)**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (GEOG 160)

This course introduces students to common field techniques utilized by physical geographers. Students learn in an immersive environment during off-campus field trips, where multiple senses are engaged. Physical processes, characteristics, and landscapes will be observed and analyzed. This course specifically focuses on upland/montane environments and will complement other courses in the GEOG 020 suite that focus on coastal, urban, and desert environments.

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**GEOLOGY (GEOLOGY)****GEOLOGY 001 PHYSICAL GEOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A), C-ID (GEOL 100)

Students learn the scientific method and significant historical developments in geological sciences; formation of Earth materials, including minerals, igneous rocks, sedimentary rocks, and metamorphic rocks; geological time, including relative dating, absolute dating, and fossil correlation; Earth's internal processes, including plate tectonics, earthquakes, volcanism and magmatism, mountain building, geological structures, and metamorphism; Earth's external processes, including weathering, erosion, sedimentation, mass wasting, groundwater, surface water, and climate systems; and renewable and nonrenewable resources, including water and fossil fuels.

**GEOLOGY 002 EARTH HISTORY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A), C-ID (GEOL 110)

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B3), UC(IGETC Area 5C), C-ID (GEOL 100 L)

Advisory: ENGLISH 028, ENGLISH 067

Corequisite(s): GEOLOGY 001

Prerequisite(s): 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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B3), UC(IGETC Area 5C), C-ID (GEOL 110 L)

Corequisite(s): GEOLOGY 002

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC, C-ID (PHS 100)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (KIN 101)

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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area E), UC, C-ID (PSY 130)*

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 043 MEN'S HEALTH AND FITNESS**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area E), UC*

Students develop foundation skills for illustration and concept design by creating characters, props, and environments as used in the video game and animation industries. There will be a focus on creating thumbnail and final illustrations, composition, value studies, perspective and digital painting techniques for a concept design workflow.

**HEALTH 046 BASIC LIFE SUPPORT CPR/AED FOR THE HEALTHCARE PROVIDER**

1 Units (Lec 1 Hrs)

*Transfer Credit: CSU, UC*

Students learn the American Heart Association Basic Life Support (BLS) CPR/AED for the Healthcare Provider, including care of the adult, child, and infant.

**HEALTH 051 DRUGS AND ALCOHOL IN SOCIETY**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU, UC, C-ID (PHS 103)*

Students will learn the epidemiology and toxicology of substance abuse and its relevance to personal and public health. Students will learn concept of substance abuse and dependence, the definition of licit and illicit drugs, and the pharmacologic, neurologic, and physiologic effects of selected substances on the human brain. Political, social, and economic factors involved in the supply and demand for drugs will be discussed. Epidemiologic data on the prevalence, incidence, and trends of smoking, alcohol, prescription, and other drug dependencies in the U.S. will be covered, as well as risk factors associated with the use and abuse of these substances. Current options for recovery and a survey of local resources will be reviewed. Research statistics from the CDC and other case studies will be reviewed.

**HEALTH 054 ADULT AND PEDIATRIC FIRST AID, CPR, AND AED SKILLS CERTIFICATION**

1 Units (Lec 1 Hrs)

*Transfer Credit: CSU, UC*

This course will train and prepare students to recognize and care for various emergencies such as environmental injuries and sudden illness, cardiac and breathing emergencies, bleeding, and traumatic injuries for adults, children, and infants. Upon successful completion of the course, students receive an adult and pediatric first aid/CPR/AED certificate of completion.

**HEALTH 055 ADULT AND PEDIATRIC FIRST AID, CPR, AND AED SKILLS RECERTIFICATION**

0.50 Units (Lec .25 hrs/Lab 0.50 hrs)

*Transfer Credit: CSU, UC*

This is a re-certification course for individuals who have previously earned an adult and pediatric first aid/CPR/AED certificate. Students will review and train how to care for various first aid emergencies such as sudden illness, burns, cardiac and breathing emergencies, head, neck, and back injuries for adults, children, and infants. Upon successful completion of the course, students receive an updated adult and pediatric first aid/CPR/AED certificate of completion. This certificate is valid for 2-years.

**HEALTH 060 ADULT MENTAL HEALTH FIRST AID CERTIFICATION**

0.50 Units (Lec 0.50 hrs)

*Transfer Credit: UC*

*Prerequisite(s): Students must possess a CPR/AED for Adults & Pediatrics Card.*

This course will prepare the student to become Adult Mental Health First Aid certified and learn evidence based strategies to assist someone experiencing a mental health or substance use-related crisis. Students will learn the risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help.

**HEALTH 101 INTRODUCTION TO PUBLIC HEALTH**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (PHS 101)

Students will learn the discipline of Public Health. Students will learn 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.

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**HISTORY (HISTORY)****HISTORY 005 HISTORY OF THE AMERICAS I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC(IGETC Area 4)

This course covers the History of the Americas (North, Central and South America) from the arrival of the first humans to the liberation of the Americas from the European powers (England, France, Spain and Portugal) between 1783-1824. As the course covers a long time span and a huge geographic area, the emphasis is on Native American civilizations, European colonization and American democracy. The course analyzes the American Declaration of Independence and the United States Constitution, as well as the new Latin American nations and the United States to 1830.

**HISTORY 006 HISTORY OF THE AMERICAS II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D), UC(IGETC Area 3B,4)

This course is a comparative survey of the political, social, economic, and cultural development of the Americas from the era of independence to the present, with special emphasis on the relationship between the United States and the Latin American nations. It covers issues including class, race, gender, social change, and revolution, in addition to examining the evolving history and impact of the U.S. Constitution.

**HISTORY 007 THE WORLD'S GREAT RELIGIONS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D6), UC(IGETC Area 3B,4F)

In this course students are introduced to the great religions of the world, exploring their evolution and impact on society throughout history. The course begins with animisms and ancient religions, before examining the more familiar religions that emerged during and soon after the Axial Age such as Hinduism, Buddhism, Jainism, Confucianism, Taoism, and the Abrahamic Religions (Judaism, Christianity, Islam).

**HISTORY 011 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES TO 1877**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,US-1), UC(IGETC Area 3B,4)

A 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 FROM 1865**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2,D,US-1), UC(IGETC Area 3B,4), C-ID (HIST 140)

Students study 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 040 AMERICAN HISTORY IN FILM**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC

Students will survey the development of American films and explore the way in which American history has been interpreted and presented for mass viewing by movie-going audiences.

**HISTORY 059 COMPARATIVE HISTORY OF GENOCIDE & WAR CRIMES**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D6), UC(IGETC Area 4F)

The student learns 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 and racism, and nationalism.

### **HISTORY 073 RACE & RACISM IN UNITED STATES HISTORY**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D3,D6), UC(IGETC Area 4C,4F)*

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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D6,US-1), UC(IGETC Area 4F)*

*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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D6,US-1), UC(IGETC Area 4F)*

*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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2,D6), UC(IGETC Area 3B,4F)*

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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2,D6), UC(IGETC Area 3B,4F), C-ID (HIST 160)*

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 086 is not a prerequisite for this course. Students may take HIST 087 without taking HIST 086.

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## **HUMANITIES (HUMAN)**

### **HUMAN 006 GREAT PEOPLE, GREAT AGES**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*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**

3 Units (RPT 1) (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*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**

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*  
*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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

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 006 INTERNATIONAL MARKETING I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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.

**JAPANESE (JAPAN)****JAPAN 001 ELEMENTARY JAPANESE I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

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. Corresponds to the first two years of high school Japanese.

**JAPAN 002 ELEMENTARY JAPANESE II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

Prerequisite(s): JAPAN 001

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

**JAPAN 003 INTERMEDIATE JAPANESE I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): JAPAN 002

Development of intermediate Japanese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Japanese culture.

**JAPAN 004 INTERMEDIATE JAPANESE II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): JAPAN 003

Continues the development of intermediate Japanese in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilizes knowledge of Japanese culture.

**JAPAN 007 CONVERSATIONAL JAPANESE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): JAPAN 002

Students will develop practical speaking and listening skills in Japanese at the ACTFL Proficiency Intermediate-Low Level, and utilize culture in spoken communication.

**JAPAN 009 JAPANESE CIVILIZATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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.

**JAPAN 014 JAPANESE POPULAR CULTURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

The course introduces current events and issues in contemporary Japanese culture through popular cultural products with a special attention to the phenomenon of the anime and manga. The course will examine the marketing and globalization of Japanese anime, manga, video games, dramas, films, music, and media reception by consumers. The course will also analyze how the internet negotiates, translates, and circulates the ideology of Japanese identity and culture, as the ways in which these products interact transnationally and attract global audience and fandom Open to all students. Course taught in English.

**JOURNALISM (JOURNAL)****JOURNAL 101 COLLECTING AND WRITING NEWS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (JOUR 110)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D7), UC(IGETC Area 4), C-ID (JOUR 100)

Students examine America's mass communication systems and question how they affect human behavior in a democracy, and in social, political, and economic institutions. Students learn the stages of mass communication from the oral history stage through the arrival of the digital phase. Students discuss media literacy and the importance of an informed perspective, which includes a focus on 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 their impact on society.

**JOURNAL 108 ARTICLE WRITING**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

This is a course for journalism majors, freelance writers, and anyone who wants to learn to write articles for media. Emphasis is placed on writing articles features, editorials, or reviews suitable for publication. Students learn to pitch articles to editors for publication. Students also receive practice in editing and the use of data and illustrations.

**JOURNAL 123 CONVERGENT JOURNALISM**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Convergent Journalism is the convergence of broadcast, print, and web formats. This course provides an overview of new journalism, supplying a foundation for skills in non-fiction composition using multimedia,

critical thinking, and new media literacy. Students explore writing for the internet, audio/video podcasting, interactive multimedia, digital storytelling, and nonfiction composition—and they contribute regularly to the online campus newspaper.

### **JOURNAL 185 DIRECTED STUDY - JOURNALISM**

*1 Units (Lec 1 Hrs)*

*Transfer Credit: CSU*

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**

*2 Units (Lab 6 Hrs)*

*Transfer Credit: CSU*

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**

*2 Units (Lab 6 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 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**

*2 Units (Lab 6 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 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**

*2 Units (Lab 6 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 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**

*3 Units (Lec 1 Hrs / Lab 6 Hrs)*

*Transfer Credit: CSU, C-ID (JOUR 130)*

*Prerequisite(s): JOURNAL 101*

In this beginning course, students learn editing fundamentals through the publication of the campus newspaper, the Collegian. This includes basic copy editing, fact checking, writing headlines, and preparing photos for publication. Editors evaluate and discuss issues of the newspaper in regularly scheduled critique sessions following publication.

### **JOURNAL 218-2 PRACTICAL EDITING II**

*3 Units (Lec 1 Hrs / Lab 6 Hrs)*

*Transfer Credit: CSU, C-ID (JOUR 131)*

*Prerequisite(s): JOURNAL 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 revision; collaborate with news design staff, photographers, and reporters; and create style sheets and dummy pages for upcoming issues.

### **JOURNAL 218-3 PRACTICAL EDITING III**

*3 Units (Lec 1 Hrs / Lab 6 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 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**

*3 Units (Lec 1 Hrs / Lab 6 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 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**

*1 Units (Lab 3 Hrs)*

*Transfer Credit: CSU*

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**

*1 Units (Lab 3 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 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, and students set advertising and editorial policy.

### **JOURNAL 219-3 TECHNIQUES FOR STAFF EDITORS III**

*1 Units (Lab 3 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 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**

*3 Units (Lec 1 Hrs / Lab 4 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 101*

Students 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 220-1 MAGAZINE PRODUCTION I**

*3 Units (Lec 1 Hrs / Lab 4 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 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 220-2 MAGAZINE PRODUCTION II**

*3 Units (Lec 1 Hrs / Lab 4 Hrs)*

*Transfer Credit: CSU*

*Prerequisite(s): JOURNAL 220-1*

Students will develop and practice intermediate skills in magazine writing and production for print. Students will learn to collaborate in teams with copy editors, visual journalists such as photographers, graphic designers, videographers, cartoonists, and illustrators, to create the campus publication, the Collegian Times. Students will also develop multi-platform skills that enable them to reversion print articles for use in online TV and in podcasts. Intermediate students practice peer review and critiques of reporters' rough drafts. Students also

learn to create budgets and 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 258 BLOGGING AND SOCIAL MEDIA**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

Transfer Credit: CSU

This course provides practical instruction and practice in developing, producing, writing, and marketing blogs as part of the student online campus publications. Online editions are evaluated and critiqued in regularly scheduled student staff meetings.

### **JOURNAL 285 DIRECTED STUDY - JOURNALISM**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

The student learns to work independently and produce content in Directed Study with the guidance of a supervising instructor.

## **KINESIOLOGY (KIN)**

### **KIN 045 ADAPTED FITNESS**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students with verified disabilities perform exercises as part of an individualized training program to improve cardiovascular fitness, muscular fitness, and flexibility.

### **KIN 046-1 ADAPTED STRENGTH TRAINING I**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs are performed by students with instructional emphasis placed on strength training principles and techniques.

### **KIN 185 DIRECTED STUDY - KINESIOLOGY**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

### **KIN 201-1 SWIMMING SKILLS I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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 learns water safety skills.

### **KIN 202 LAP SWIMMING SKILLS**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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 215-1 JUDO SKILLS I**

1 Units (Lec 0.50 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn 15 throwing techniques, five pinning techniques, and two constriction techniques, as well as the history and etiquette of judo.

### **KIN 215-2 JUDO SKILLS II**

1 Units (Lec 0.50 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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**

1 Units (Lec 0.50 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 215-2

Students learn the competitive rules of the International Judo Federation. Additionally, students learn five new throwing techniques, five new pinning techniques, two new arm locks, and five new constriction techniques, all of which are applied while attacking and defending simultaneously while randomly moving about the competition area.

**KIN 217 SELF-DEFENSE SKILLS**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn a non-contact aerobic activity designed to teach basic kicking and punching techniques to improve overall fitness and increase bio mechanics training including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition. Weights, steps, and calisthenic exercises may also be utilized.

**KIN 237 BOOT CAMP I**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 249-1 ; 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. Students develop listening skills and presentation skills through practice.

**KIN 250-1 WEIGHT TRAINING SKILLS I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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 266-1 BADMINTON SKILLS - I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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 285 DIRECTED STUDY -KINESIOLOGY**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): KIN MAJ 117

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, and diabetes prevention, among others. 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students practice, at a beginning level, the fundamental skills of basketball (dribbling, shooting, and passing) and basic offensive and defensive team strategies through instruction and drills.

**KIN 287-2 BASKETBALL SKILLS II**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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**

1 Units (Lec 0.50 / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn basic soccer skills of passing, dribbling, shooting, and goalkeeping. 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**

1 Units (Lec 0.50 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 289-1

Students learn fundamental skills, team strategies, rules of the games, refereeing, and active participation of game play. Students also learn how activities can lead to an active, healthy lifestyle by developing a personal fitness plan.

**KIN 291-1 VOLLEYBALL SKILLS I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Advisory: KIN 291-1 or Placement exam

The student will learn and develop a basic understanding of volleyball. The student will learn the basic skills of serving, passing, setting, attacking, and blocking. The student will also learn the tactical skills of basic volleyball offensive and defensive play and well as the rules and scoring.

**KIN 291-2 VOLLEYBALL SKILLS II**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes, and improve water safety awareness.

**KIN 303 AQUA AEROBICS**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students develop an understanding of cardiovascular endurance and fitness through running and swimming instruction. Students will learn proper swimming and running techniques 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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Prerequisite(s): KIN 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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lectures on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, and increase muscle strength/endurance and flexibility.

**KIN 333 STEP AEROBICS AND WEIGHT TRAINING**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

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 372-1 PICKLEBALL SKILLS I**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students gain an introduction to the game of pickleball with emphasis on understanding rules and etiquette, choosing appropriate equipment, performing basic serves and strokes, keeping score during game play, applying appropriate strategies, and recognizing the benefits of pickleball to overall wellness.

**KIN 372-2 PICKLEBALL SKILLS II**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

Students continue to progress in accuracy, pace and consistency using the various strokes like forehand, backhand, and volley to sustain a rally. Students learn new strokes like lobs and dinks and when to use them.

## KINESIOLOGY ATHLETICS (KIN ATH)

### KIN ATH 504 INTERCOLLEGIATE ATHLETICS-BASKETBALL

3 Units (RPT 3) (Lab 10 Hrs)

Transfer Credit: CSU, UC

This course includes instruction on the fundamentals of intermediate and advance principles, theories and skills of Intercollegiate Basketball. The course includes instruction, demonstration and practice of competitive basketball skills, including passing, dribbling, shooting, rebounding, and individual and team offense/defense. This course requires intercollegiate basketball competition. Tryouts are required.

### KIN ATH 511 INTERCOLLEGIATE ATHLETICS-SOCCER

3 Units (RPT 3) (Lab 10 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Students/athletes learn soccer skills and techniques required for intercollegiate soccer. The course provides an opportunity to develop fine motor skills and game strategies needed to compete at the collegiate level.

### KIN ATH 516 INTERCOLLEGIATE ATHLETICS-VOLLEYBALL

3 Units (RPT 3) (Lab 10 Hrs)

Transfer Credit: CSU, UC

This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition.

### KIN ATH 552 INTERCOLLEGIATE SPORTS-CONDITIONING & SKILLS TRAINING

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

The student athlete will prepare for the physical and mental rigors of the athletic season. The following areas are emphasized: the analysis/development of athletic skills, offensive and defensive systems, and the five components of physical fitness. This class is open to students who are current team members.

### KIN ATH 556 INTERCOLLEGIATE BASKETBALL-FITNESS & SKILLS TRAINING

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC

Student-athletes will be provided an advanced strength and conditioning program specific to soccer with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

### KIN ATH 558 INTERCOLLEGIATE SOCCER-FITNESS & SKILLS TRAINING

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), UC

Student-athletes will be provided an advanced strength and conditioning program specific to soccer with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

### KIN ATH 563 INTERCOLLEGIATE VOLLEYBALL-FITNESS & SKILLS TRAINING

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC

This course is designed for the student athlete and provides focused strength and conditioning exercises necessary to compete at an advanced level of volleyball competition and to emphasize safety and injury prevention. New rules and movement for volleyball are presented. Cardiovascular endurance, muscular strength, and flexibility are achieved through plyometric, isometric, and power exercises.

## KINESIOLOGY MAJOR (KIN MAJ)

### KIN MAJ 100 INTRODUCTION TO KINESIOLOGY

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (KIN 100)

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 102 INTRODUCTION TO HUMAN MOVEMENT ANATOMY**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: UC

This course examines the various structures and mechanics of human movement anatomy including bones, joints, muscles, connective tissues, nerves and the blood vessels that supply the tissues that are essential for human movement.

### **KIN MAJ 103 INTRODUCTION TO COACHING ATHLETICS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

The student will learn the skills, organization, and techniques of coaching athletic activities. Topics include facilities, management, budget, coaching techniques, philosophies, and administration.

### **KIN MAJ 106 SPORTS ETHICS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

The student will explore a wide range of moral and ethical issues in sports today. Topics include values, principles, racial and gender equity, coaching, commercialization, enhancing stimulants and eligibility, violence, sportsmanship, and the Code of Ethics in sports. Discussions include perspectives on the ethical issues facing athletes today in youth sports, intercollegiate athletics, Olympic sports, and professional sports.

### **KIN MAJ 109 WOMEN IN SPORT**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

The student will explore the chronological history, analysis and interpretation of diversity, equity and inclusion in sports. Physiological, sociological, and psychological aspects of female athletes, as related to all areas of sports, are covered. Students gain an understanding of the significant events of women in athletics from the past to the present and how their significance determines the future of women in sports. All students are welcome in this course.

### **KIN MAJ 113 EXERCISE TESTING & PRESCRIPTION**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU, UC

The student will explore the importance of fitness assessments and how assessment relates to overall program development. Topics include: Assessment of

cardio-respiratory endurance, body composition fat analysis, evaluation of muscular strength and endurance, evaluating flexibility, measuring heart rate and blood pressure techniques, and evaluation of exercise test results. Additional topics include: Risk factor evaluations, development of individual exercise programs, factors influencing exercise programs, and the ethics of exercise testing.

### **KIN MAJ 114 TECHNIQUES OF INSTRUCTION: GROUP FITNESS**

1.5 Units (Lec Hrs / Lab 1 Hrs)

Transfer Credit: CSU

The student will learn how to design and deliver a safe and effective group fitness class and become prepared to sit for a fitness industry recognized, group fitness certification examination. The student will develop the knowledge and understanding to instruct group fitness classes, emphasizing the design of physiologically safe and effective group fitness instruction for general populations. Focus will be placed on the foundations of group fitness, the components of effective group fitness instruction, and current trends in group fitness modalities.

### **KIN MAJ 115 TECHNIQUES OF INSTRUCTION: STRENGTH TRAINING**

1.5 Units (Lec 1 Hrs / Lab 1 Hrs)

Transfer Credit: CSU(CSUGE Area E)

The students will learn to teach a variety of strength training techniques and activities for individuals and groups. Topics include how properly perform to properly perform strength training, equipment use, safety factors, principles of strength training, speed and agility training, and basic anatomy and physiology as it applies to strength training. Students will learn how to design resistance training programs using the science of periodization.

### **KIN MAJ 116 INTRODUCTION TO EXERCISE PHYSIOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

The student will examine how the body functions under conditions of exercise stress. This course covers the fundamentals of human movement, anatomy, the practical applications of muscle function, cardio-respiratory testing and functions, principles of exercise, training techniques, energy metabolism, and the effect of environmental conditions on exercise.

**KIN MAJ 117 PERSONAL TRAINER INSTRUCTOR**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Students will develop the knowledge and understanding to prepare for an NCAA Personal Trainer Certification Exam and become an effective and employable personal trainers. This is a comprehensive course for designing individualized programs based on each client's unique health, fitness, and goals. The information covered by this course will help the student learn how to facilitate rapport, adherence, self-efficacy, and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.

**KIN MAJ 118 SPORTS NUTRITION**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU, UC

The student will learn the principles, background, and rationale for current nutritional guidelines specifically for athletes. Using a physiological basis, this course provides an in-depth look at the science behind sports nutrition and the influence of nutrition on exercise performance, training, and recovery. Areas of focus include effects of nutrition on training adaptations, weight management and body composition for athletes, recommendations for carbohydrate intake during training, the role of protein in strength and endurance training, how supplements are used in an athletes' diet, how to balance energy and the role of electrolytes and nutrition for special populations and optimal immune function.

**KIN MAJ 125 INTRODUCTION TO PHYSICAL THERAPY AIDE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

The students will gain the knowledge and understanding necessary for gaining employment as a Physical Therapy Aide in environments such as hospitals, nursing homes, private practices, rehabilitation centers, and sports medicine clinics. Students learn how to prepare treatment areas, transport patients, instruct rehabilitation exercises and complete administrative tasks

**KIN MAJ 128 CARE AND PREVENTION OF ATHLETIC INJURIES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student will learn the principles, techniques, and ethics used by the athletic trainer in the care and prevention of athletic injuries. The scope of this class includes identification of common athletic injuries, their causes, and preventative measures, first aid treatment, and associated follow-up care.

**KIN MAJ 129 ADVANCED CARE AND PREVENTION OF ATHLETIC INJURIES**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The students will learn the advanced care and prevention of athletic injuries. It encompasses advanced aspects of identifying common athletic injuries, emergency treatment, preventive measures, and associated follow-up care using advanced rehabilitation techniques.

**KIN MAJ 131 KINESIOLOGY INTERNSHIP EXPERIENCE**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

The student will participate in either an on-campus or off-campus internship under the supervision of a faculty member within the Kinesiology Department. Internships enable students to develop an understanding and working knowledge of actual operations, events, planning, and management within the career fields of Kinesiology. The internship experience is an essential component in a student's course of study designed to facilitate the integration of theoretical, applied, and academic subject matter in the field.

**KIN MAJ 134 LIFEGUARD TRAINING AND CERTIFICATION**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

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.

**KIN MAJ 135 WATER SAFETY INSTRUCTION***3 Units (Lec 2 Hrs / Lab 2 Hrs)**Transfer Credit: CSU(CSUGE Area E), UC*

The student will learn and prepare for their American Red Cross water safety instructor certification. This course teaches individuals how to instruct students in all levels of swimming and water safety skills. An American Red Cross-Water Safety Instructor certificate is granted upon the successful course completion and qualifying physical exam. This is part of LACC's Life Guard Certificate Program.

**KIN MAJ 150 SENIOR FITNESS ASSESSMENT, STRENGTH & CONDITIONING PROGRAMMING***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

The student will learn and prepare for their American Red Cross water safety instructor certification. This course teaches individuals how to instruct students in all levels of swimming and water safety skills. An American Red Cross-Water Safety Instructor certificate is granted upon the successful course completion and qualifying physical exam. This is part of LACC's Life Guard Certificate Program.

**KIN MAJ 175 KETTLEBELL FUNDAMENTALS***3 Units (Lec 2 Hrs / Lab 2 Hrs)**Transfer Credit: CSU(CSUGE Area E), UC*

Students learn the theory, skills, and coaching strategies to become kettlebell proficient. Students will learn the historical origins and benefits of kettlebell training and its impact on the human movement system including exercise physiology, biomechanics, and motor learning. Students will practice, design, and implement foundational kettlebell exercises to safely improve endurance, strength, and power in human performance.

**KIN MAJ 201 HEALTH AND FITNESS CENTER MANAGEMENT***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

Students learn the theoretical knowledge and practical skills required to successfully run a modern health and fitness center. Fitness center management requires a blend of organizational flexibility and operational efficiency that creates lasting member experiences. Concepts covered in this course include best in class customer service, hiring and motivating staff for peak performance, fitness club safety, and profitability strategies that will prepare the student for success in the challenging and rewarding role as a health and fitness club manager.

**KIN MAJ 217 FUNCTIONAL MOVEMENT SCREENING ASSESSMENT AND ANALYSIS***3 Units (Lec 2 Hrs / Lab 2 Hrs)**Transfer Credit: CSU*

Students learn the knowledge, skills, and abilities to become Functional Movement Screen Certified. Students will learn and identify common musculoskeletal dysfunctions and pathologies. Students will explore the impact of movement dysfunction on the muscular, skeletal, and myofascial system and design and implement corrective exercise strategies to improve overall functional movement.

**KIN MAJ 218 CORRECTIVE EXERCISE STRATEGIES FOR THE MOVEMENT PROFESSIONAL***2 Units (Lec 1 Hrs / Lab 2 Hrs)**Transfer Credit: CSU**Prerequisite(s): KIN MAJ 217*

Students learn the knowledge, skills, and abilities to become Functional Movement Screen Level 2 Certified (FMS L2). Students will learn how to select the optimal exercises based on an individual's Functional Movement Screen results and prescribe a corrective exercise plan to enhance a person's movement competency for lifelong movement health. The course will review the Functional Movement Screen scoring and interpretation, corrective exercise philosophy and strategies, review case studies for practical application, and teach students how to properly progress exercises to improve a client's movement pattern limitations.

**KIN MAJ 220 APPLIED HEALTH & HUMAN PERFORMANCE SPECIALIST**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Advisory: KIN 117

Students learn the theory, skills, and coaching strategies to become a certified Applied Health and Human Performance Specialist (AHHPS). Students will learn the Institute of Motions (IoOM) four quadrant (4Q) neuromechanical classification system of human movement to design progressive exercise programs for personal training clients and athletes. Students will practice, design, and implement foundational 4Q exercises to safely improve endurance, strength, and power in human performance.

**KIN MAJ 225 INTRODUCTION TO STRENGTH AND CONDITIONING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: UC

This comprehensive course focuses on identifying and applying the scientific principles required to enhance the performance of career athletic populations. Students will explore the demand of strength and conditioning professionals at various levels including sport, performance art, and tactical athletics (military, fire, law enforcement and first responders). Students will develop the knowledge and understanding to prepare for the National Strength and Conditioning Association's Tactical Strength and Conditioning Facilitator (TSAC-F) examination.

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**KOREAN (KOREAN)****KOREAN 001 ELEMENTARY KOREAN I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

Elementary course for students 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. Corresponds to the first two years of high school Korean.

**KOREAN 002 ELEMENTARY KOREAN II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)

Prerequisite(s): KOREAN 001

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.

**KOREAN 003 INTERMEDIATE KOREAN I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): KOREAN 002

Development of intermediate Korean in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Korean culture.

**KOREAN 004 INTERMEDIATE KOREAN II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

Prerequisite(s): KOREAN 003

Continues the development of intermediate Korean in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilizes knowledge of Korean culture.

**KOREAN 007 CONVERSATIONAL KOREAN**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): KOREAN 002

Students will develop practical speaking and listening skills in Korean at the ACTFL Proficiency Intermediate-Low Level, and utilize culture in spoken communication.

**KOREAN 010 KOREAN CIVILIZATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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.

**KOREAN 013 KOREAN POPULAR CULTURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

Open to all students. Course taught in English. The course introduces current events and issues in contemporary South Korean culture through popular cultural products with a special attention to the phenomenon of the Korean Wave. The marketing and globalization of South Korean TV dramas, films, music, sports, tourism, and media will be examined in terms of political interests, strategy, social demand, popular desire, and the reception by consumers. How the internet negotiates, translates, and circulates the ideology of Korean identity and culture, as these products interact transnationally and attract global audience and fandom, will also be analyzed.

**KOREAN 021 FUNDAMENTALS OF KOREAN I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC

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 021 and KOREAN 022 together are equivalent to KOREAN 001.

**KOREAN 022 FUNDAMENTALS OF KOREAN II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC

Prerequisite(s): KOREAN 021

Continues the development of fundamental speaking, writing, listening, and reading skills in Korean at the ACTFL Proficiency Novice-Mid Level, and introduces Korean culture. KOREAN 021 and KOREAN 022 together are equivalent to KOREAN 001.

**KOREAN 026 UNDERSTANDING KOREA THROUGH FILM**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

Open to all students. Course taught in English. This course examines modern Korean history and culture via contemporary Korean films. The focus is on the key concepts that define Korean modern history: colonialism, national division, industrialization, democratization, globalization, gender and sexuality, and neoliberalism. The historical representations in films will be analyzed with attention to socio-political and cultural implications.

**LAW (LAW)****LAW 001 BUSINESS LAW I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (BUS 125)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D8), UC(IGETC Area 4H)

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**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

Transfer Credit: CSU

Advisory: LAW 010, and ENGLISH 101 OR ENGLISH 101Z OR E.S.L. 110

Prerequisite(s): LAW 010 ; ENGLISH 101 OR ENGLISH 101Z OR E.S.L. 110

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**

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU(CSUGE Area D8), UC  
*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 civil liability, crime, discrimination, contracts and consumers, and immigration. Students learn to make an argument for social change using legal and evidentiary resources.

**LAW 010 INTRODUCTION TO LEGAL ASSISTANT I**

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU  
*Corequisite(s):* ENGLISH 101 or ENGLISH 101Z or E.S.L. 110

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**

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU  
*Prerequisite(s):* LAW 010 ; ENGLISH 101 or ENGLISH 101Z or E.S.L. 110

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**

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU  
*Prerequisite(s):* LAW 010 ; ENGLISH 101 or ENGLISH 101Z or E.S.L. 110

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**

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU  
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**

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU  
Students learn 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, fillable PDFs, Relativity,discovery planning, and pre-trial planning. This course covers important topics such as electronic discovery, Internet legal/factual research, legal timekeeping and billing, and litigation support. A variety of other topics are covered including ethics in mobile computing, document management, security, the electronic courthouse, and many other trends in legal computing. Students should expect to access class materials and assignments in Canvas.

**LAW 017 LEGAL WRITING**

3 Units (Lec 3 Hrs)

*Transfer Credit:* CSU  
*Prerequisite(s):* LAW 010 ; ENGLISH 101 or ENGLISH 101Z or E.S.L. 110

Students learn the writing process for effective legal writing; composing legal correspondence; formulating legal citations; and authoring legal research memoranda and court briefs.

**LAW 018 MARRIAGE AND FAMILY LAW***3 Units (Lec 3 Hrs)**Transfer Credit: CSU, UC*

Students learn basic California family law and the various documents used in a dissolution of marriage proceeding.

**LAW 019 PROPERTY AND CREDITOR RIGHTS***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

An introduction to California real property law. Students learn the following subject matter: forms of ownership; estates in real property; property title in California; agency law; the rights and duties of landowners; disputes between neighbors in California; involuntary liens in California; foreclosure law in California; California real estate sales contracts; tenant-landlord law; fair housing; transfers of real property; common interest developments in California; restrictions on land use; environmental law; litigating a real property case in California; negotiation; and personal property.

**LAW 033 LAW AND THE MEDIA***3 Units (Lec 3 Hrs)**Transfer Credit: CSU, UC*

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***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

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. Students will be required to use Canvas to access course materials and assignments.

**LAW 037 BANKRUPTCY AND CREDITOR'S RIGHTS***3 Units (Lec 3 Hrs)**Transfer Credit: CSU*

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)**Transfer Credit: CSU*

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 051 LEGAL RESEARCH FOR PARALEGALS***3 Units (Lec 3 Hrs)**Transfer Credit: CSU**Prerequisite(s): LAW 010 ; ENGLISH 101 or ENGLISH 101Z or E.S.L. 110*

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.

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**LIBRARY SCIENCE (LIB SCI)****LIB SCI 101 COLLEGE RESEARCH SKILLS***1 Units (Lec 1 Hrs)**Transfer Credit: CSU, UC**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

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)*

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

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D0), UC(IGETC Area 4J)*  
*Advisory: LING 001*

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

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU(CSUGE Area D9), UC(IGETC Area 4I)*  
*Advisory: LING 001*

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 (RPT 3) (Lab 3 Hrs)

*Transfer Credit: CSU*

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 (Lab 3 Hrs)

*Transfer Credit: CSU*

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 3 Hrs)

*Transfer Credit: CSU*

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 hours.

### LRNFDTN 004 DIRECTED STUDY - ASSISTIVE TECHNOLOGY (NDA)

1 Units (RPT 2) (Lec 1 Hrs)

*Transfer Credit: CSU*

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

### LRNFDTN 031 STUDY STRATEGIES FOR STUDENTS WITH LEARNING DIFFERENCES

3 Units (Lec 3 Hrs)

*Transfer Credit: CSU*

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)

Transfer Credit: CSU

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)

Transfer Credit: CSU

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 032 TRANSITION TO COLLEGE FOR STUDENTS WITH LEARNING DIFFERENCES**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Students with disabilities explore success factors for transitioning to college. Topics include an orientation to higher education as well as campus and off-campus resources. Students evaluate successful learning strategies for time management, memory processing and learning styles and how to employ assistive technology as well as 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 them from benefiting from their academic classes without this foundation and support.

**LRNFDTN 040 INTRODUCTION TO LEARNING DISABILITIES**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

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 059 ORIENTATION TO DISABILITY SERVICES**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Introduces students to Disabled Student Programs and Services (DSP&S) and federal disability regulations. Topics include student and faculty rights and responsibilities, reasonable accommodations, disability-related laws, and assistive technology/computer competency.

**LRNFDTN 070 FUNDAMENTALS OF ARITHMETIC LABORATORY**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU

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.

**LRNFDTN 071 FUNDAMENTALS OF ENGLISH LABORATORY**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

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 reading and writing through tutorial and self-help assistance, assistive technology, writing, reading, grammar and idea mapping software, instruction in online learning systems, and other specialized learning aids.

## MARKETING (MARKET)

### MARKET 001 PRINCIPLES OF SELLING

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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 120 PLANE GEOMETRY

5 Units (Lec 5 Hrs)

This course covers the definitions, axioms, and theorems of geometry relating to angles, lines, circles, polygons, and polyhedra. Provides an introduction to formal proofs, logic, and construction methods with straight-edge and compass. Also introduces analytic geometry: distance between two points, slope and equation of a line.

### MATH 121 ELEMENTARY GEOMETRY FOR COLLEGE STUDENTS

3 Units (Lec 3 Hrs)

The student learns the definitions, axioms and theorems of geometry relating to angles, lines, circles and polygons. Formal proofs, logic, and constructions are introduced.

### MATH 125 INTERMEDIATE ALGEBRA

5 Units (Lec 5 Hrs)

Prerequisite(s): MATH 115 or by Appropriate Placement

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 134 ACCELERATED ELEMENTARY AND INTERMEDIATE ALGEBRA

6 Units (Lec 6 Hrs)

An accelerated course covering topics from Elementary and Intermediate Algebra. Topics include linear equations and inequalities, exponents, polynomials and factoring, rational expressions, rational equations and inequalities, radical expressions and equations, quadratics equations and inequalities, graphing linear and nonlinear equations and inequalities, system of linear and nonlinear equations and inequalities, functions, exponential and logarithmic functions, and conics.

**MATH 173 OBJECT-ORIENTED PROGRAMMING AND DESIGN**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MATH 260 or MATH 260S

This course is designed to solve mathematical problems implemented in Python. Topics include graphing, defining and manipulating functions, solving equations, finding inverses, calculating sequence and series, and using object-oriented concepts and Python to solve a variety of mathematical models and applications including probability and statistics.

**MATH 185 DIRECTED STUDY - MATHEMATICS**

1 Units (Lec 1 Hrs)

Directed studies on a contract basis under the supervision of an instructor.

**MATH 202 MATHEMATICS WORKSHOP**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

Corequisite(s): MATH 215 or MATH 216 or MATH 227 OR MATH 227S or MATH 229 or MATH 230 or MATH 236 or MATH 245 or MATH 258 or MATH 260 or MATH 260S 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 MATHEMATICAL CONCEPTS FOR TEACHERS I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC

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 MATHEMATICAL CONCEPTS FOR TEACHERS II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC

Prerequisite(s): MATH 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 217 FUNDAMENTALS OF MATHEMATICAL PROGRAMMING**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: UC

This course covers the foundational skills to solve mathematical problems with the use of programming languages, like Python and R. Topics include visualization, defining and manipulating functions, solving equations, calculating sequence and series, and programming techniques to solve a variety of mathematical models and applications including probability and statistics. This course is designed to prepare students for further coursework in data science, statistics, liberal arts, education, and related fields.

**MATH 227 STATISTICS**

4 Units (Lec 4 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A), C-ID (MATH 110)

Prerequisite(s): By Appropriate Placement

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 227S STATISTICS WITH SUPPORT**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)

Prerequisite(s): By Appropriate Placement

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 229 STATISTICS FOR DATA SCIENCE**

*4 Units (Lec 3 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)*

*Prerequisite(s): By Appropriate Placement*

This course examines fundamental concepts that are the building blocks for data science work, include gathering and summarizing data (descriptive statistics) and relationships between variables, probability techniques, and distributions such as conditional probability and Bayes Theorem, and hypothesis testing to facilitate decision-making (inferential statistics). This course will analyze the pros and cons in decision theory through the exploration of sampling and control limits. Students will study correlation and regression analyses such as linear models for data science and multivariate regression and the application of technology for statistical analysis including the interpretation of the relevance of the statistical findings to data science.

The course will examine applications using data from disciplines including engineering, business, natural and social sciences, and psychology. There will be a hands-on approach to statistical analysis using the tools (statistical software) of choice, such as Python and R.

### **MATH 230 MATHEMATICS FOR LIBERAL ARTS STUDENTS**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)*

*Advisory: MATH 100 or MATH 202*

*Prerequisite(s): By Appropriate 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**

*5 Units (Lec 5 Hrs)*

*Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)*

*Prerequisite(s): By Appropriate 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 239 APPLIED DATA SCIENCE**

*4 Units (Lec 3 Hrs / Lab 2 Hrs)*

*Transfer Credit: UC*

*Prerequisite(s): MATH 229 ; Appropriate Math Placement*

This course explores key areas of data science including question formulation, data collection and cleaning, exploratory analysis and visualization, statistical inference, predictive modeling, regression, classification and clustering, and applications of decision analytics to prepare students to understand real world problems and make optimal decisions.

### **MATH 245 COLLEGE ALGEBRA**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area*

*2A), C-ID (MATH 150)*

*Prerequisite(s): By Appropriate 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; and sequences and series.

### **MATH 258 GEOMETRY AND TRIGONOMETRY**

*5 Units (Lec 5 Hrs)*

*Transfer Credit: CSU(CSUGE Area B4)*

*Prerequisite(s): MATH 125 or MATH 134 or by Appropriate Placement*

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**

*5 Units (Lec 5 Hrs)*

*Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)*

*Prerequisite(s): By Appropriate Placement*

This is a preparation course for calculus, which includes polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs, analytic geometry, and polar coordinates.

**MATH 260S PRECALCULUS WITH SUPPORT**

5 Units (Lec 4 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)

This is a preparation course with support for calculus, which includes polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry; and polar coordinates.

**MATH 261 CALCULUS I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A), C-ID (MATH 211)

Prerequisite(s): MATH 260 or MATH 260S or by Appropriate Placement

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 261A CALCULUS I PART A**

3 Units (Lec 3 Hrs)

Prerequisite(s): MATH 260 or MATH 260S ; `

This course covers chapter 1, chapter 2, and chapter 3 of Calculus 1. The topics include limits and continuity, rates of change, derivatives, and applications of differentiation.

**MATH 261B CALCULUS I PART B**

3 Units (Lec 3 Hrs)

Prerequisite(s): MATH 261A

This course covers chapter 3, chapter 4, and chapter 5 of Calculus 1. The topics include derivatives, applications of differentiation, integrals, the Fundamental Theorem of Calculus, and applications of integration.

**MATH 261S CALCULUS I WITH SUPPORT**

5 Units (Lec 4 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MATH 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**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)

Prerequisite(s): MATH 261 or by Appropriate Placement

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**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)

Prerequisite(s): MATH 262 or by Appropriate Placement

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)

Prerequisite(s): MATH 261 or by Appropriate Placement

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**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A)

Prerequisite(s): MATH 262 or by Appropriate Placement

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, and trees.

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A), C-ID (MATH 240)

Prerequisite(s): MATH 262 or by Appropriate Placement

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.

**MATH 279 LINEAR ALGEBRA FOR DATA SCIENCE**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: UC

Advisory: MATH 260 OR MATH 260S. Eligibility met to enroll in transfer-level math/statistics

Prerequisite(s): MATH 229

This course introduces the basic concepts and principles of linear algebra and its applications in data science. Topics include vectors and matrices, systems of linear equations, determinants, eigenvalues and eigenvectors, linear transformations, and applications in machine learning. The course also includes hands-on exercises and projects using programming languages.

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**MANAGEMENT (MGMT)****MGMT 002 ORGANIZATION AND MANAGEMENT THEORY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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: (1) 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; and (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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students receive the fundamentals of how to organize and operate a small business.

**MGMT 031 HUMAN RELATIONS FOR EMPLOYEES**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B2,B3), UC(IGETC Area 5B,5C)

Prerequisite(s): BIOLOGY 003 or ANATOMY 001 ; CHEM 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. Students should consult with counselors to determine articulation of this course with their desired four-year institution and/or program.

### MICRO 020 GENERAL MICROBIOLOGY

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B2,B3), UC(IGETC Area 5B,5C)

Advisory: CHEM 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 MICRO 001, and it is recommended for students who need a 4-unit course with 3 hours of lab per week. 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

1 Units (Lab 3 Hrs)

Transfer Credit: CSU

Corequisite(s): MICRO 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.

## MANUFACTURING-INDUSTRIAL TECH (MIT)

### MIT 220 INTRODUCTION TO ROBOTICS

3 Units (Lec 2 Hrs / Lab 2 Hrs)

This is an introductory course in robotics emphasizing hands-on experience to construct and program a basic functional robot. Students learn to implement electric motors, servos, sensors, switches, and actuators in a programmable robot. The course also includes mechanical assembly, connecting electronic components, wiring, soldering, basic programming, and testing. Students also learn to apply a methodical design process including documentation and presentation.

## MUSIC (MUSIC)

### MUSIC 101 FUNDAMENTALS OF MUSIC

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC, C-ID (MUS 110)

(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.

**MUSIC 111 MUSIC APPRECIATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (MUS 100)

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.

**MUSIC 116 SURVEY AND HISTORY OF ROCK, POP AND SOUL MUSIC**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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 118 FILM MUSIC APPRECIATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

This introductory survey course helps students understand, appreciate, and analyze the relationship between music and moving images in film and media. Through a historical perspective covering the silent film era to the present day, this course examines various ways to engage with film music through aesthetic, cultural, musical and personal analyses of visual and audio cinematic experiences.

**MUSIC 121 MUSIC HISTORY AND LITERATURE I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (MUS 105)

Advisory: MUSIC 201

The student studies music history and literature from earliest times to 1750, including music of the ancient Greeks, early Christians, Middle Ages, Renaissance and Baroque periods, through the music of Bach and Handel.

**MUSIC 122 MUSIC HISTORY AND LITERATURE II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (MUS 106)

Advisory: MUSIC 201

A survey of music history and music literature from 1750 to the present time, including music of the pre-Classical, Classical and Romantic periods, as well as Contemporary classical music.

**MUSIC 135 AFRICAN AMERICAN MUSIC**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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.

**MUSIC 136 MUSIC IN AMERICAN CULTURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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)

Transfer Credit: CSU

The student learns the skills and knowledge necessary for success in the many careers available in the music industry. Covers the roles of personal managers, agents, and attorneys; the process of producing, publishing, and copyrighting songs; and record production and marketing.

**MUSIC 141 JAZZ APPRECIATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU

The student observes live concert performances, developing an understanding of the basic elements of music and acceptable audience behavior.

**MUSIC 152-2 CURRENT MUSICAL EVENTS II**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (CMUS 100 X)

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**

1.5 Units (Lab 5 Hrs)

Transfer Credit: CSU, UC

Corequisite(s): MUSIC 181

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the corequisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches and accurate intonation.

**MUSIC 180-2 APPLIED MUSIC LABORATORY II**

1.5 Units (Lab 5 Hrs)

Transfer Credit: CSU, UC

Corequisite(s): MUSIC 182

Prerequisite(s): MUSIC 180-1

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the corequisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with the articulation, dynamics, phrasing, and expression appropriate to the literature being studied, and if singing, diction appropriate to texts of the literature.

**MUSIC 180-3 APPLIED MUSIC LABORATORY III**

1.5 Units (Lab 5 Hrs)

Transfer Credit: CSU, UC

Corequisite(s): MUSIC 182

Prerequisite(s): MUSIC 180-2

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in

the corequisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on demonstrating appropriate blend and balance when performing with an accompanist, and playing or singing in a manner suitable to the genre, period, and style of the literature.

**MUSIC 180-4 APPLIED MUSIC LABORATORY IV**

1.5 Units (Lab 5 Hrs)

Transfer Credit: CSU, UC

Corequisite(s): MUSIC 184

Prerequisite(s): 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 corequisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on memorizing performance literature and development of repertoire for exit recital and auditions for transfer.

**MUSIC 181 APPLIED MUSIC I**

0.50 Units (Lab 1 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 160)

Corequisite(s): MUSIC 180-1

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches, and accurate intonation. Achievement is evaluated through a juried performance.

**MUSIC 182 APPLIED MUSIC II**

0.50 Units (Lab 1 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 160)

Corequisite(s): MUSIC 180-2

Prerequisite(s): 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**

0.50 Units (Lab 1 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 160)

Corequisite(s): MUSIC 180-3

Prerequisite(s): 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**

0.50 Units (Lab 1 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 160)

Corequisite(s): MUSIC 180-4

Prerequisite(s): 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**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

**MUSIC 200 INTRODUCTION TO MUSIC THEORY**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC, C-ID (MUS 120, MUS 125)

The student writes and recognizes rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structure, dominant seventh chords, figured bass symbols, and non-harmonic tones. The student applies and develops these materials through ear training, sight singing, analysis, and dictation. The student also develops skills in handwritten notation.

**MUSIC 201 HARMONY I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 130)

Corequisite(s): MUSIC 211

Prerequisite(s): 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 140)

Corequisite(s): MUSIC 212

Prerequisite(s): 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 150)

Corequisite(s): MUSIC 213

Prerequisite(s): 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/pandiatonicism, and advanced meter/rhythm.

**MUSIC 205 COMMERCIAL HARMONY I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 200

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 206 COMMERCIAL HARMONY II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 205

The student learns commercial music terminology, notation, chord and scale structure, modes, blues and pentatonic scales, extended chords, bass line construction, harmonization of melodic lines, chord progressions, basic chord voicing, ear-training, and applied piano.

**MUSIC 207 COMMERCIAL HARMONY III**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 206

The student learns commercial music terminology, notation, chord and scale structure, modes, synthetic and altered scales, polychords, chord substitution, chord progressions, melody harmonization and reharmonization, analysis of jazz and pop pieces, ear-training, and applied piano.

**MUSIC 211 MUSICIANSHIP I**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 125 , MUS 135)

Corequisite(s): MUSIC 201

Prerequisite(s): 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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 145)

Corequisite(s): MUSIC 202

Prerequisite(s): MUSIC 211

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony II through ear training, sight singing, analysis, and dictation.

**MUSIC 213 MUSICIANSHIP III**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 155)

Corequisite(s): MUSIC 203

Prerequisite(s): MUSIC 212

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony III through ear training, sight singing, analysis, and dictation.

**MUSIC 221 COUNTERPOINT I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

The student studies 18th-century contrapuntal techniques in two, three and four voices, including species counterpoint, invertible counterpoint, motive development, and canon and resulting in analysis and composition of two-part inventions, binary dance forms, and three and four-part fugue expositions.

**MUSIC 223 TWENTIETH CENTURY COMPOSITIONAL TECHNIQUES**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 202

The student learns melodic, harmonic, and rhythmic techniques of the Twentieth Century, resulting in the writing of original compositions.

**MUSIC 224 COMPOSITION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 201

The student studies instrumentation and beginning orchestration, including writing for various instrumental groups.

**MUSIC 251-1 JAZZ IMPROVISATION WORKSHOP I**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 251-1

The student improvises and performs level two standard repertoire in a jazz combo setting. Focus is on modal and pentatonic scales and hard bop style. For intermediate to advanced jazz instrumentalists only.

**MUSIC 251-3 JAZZ IMPROVISATION WORKSHOP III**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 251-2

The student improvises and performs level three standard repertoire in a jazz combo setting. Focus is on modern jazz style. For intermediate to advanced jazz instrumentalists only.

**MUSIC 251-4 JAZZ IMPROVISATION WORKSHOP IV**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 251-3

The student improvises and performs level four standard repertoire in a jazz combo setting. Focus is on modern jazz style. For intermediate to advanced jazz instrumentalists only.

**MUSIC 261-1 MUSIC TECHNOLOGY WORKSHOP I**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): 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)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

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 272 SONGWRITERS' WORKSHOP II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 271

Students learn techniques of creative collaboration. Students analyze a wide variety of songs and apply the conventions of songwriting in the composition and performance of original collaborative songs.

**MUSIC 285 DIRECTED STUDY - MUSIC**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student learns music production techniques for commercial purposes with an emphasis on composing for commercials, video games, and motion picture. Topics covered include audio recording, mixing, and advanced MIDI techniques.

**MUSIC 292 MUSIC PRODUCTION FOR MULTIMEDIA II**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 291

The student continues to learn to produce original music for picture and other commercial applications. Topics covered include advanced mixing, automation, and controller manipulation.

**MUSIC 311 PIANO I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 170)

The student receives instruction in basic piano skills with an emphasis on learning to read music, play finger-patterns, scales, chords, and beginning pieces.

**MUSIC 312 PIANO II**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 171)

Prerequisite(s): 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 172)

Prerequisite(s): 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 314

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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 341-1

The student studies, practices, and performs level two intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach sinfonias, Haydn early sonatas, Chopin mazurkas and Bartok Mikrokosmos Book #3. Technique to include the equivalent of Hanon 60 exercises #20-29, Czerny Op. 100 #20-30, and all major scales in thirds in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

**MUSIC 341-3 INTERMEDIATE PIANO III**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 341-2

The student studies, practices, and performs level three intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the

equivalent of Bach Well Tempered Clavier Book 1, Mozart early sonatas, Mendelssohn Songs without Words Book 1, Shostakovich Preludes, Op. 34. Technique to include the equivalent of Hanon 60 exercises #30-39, Czerny Op. 299 #1-9, and all harmonic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

### **MUSIC 341-4 INTERMEDIATE PIANO IV**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): MUSIC 341-3*

The student studies, practices, and performs level four intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach French Suites, Beethoven early sonatas, Schubert impromptus, and Prokofiev Visions Fugitives. Technique to include the equivalent of Hanon 60 exercises #40-60, Czerny, Op. 299 #10-20, all melodic minor scales in thirds, and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano.

### **MUSIC 361-1 COMMERCIAL PIANO TECHNIQUES WORKSHOP I**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

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 and the blues scale.

### **MUSIC 361-2 JAZZ AND POPULAR MUSIC PIANO II**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): MUSIC 361-1*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on chromatic seventh chords and sequences, chord extensions, and the blues scale.

### **MUSIC 361-3 JAZZ AND POPULAR MUSIC PIANO III**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): MUSIC 361-2*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the

keyboard, focusing on comping chords and rhythms, walking bass lines, chord substitutions, and various song forms.

### **MUSIC 361-4 JAZZ AND POPULAR MUSIC PIANO IV**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU*

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

### **MUSIC 400 VOICE FUNDAMENTALS**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

*1 Units (Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 JAZZ AND POPULAR MUSIC VOICE I**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 JAZZ AND POPULAR MUSIC VOICE II**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 JAZZ AND POPULAR MUSIC VOICE III**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 JAZZ AND POPULAR MUSIC VOICE IV**

1 Units (Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for beginning choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct.

**MUSIC 531 PHILHARMONIC CHOIR**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for a large intermediate choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 561 CHAMBER CHORALE**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for a small advanced choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 601 BRASS INSTRUMENT INSTRUCTION I**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student receives basic instruction on the brass instruments, including trumpet, French horn, trombone, and tuba. Some instruments available to loan to enrolled students. Open to all students.

**MUSIC 602 BRASS INSTRUMENT INSTRUCTION II**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student receives basic instruction on the string instruments, either violin, viola, cello, or bass. Some instruments available to loan to enrolled students. Open to all students.

**MUSIC 612 STRING INSTRUMENT INSTRUCTION II**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student learns basic woodwind instrument techniques. Includes flute, oboe, clarinet, bassoon, and saxophone. Some instruments available to loan to enrolled students. Open to all students.

**MUSIC 622 WOODWIND INSTRUMENT INSTRUCTION II**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

The student learns basic rhythms, rudiments, beginning notation, and meters as applied to the snare drum and 2-mallet percussion instruments.

#### **MUSIC 632 PERCUSSION INSTRUMENT INSTRUCTION II**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): MUSIC 631*

The student continues with basic rhythms, rudiments, beginning notation, and meters as applied to the snare drum and related percussion instruments.

#### **MUSIC 633 PERCUSSION INSTRUMENT INSTRUCTION III**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

The student learns basic positioning of body and hands, music notation and reading, finger picking, and chord accompaniment. Designed for students with no previous musical training. Student must provide own guitar.

#### **MUSIC 651 CLASSICAL GUITAR I**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

*2 Units (Lec 1 Hrs / Lab 2 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): 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**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 JAZZ AND POPULAR MUSIC GUITAR I**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Students interested in popular and jazz guitar techniques explore topics such as chords, scales, blues, and swing patterns. Students also practice soloing styles and accompaniment techniques as well as ensemble playing in jazz bands and combos.

**MUSIC 662 JAZZ AND POPULAR MUSIC GUITAR II**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 661

Students interested in more advanced popular and jazz guitar techniques explore topics such as major, minor, and blues chords and associated scales. Students also practice more advanced blues and swing style rhythmic patterns, soloing styles and accompaniment techniques, and ensemble playing in jazz bands and combos.

**MUSIC 663 JAZZ AND POPULAR MUSIC GUITAR III**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 662

Students interested in more advanced popular and jazz guitar techniques explore topics such as jazz chords, chord substitution, and associated scales. Students also practice more advanced blues and swing style rhythmic patterns, soloing styles and accompaniment techniques, and ensemble playing in jazz bands and combos.

**MUSIC 664 JAZZ AND POPULAR MUSIC GUITAR IV**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): MUSIC 663

Students interested in more advanced popular and jazz guitar techniques explore topics such as advanced sight-reading and improvisation skills, advanced jazz chords and chord substitutions with associated scales, comping styles, the application of more advanced technical skills necessary for the performing amateur and professional guitarist, and ensemble playing in jazz bands and combos.

**MUSIC 670 FINGERBOARD HARMONY**

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 WORLD MUSIC ENSEMBLE**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 185)

Rehearsal and performance of world and popular music including Balinese Gamelan, Balkan, Brazilian Batucada, Salsa, Black Music, Japanese Taiko Drumming, Latin Guitar, and Mariachi. Musicis prepared for public performances.

**MUSIC 705 CHAMBER MUSIC**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 185)

The student prepares, rehearses, and performs selected musical works for chamber ensemble, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 711 REHEARSAL ORCHESTRA**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for orchestra, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 725 COMMUNITY ORCHESTRA**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected large musical works for orchestra, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 751 WIND ENSEMBLE**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for wind ensemble, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 765 PERCUSSION ENSEMBLE**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 185 , MUS 180)

The student prepares, rehearses, and performs selected musical works for percussion ensemble, focusing on rhythm, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 771 GUITAR ENSEMBLE**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 185 , MUS 180)

The student prepares, rehearses, and performs selected musical works for guitar ensemble, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 781 STUDIO JAZZ BAND**

1 Units (RPT 3) (Lab 4 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 180)

The student prepares, rehearses, and performs selected musical works for jazz band, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, improvisation of solos, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 782 JAZZ COMBOS**

1 Units (RPT 3) (Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (MUS 185)

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

1 Units (Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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.

## **NURSING-HEALTH CARE ANCILLARIES (NRS-HCA)**

### **NRS-HCA 399A NURSE ASSISTANT TRAINING PROGRAM**

6 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU

This combined lecture/lab course teaches the student the theory and clinical skills needed to work with patients/residents in the acute care and the long-term care facility. Emphasis is given to safety principles, infection control, methods for providing physical care, emotional and social support. After the successful completion of this course, the student will be eligible to apply for certification and to take the State of California Certified Nurse Assistant examination.

## **PHILOSOPHY (PHILOS)**

### **PHILOS 001 INTRODUCTION TO PHILOSOPHY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)  
Advisory: ENGLISH 101

This course introduces philosophical ideas and methods concerning knowledge, reality, and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, religion, science, language, beauty and art, and political theory.

### **PHILOS 005 CRITICAL THINKING AND COMPOSITION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A3), UC(IGETC Area 1B)  
Prerequisite(s): ENGLISH 101 or ENGLISH 101Z or E.S.L. 110

Students develop 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A3), UC  
Advisory: ENGLISH 101

Students learn how to understand, evaluate, and distinguish arguments and explanations by applying accepted standards of good reasoning. Students will learn techniques to recognize deductively valid

arguments and avoid fallacies. They will also consider what is required for inductively strong arguments in order to avoid informal fallacies. This may include examples from advertising and political rhetoric.

### **PHILOS 008 DEDUCTIVE LOGIC**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A3), UC, C-ID (PHIL 110)

Advisory: ENGLISH 101 and PHILOS 005 or PHILOS 006

This course introduces some principles of valid reasoning with emphasis on deductive logic, and includes a study of formal techniques of propositional logic. The course may also include a treatment of inductive reasoning, language, or fallacies.

### **PHILOS 009 SYMBOLIC LOGIC I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A3), UC, C-ID (PHIL 210)

Advisory: ENGLISH 101 and PHILOS 005 or PHILOS 006

Students learn 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (PHIL 140)

Advisory: ENGLISH 101, PHILOS 001

This course addresses 16th through 18th century philosophy with emphasis on broad epistemological and/or metaphysical developments of empiricism and rationalism in philosophical thought from Descartes to Kant and may include approximate precursors and successors.

### **PHILOS 020 ETHICS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B), C-ID (PHIL 120)

Advisory: ENGLISH 101

This course examines the concept of morality and values, representative historical and contemporary ethical theories, and their applications to moral problems.

**PHILOS 030 ASIAN PHILOSOPHY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

Advisory: ENGLISH 101, PHILOS 001, PHILOS 001

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

Advisory: ENGLISH 101, PHILOS 001, PHILOS 001

The student learns the significant historical and contemporary philosophical concepts found in religions. The course emphasizes the exposition, discussion, and analysis of the rationality of religious beliefs.

**PHILOS 040 INTRODUCTION TO THE PHILOSOPHY OF ART**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

Advisory: ENGLISH 101 and PHILOS 001 or PHILOS 020

Students are introduced to the meaning of art, the meaning of beauty, truth in art, creativity, and various philosophical theories regarding the nature of art.

**PHILOS 042 PHILOSOPHY AND CINEMA**

3 Units (Lec 3 Hrs)

Transfer Credit: UC

This course will introduce students to various philosophical topics, issues and themes that are portrayed in film. Some topics that will be examined include the meaning of life, the problem of skepticism, the mind-body problem, artificial intelligence, free will and determinism, and moral dilemmas.

**PHOTOGRAPHY (PHOTO)****PHOTO 007 EXPLORING DIGITAL PHOTOGRAPHY**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

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**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC

This beginning course focuses on the mechanical creation of the image with cameras while applying the guidelines of composition, communication and self-expression. The student learns the basic principles of black and white analog photography from the mechanical creation of the image with camera and film to printing the photograph for display.

**PHOTO 015 FUNDAMENTALS OF PORTRAITURE**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): PHOTO 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 and groups. Students learn to make decisions regarding camera format, printing, and presentation.

**PHOTO 016 FUNDAMENTAL COMMERCIAL PHOTOGRAPHY**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Advisory: PHOTO 107

Prerequisite(s): PHOTO 007

This course is for students interested in a career in professional photography and an introduction to studio lighting and commercial photography. Course covers beginning professional studio techniques for small product, still life, and people photography intended for use in advertisements, illustrations, and commercials. Students work with a variety of beginning commercial studio photography techniques and equipment, including studio strobes, studio setup, and lighting. Assignments involve an introduction to lighting in studio and the use of professional digital cameras, available light, hot lights, electronic flash, and professional strobes. Advanced laboratory techniques and digital photography are also discussed and utilized.

**PHOTO 020 BEGINNING PHOTOJOURNALISM**

4 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): PHOTO 007

Students learn to create dynamic photographs for publication, including for online and printed newspapers, magazines, wire services, websites, and for campus publications. The primary emphasis is on digital photography and its use in the fields of journalism and publication. Students use cameras and computers, applying the techniques of image capture and post-production image enhancement, in the pursuit of photojournalistic methods and visual news gathering.

**PHOTO 034 HISTORY OF PHOTOGRAPHY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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 049 ADVANCED PHOTOGRAPHIC DIGITAL IMAGING**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): ART 250

Students learn advanced digital imaging/Photoshop techniques using computers and photographic digital software to alter, enhance, and create new images that can be output to digital media and print. Detailed instruction in the application of Adobe Photoshop and other camera raw processing programs 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 (RPT 3) (Lab 9 Hrs)

Transfer Credit: CSU

Prerequisite(s): PHOTO 016 ; PHOTO 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**

3 Units (Lec 2 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC

Advisory: ART 250

Prerequisite(s): PHOTO 007

The student learns all levels of digital imagery workflow, from image ingestion through pre-production, production, delivery, and archiving while working on course projects.

**PHOTO 501 MEDIA AESTHETICS AND DESIGN FOR FILM AND DIGITAL MEDIA**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

Advisory: PHOTO 007

(Same as CINEMA 501) 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**

1 Units (RPT 15) (Lec 1 Hrs)

Transfer Credit: CSU

Advisory: PHOTO 107, PHOTO 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 004 PHYSICAL SCIENCE AND LABORATORY

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU, UC, C-ID (PHYS 140)

This is a one semester, inquiry-based physical science course suitable for a general education course or prospective or practicing elementary teachers. Students construct a meaningful understanding of physics and chemistry concepts through lecture and laboratory activities. The course covers: mechanics, electricity & magnetism, light, thermodynamics, physical changes, chemical changes, and the periodic table.

### PHYS SC 010 PHYSICS AND THE MOVIES

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1), UC

The student learns the basic principles of physics: mechanics, forces, Newton's laws, fluids, oscillations, heat, optics, sound, electricity and 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

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C)

Prerequisite(s): MATH 240 or MATH 258

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

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C)

Prerequisite(s): PHYSICS 006

Students learn the later developments of physics leading through electricity and magnetism to optics, relativity and quantum theory, and 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

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C)

Prerequisite(s): MATH 240 or MATH 258

Students learn the essential principles of physics in a wide range of topics including kinematics of one- and two-dimensional motion, circular motion, Newton's laws, work and energy, thermodynamics, wave motion, oscillation, optics, electricity and magnetism, and nuclear and atomic physics. Students analyze conceptual questions as well as solve quantitative problems using Algebra. Students learn how to use laboratory equipment to gain practical experience of the application of the scientific method in the field of physics.

### PHYSICS 012 PHYSICS FUNDAMENTALS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A)  
Advisory: ENGLISH 028, ENGLISH 067

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.

### PHYSICS 014 PHYSICS FUNDAMENTALS LABORATORY

1 Units (Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B3), UC(IGETC Area 5C)  
Advisory: ENGLISH 021

Corequisite(s): 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.

**PHYSICS 021 GENERAL PHYSICS I WITH CALCULUS**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C)

Prerequisite(s): MATH 261

PHYSICS 021 is the first of a two-semester, calculus-based, sequence of general physics courses. (PHYSICS 022 completes the sequence.) This sequence is recommended and designed for pre-medical students, Life Science students and other students who require a two-semester, calculus-based, sequence of physics courses. Topics covered in PHYSICS 021 include mechanics, waves, and fluids, with an emphasis on applications to the life sciences.

**PHYSICS 022 GENERAL PHYSICS II WITH CALCULUS**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C)

Prerequisite(s): PHYSICS 021

Life-sciences students, premedical students, and other students who require a two-semester calculus-based sequence of physics courses can benefit from this course. Topics covered in PHYSICS 022 include thermodynamics, electricity and magnetism, optics, and atomic and nuclear physics. There is an emphasis on applications to the life sciences.

**PHYSICS 101 PHYSICS FOR ENGINEERS AND SCIENTISTS I**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C), C-ID (PHYS 205)

Advisory: PHYSICS 011

Prerequisite(s): MATH 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**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C), C-ID (PHYS 210)

Corequisite(s): MATH 262

Prerequisite(s): 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**

5 Units (Lec 3 Hrs / Lab 6 Hrs)

Transfer Credit: CSU(CSUGE Area B1,B3), UC(IGETC Area 5A,5C), C-ID (PHYS 215)

Corequisite(s): MATH 263

Prerequisite(s): PHYSICS 102

Students learn the topics of mechanical waves, electromagnetic waves, light and optics, relativity, introductory quantum mechanics, and atomic and nuclear physics. Topics in molecular physics and condensed matter, as well as particle physics may also be included. The laboratory includes both quantitative and qualitative experiments which enable students to verify, illustrate, and deduce some of the laws of physics that apply to the topics covered.

**PHYSICS 161 ASTROPHYSICS AND COSMOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B1), UC(IGETC Area 5A)

Corequisite(s): PHYSICS 102

Prerequisite(s): 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**

1 Units (RPT 2) (Lec 1 Hrs)

Transfer Credit: CSU

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

**PHYSICS 285 DIRECTED STUDY - PHYSICS**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor.

**PHYSICS 385 DIRECTED STUDY - PHYSICS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

4 Units (Lec 3 Hrs / Lab 3 Hrs)

Transfer Credit: CSU(CSUGE Area B2,B3), UC(IGETC Area 5B,5C), C-ID (BIOL 120 B)

Prerequisite(s): 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D8,US-2,US-3), UC(IGETC Area 4H), C-ID (POLS 110)

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 INTRODUCTION TO COMPARATIVE POLITICS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D8), UC(IGETC Area 4), C-ID (POLS 130)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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 INTRODUCTION TO INTERNATIONAL RELATIONS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D8), UC(IGETC Area 4), C-ID (POLS 140)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D8), UC(IGETC Area 4H)

Prerequisite(s): 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 region's regimes, nationalism, leadership, and institutions. The approach is thematic, not chronological.

**POL SCI 019 WOMEN IN POLITICS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D4,D8), UC(IGETC Area 4H)

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.

**POL SCI 060 INTRODUCTION TO GLOBALIZATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC(IGETC Area 4)  
Advisory: ENGLISH 101

Introduction to the phenomenon of globalization from the broad perspectives of economics, governments and conflicts, and cultures and societies. Structured around these three pillars of globalization, this course is designed to provide a framework for understanding the multiple and complex connections that globalization produces among nation-states, non-governmental organizations, and societies around the world with their particular ethnic, cultural and religious groups.

**PSYCHOLOGY (PSYCH)****PSYCH 001 INTRODUCTORY PSYCHOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D9), UC(IGETC Area 4I), C-ID (PSY 110)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B2), UC(IGETC Area 5B), C-ID (PSY 150)

Prerequisite(s): PSYCH 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area E), C-ID (PSY 115)  
Prerequisite(s): PSYCH 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D9), UC(IGETC Area 4I), C-ID (PSY 170)

Prerequisite(s): PSYCH 001

Students will learn how individuals 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC(IGETC Area 4), C-ID (PSY 120)

Prerequisite(s): PSYCH 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 041 LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D,E), UC(IGETC Area 4), C-ID (PSY 180)

Prerequisite(s): PSYCH 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area E)

Students learn group dynamics principles including active listening, communication models, body language principles and factors that influence group cohesion.

**PSYCH 045 INTRODUCTION TO HUMAN SERVICES AND SOCIAL WORK**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn in this survey course how to survive in the real world of work in Human Services including Social Work. This course integrates psychological theory 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC(IGETC Area 4), C-ID (PSY 130)

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 066 INTRODUCTION TO CRITICAL THINKING**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area A3), UC

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 068 BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR& HEALTH**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D9), UC(IGETC Area 4I), C-ID (PSY 200)

Prerequisite(s): PSYCH 001 ; MATH 227 ; ENGLISH 101 or ENGLISH 101Z or E.S.L. 110

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 075 HEALTH PSYCHOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: UC

This course uses the biopsychosocial framework to understand health and illness. Topics include health promoting behaviors; coping with stress and resiliency; patient-provider communication; pain; theories on stress; psychoneuroimmunology; mind-body intervention; and placebos.

**PSYCH 081 FIELD WORK I**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

Transfer Credit: CSU

Corequisite(s): PSYCH 001 ; PSYCH 043

The student is introduced to the field of Human Services and Social Work. 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 and social work organizations are required.

**PSYCH 082 FIELD WORK II**

3 Units (Lec 1 Hrs / Lab 6 Hrs)

Transfer Credit: CSU

Prerequisite(s): PSYCH 081

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Social Work and 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 social work and human services organizations are required.

**PSYCH 385 DIRECTED STUDY - PSYCHOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

This course allows students to pursue directed study in Psychology on a contract basis under the direction of a supervising instructor.

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**PUBLIC RELATIONS (PUB REL)****PUB REL 001 PRINCIPLES OF PUBLIC RELATIONS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

This course introduces public relations as the values-driven management of relationships with groups of people that can influence an organization's success and examines how organizations can ethically and systematically build productive, mutually beneficial relationships with such groups.

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**RADIOLOGIC TECHNOLOGY (RAD TEC)****RAD TEC 103 RADIOGRAPHIC ANATOMY AND POSITIONING SKELETAL SYSTEM**

4 Units (Lec 3 Hrs / Lab 4 Hrs)

Transfer Credit: CSU

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**

4 Units (Lec 3 Hrs / Lab 4 Hrs)

Transfer Credit: CSU

Students learn radiographic anatomy, positioning, and selected pathology of the visceral organs and cranium. Laboratory experience is included.

**RAD TEC 108 RADIOGRAPHIC BOOTCAMP**

1 Units (Lab 4 Hrs)

Transfer Credit: CSU

Students will review all radiographic positioning learned in their prior semester. Labs will incorporate trauma, surgical, protocols and sequences, pathology, and image critique.

**RAD TEC 200 INTRODUCTION TO RADIOLOGIC TECHNOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): ENGLISH 028 ; ENGLISH 067 ; MATH 115 ; RAD TEC 200 ; RAD TEC 201

Students learn atomic structure, characteristics of radiation, x-ray production, radiation protection, and photon interaction with matter.

**RAD TEC 205 FUNDAMENTALS OF X-RAY PHYSICS**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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 PRINCIPLES OF RADIOGRAPHIC EXPOSURE**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 201

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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)**

1.5 Units (Lec 1 Hrs / Lab 1 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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 RADIOGRAPHIC QUALITY MANAGEMENT**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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 COMPUTED TOMOGRAPHY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 205

Students learn the principles and operation of CT instrumentation, procedures, ancillary devices, and radiation protection.

**RAD TEC 212 MAMMOGRAPHY CERTIFICATION**

5 Units (Lec 4 Hrs / Lab 3 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 280

The Mammography Program offered at Los Angeles City College through the Radiologic Technology Program is a certificate course designed to provide Senior Radiologic Technology Students, Graduates, or licensed Radiologic Technologist the didactic education in the field of Mammography. This program covers theory, mammography principles, and standards. The course will provide students with the opportunity to enhance their communication skills, critical thinking, and technical skills necessary with patient care specific

to mammography. This program will develop the students competency as an entry level Mammography Technologist. The Mammography Program curriculum fulfills the educational requirements established by the FDA Mammography Quality Standards Act (MQSA), American Registry of Radiologic Technologists (ARRT), and the American Society of Radiologic Technologists (ASRT). Mammography Positioning simulation activity included. Digital Breast Tomosynthesis (DBT/3D Mammogram) will be covered for 8 hours which will satisfy both DBT/3D Mammography and Digital Breast Imaging requirements. THIS COURSE COVERS ONLY THE DIDACTIC PORTION, STUDENTS ARE RESPONSIBLE FOR SECURING THEIR CLINICAL SITE IF NEEDED.

**RAD TEC 240 RADIATION PROTECTION AND BIOLOGY**

4 Units (Lec 3 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 202

Students learn the principles of radiation protection and federal and state laws pertaining to radiation safety in diagnostic imaging.

**RAD TEC 243 PRINCIPLES AND PRACTICES OF FLUOROSCOPY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

Students learn the factors that influence patient and operator radiation dose during fluoroscopic procedures, fluoroscopic equipment, components, and ancillary equipment.

**RAD TEC 260 INTRODUCTION TO CLINICAL EDUCATION**

4 Units (Lec 1 Hrs / Lab 9 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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**

6 Units (Lab 18 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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 American Registry of Radiologic Technologists' (ARRT) 51 imaging competencies. The LACC Clinical Coordinator will serve as a resource for hospital-based preceptor experience.

**RAD TEC 281 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY II**

12 Units (Lab 36 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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 American Registry of Radiologic Technologists' (ARRT) 51 imaging competencies. The LACC Clinical Coordinator will serve as a resource for hospital-based preceptor experience.

**RAD TEC 282 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY III**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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 American Registry of Radiologic Technologists (ARRT) 51 imaging competencies. The LACC Clinical Coordinator will serve as a resource for hospital-based preceptor experience.

**RAD TEC 283 CLINICAL EDUCATION IN RADIOLOGIC TECHNOLOGY IV**

12 Units (Lab 36 Hrs)

Transfer Credit: CSU

Prerequisite(s): RAD TEC 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 American Registry of Radiologic Technologists' (ARRT) 51 imaging competencies that include: other imaging modalities (where applicable), therapeutic applications of radiation, 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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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.

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**NURSING, REGISTERED (REGNRSG)****REGNRSG 103 NURSING PHARMACOLOGY**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

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 - THEORY**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Corequisite(s): REGNRSG 104L

Students acquire introductory knowledge about theoretical concepts 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. This theory course must be taken concurrently with the corresponding clinical course. When taking a concurrent theory and clinical course, if both courses are not passed when courses are first

taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed theory course, the corequisite clinical course must be repeated concurrently to comply with CCR 1426 (d).

**REGNRSG 104L NURSING FOUNDATIONS - CLINICAL**

2.5 Units (Lab 7 Hrs)

Transfer Credit: CSU

Corequisite(s): REGNRSG 104

Students apply theoretical concepts from REGNRSG 104 during concurrent clinical experience. This clinical course must be taken concurrently with the corresponding theory course. When taking a concurrent clinical and theory course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed clinical course, the corequisite theory course must be repeated concurrently to comply with CCR 1426 (d).

**REGNRSG 105 BEGINNING MEDICAL/SURGICAL - THEORY**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Corequisite(s): REGNRSG 105L

Prerequisite(s): REGNRSG 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. This theory course must be taken concurrently with the corresponding clinical course. When taking a concurrent theory and clinical course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed theory course, the corequisite clinical course must be repeated concurrently to comply with CCR 1426 (d).

**REGNRSG 105L BEGINNING MEDICAL/SURGICAL - CLINICAL**

2.5 Units (Lab 7 Hrs)

Transfer Credit: CSU

Corequisite(s): REGNRSG 105

Prerequisite(s): REGNRSG 104

Theoretical concepts and nursing skills from REGNRSG 105 will be applied by the students in a clinical setting. This clinical course must be taken concurrently with the corresponding theory course. When taking a concurrent

clinical and theory course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed clinical course, the corequisite theory course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 106 NURSING CARE OF THE CHILDBEARING FAMILY - THEORY**

*2 Units (Lec 2 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 106L*

*Prerequisite(s): REGNRSG 105*

Students learn to assess and care for women through the lifespan and newborns, with emphasis on reproductive health and the childbearing years, healthy neonates, and women's health. Utilizing the Roy Adaptation model, the nursing process, and QSEN competencies, family-centered care is emphasized, including identification of the bio-psycho-social needs, as well as cultural diversity of patients and families. This theory course must be taken concurrently with the corresponding clinical course. When taking a concurrent theory and clinical course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed theory course, the corequisite clinical course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 106L NURSING CARE OF THE CHILDBEARING FAMILY - CLINICAL**

*2 Units (Lab 6 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 106*

*Prerequisite(s): REGNRSG 105*

Students will apply concepts from REGNRSG 106 that include the disease process, medical treatments, nursing responsibilities, and interventions, cultural, ethical, and legal issues to the childbearing family. This clinical course must be taken concurrently with the corresponding theory course. When taking a concurrent clinical and theory course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed clinical course, the corequisite theory course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 107 NURSING CARE OF THE PEDIATRIC CLIENT - THEORY**

*2 Units (Lec 2 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 107L*

*Prerequisite(s): REGNRSG 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. This theory course must be taken concurrently with the corresponding clinical course. When taking a concurrent theory and clinical course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed theory course, the corequisite clinical course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 107L NURSING CARE OF THE PEDIATRIC CLIENT - CLINICAL**

*2 Units (Lab 6 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 107*

*Prerequisite(s): REGNRSG 105*

The student applies concepts from REGNRSG 107 that include disease process, medical treatments, nursing responsibilities, interventions, cultural, ethical, and legal issues to the pediatric population. This clinical course must be taken concurrently with the corresponding theory course. When taking a concurrent clinical and theory course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed clinical course, the corequisite theory course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 108 NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS - THEORY**

*2 Units (Lec 2 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 108L*

*Prerequisite(s): REGNRSG 106 ; REGNRSG 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. This theory course must be taken concurrently with the corresponding clinical course. When taking a concurrent theory and clinical course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed theory course, the corequisite clinical course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 108L NURSING CARE FOR THE CLIENT WITH PSYCHOSOCIAL NEEDS - CLINICAL**

*2 Units (Lab 6 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 108*

*Prerequisite(s): REGNRSG 106 ; REGNRSG 107*

Students apply theoretical concepts from REGNRSG 108 during the concurrent clinical experience 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. This clinical course must be taken concurrently with the corresponding theory course. When taking a concurrent clinical and theory course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed clinical course, the corequisite theory course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 109 INTERMEDIATE MEDICAL/SURGICAL NURSING - THEORY**

*2.5 Units (Lec 2.5 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 109L*

*Prerequisite(s): REGNRSG 106 ; REGNRSG 107*

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. This theory course must be taken concurrently with the corresponding clinical course. When taking a concurrent theory and clinical course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed theory course, the corequisite clinical course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 109L INTERMEDIATE MEDICAL/SURGICAL NURSING - CLINICAL**

*2.5 Units (Lab 7 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 109*

*Prerequisite(s): REGNRSG 106 ; REGNRSG 107*

Students apply theoretical concepts from REGNRSG 109 during concurrent clinical experience. This clinical course must be taken concurrently with the corresponding theory course. When taking a concurrent clinical and theory course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed clinical course, the corequisite theory course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 110 ADVANCE MEDICAL/SURGICAL NURSING - THEORY**

*2.5 Units (Lec 2.5 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 110L*

*Prerequisite(s): REGNRSG 108 ; REGNRSG 109*

In this advanced nursing course, students will learn to understand and apply advanced theoretical 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. This theory course must be taken concurrently with the corresponding clinical course. When taking a concurrent theory and clinical course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed theory course, the corequisite clinical course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 110L ADVANCE MEDICAL/SURGICAL NURSING - CLINICAL**

*2.5 Units (Lab 7 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 110*

*Prerequisite(s): REGNRSG 108 ; REGNRSG 109*

Students apply theoretical concepts from REGNRSG 110 during concurrent clinical experience. This clinical course must be taken concurrently with the corresponding theory course. When taking a concurrent clinical and theory course, if both courses are not passed when

courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed clinical course, the corequisite theory course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 111 NURSING LEADERSHIP AND MANAGEMENT - THEORY**

*2 Units (Lec 2 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 111L*

*Prerequisite(s): REGNRSG 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. This theory course must be taken concurrently with the corresponding clinical course. When taking a concurrent theory and clinical course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed theory course, the corequisite clinical course must be repeated concurrently to comply with CCR 1426 (d).

### **REGNRSG 111L NURSING LEADERSHIP AND MANAGEMENT - CLINICAL**

*2 Units (Lab 6 Hrs)*

*Transfer Credit: CSU*

*Corequisite(s): REGNRSG 111*

*Prerequisite(s): REGNRSG 110*

Students apply theoretical concepts from REGNRSG 111 during concurrent clinical experience. This clinical course must be taken concurrently with the corresponding theory course. When taking a concurrent clinical and theory course, if both courses are not passed when courses are first taken, this will count as one fail. A second failed course will result in dismissal from the program. If a student needs to retake a failed clinical course, the corequisite theory course must be repeated concurrently to comply with CCR 1426 (d).

## **RUSSIAN (RUSSIAN)**

### **RUSSIAN 001 ELEMENTARY RUSSIAN I**

*5 Units (Lec 5 Hrs)*

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)*

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. Corresponds to the first two years of high school Russian.

### **RUSSIAN 002 ELEMENTARY RUSSIAN II**

*5 Units (Lec 5 Hrs)*

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A)*

*Prerequisite(s): RUSSIAN 001*

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.

### **RUSSIAN 003 INTERMEDIATE RUSSIAN I**

*5 Units (Lec 5 Hrs)*

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)*

*Prerequisite(s): RUSSIAN 002*

Development of intermediate Russian in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Russian culture.

### **RUSSIAN 004 INTERMEDIATE RUSSIAN II**

*5 Units (Lec 5 Hrs)*

*Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)*

*Prerequisite(s): RUSSIAN 003*

Continues the development of intermediate Russian in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilizes knowledge of Russian culture

### **RUSSIAN 007 CONVERSATIONAL RUSSIAN**

*3 Units (Lec 3 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): RUSSIAN 002*

Students will develop practical speaking and listening skills in Russian at the ACTFL Proficiency Intermediate-Low Level, and utilize culture in spoken communication.

**RUSSIAN 010 RUSSIAN CIVILIZATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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.

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**SOCIOLOGY (SOC)****SOC 001 INTRODUCTION TO SOCIOLOGY**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D0), UC(IGETC Area 4J), C-ID (SOCI 110)

Students learn the major principles of sociology as they are applied to contemporary social issues. With the use of several theoretical perspectives, the course 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D0), UC(IGETC Area 4J), C-ID (SOCI 115)

Advisory: ENGLISH 101

The student applies sociological perspectives and concepts in analyzing contemporary social problems in the United States. Topics include problems associated with drug abuse; poverty; racial, ethnic, and gender inequality; crime and violence; and the environment.

**SOC 004 SOCIOLOGICAL ANALYSIS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC(IGETC Area 4), C-ID (SOCI 120)

Advisory: MATH 227 or MATH 227S

Prerequisite(s): SOC 001

Students examine the fundamental principles and methods of sociological research design and implementation. Students analyze the key types of evidence, including qualitative and quantitative data, data gathering and sampling methods, logic of comparison, and causal reasoning. The work of several scholars is evaluated and students create their own research design related to a sociological issue.

**SOC 011 RACE AND ETHNIC RELATIONS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D3), UC(IGETC Area 4J), C-ID (SOCI 150)

Advisory: ENGLISH 101

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D,E), UC(IGETC Area 4J), C-ID (SOCI 130)

Advisory: ENGLISH 101

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC(IGETC Area 4), C-ID (SJS 120)

Students learn the origins, purpose, subject matter, and methods of Women's Studies and the 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area D), UC(IGETC Area 4), C-ID (SOCI 140)

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area DO), UC(IGETC Area 4J), C-ID (SOCI 160)

Sociological analysis of crime, criminal behavior, and the criminal justice system. Explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal behavior. 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. Discusses measurement of crime and basic theoretical explanations of criminal behavior.

**SOC 125 STATISTICS FOR THE SOCIAL SCIENCES**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area B4), UC(IGETC Area 2A), C-ID (SOCI 125 , MATH 110)

This is an introduction to the basic statistical methods and analyses commonly used in sociology, political science, economics, psychology, and other related disciplines. Students learn the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include: descriptive and inferential statistics that include levels and types of measurement; measures of central tendency and dispersion; normal distributions; analysis of variance, chi-square, and t-tests; probability and hypothesis testing; and correlation and linear regression. Students apply technology to statistical analysis, including in the interpretation of the relevance of the statistical findings.

**SPANISH (SPANISH)****SPANISH 001 ELEMENTARY SPANISH I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A), C-ID (SPAN 100)

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. Corresponds to the first two years of high school Spanish.

**SPANISH 002 ELEMENTARY SPANISH II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A), C-ID (SPAN 110)

Prerequisite(s): SPANISH 001

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.

**SPANISH 003 INTERMEDIATE SPANISH I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A), C-ID (SPAN 200)

Prerequisite(s): SPANISH 002

Development of intermediate Spanish in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-Mid Level, and practice interpreting Spanish/Latin American culture.

**SPANISH 004 INTERMEDIATE SPANISH II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A), C-ID (SPAN 210)

Prerequisite(s): SPANISH 003

Continues the development of intermediate Spanish in speaking, writing, listening, and reading skills at the ACTFL Proficiency Intermediate-High Level and utilization of knowledge of Spanish/Latin American culture.

**SPANISH 006 ADVANCED SPANISH THROUGH SPANISH LITERATURE**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B,6A)

The student studies the theater as a literary and performing art, and the essay as a nonfictional 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 007 CONVERSATIONAL SPANISH**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): SPANISH 002

Develops practical speaking and listening skills in Spanish at the ACTFL Proficiency Intermediate-Low Level, and utilizes culture in spoken communication.

**SPANISH 009 CIVILIZATION OF SPAIN**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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.

**SPANISH 010 LATIN-AMERICAN CIVILIZATION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

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.

**SPANISH 011 GREAT BOOKS OF SPANISH LITERATURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

This course presents a chronological overview of major literary trends and cultural production from the Middle Ages to the 21st century in Spain. Students will read a representative selection of literary works, identify their aesthetic specificity and historical contexts, and practice critical reading and writing skills.

**SPANISH 015 GREAT BOOKS OF LATIN AMERICAN LITERATURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 3B)

Students analyze the diverse cultures of Latin America through its most representative authors and works from the Conquest to contemporary times. Taught in English with text in English Translation.

**SPANISH 021 FUNDAMENTALS OF SPANISH I**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC

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 021 and SPANISH 022 together are equivalent to SPANISH 001.

**SPANISH 022 FUNDAMENTALS OF SPANISH II**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC

Prerequisite(s): SPANISH 021

Continues the development of fundamental speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice-Mid Level, and introduces Spanish/Latin American culture. SPANISH 021 and SPANISH 022 together are equivalent to SPANISH 001.

**SPANISH 035 SPANISH FOR SPANISH SPEAKERS I**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A), C-ID (SPAN 220)

Elementary course for bilingual students. Class is conducted in Spanish. Students develop speaking, writing, listening, and reading skills in Spanish at the ACTFL Proficiency Novice-High Level, and are introduced to Spanish culture. Credit is given for either SPANISH 002 or SPANISH 035, but not for both.

**SPANISH 036 SPANISH FOR SPANISH SPEAKERS II**

5 Units (Lec 5 Hrs)

Transfer Credit: CSU(CSUGE Area C2), UC(IGETC Area 6A), C-ID (SPAN 230)

Prerequisite(s): SPANISH 035

Continues the development of elementary speaking, writing, listening, and reading skills in Spanish for bilingual students at the ACTFL Proficiency Intermediate-Mid Level, and furthers understanding of Spanish culture. Class is conducted in Spanish. Credit is given for either SPANISH 003 or SPANISH 036, but not for both.

## SUPERVISION (SUPV)

### SUPV 001 ELEMENTS OF SUPERVISION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

This introductory course covers the theory and principles of supervision, as well as the supervisor's responsibilities for organization, human relations, training, rating, quality-quantity control, and management-employee relations.

### SUPV 012 WRITTEN COMMUNICATIONS FOR SUPERVISORS

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, C-ID (BUS 115)

Prerequisite(s): ENGLISH 101

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 (TV)

### TV 001 EVOLUTION OF TELEVISION

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

This course is required of all Television majors. This course explores the history of television from invention to post-cable over-the-top media services and streaming. This course examines the relationship between commerce and content and explores the key figures in the development of the medium.

### TV 004 MULTI-CAM TV STUDIO PRODUCTION

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Students learn hands-on production techniques, aesthetic conventions, and practical use of studio cameras, control room, lighting, and sound equipment in a multi-camera television studio environment.

### TV 006 MULTIMEDIA PRODUCTION

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Advisory: CINEMA 002 and TV 004

Students learn how to produce, shoot, and edit short-form digital content for distribution on the Internet, social media, television, or streaming platforms. Short-form content produced by students in the class will be featured in live-to-tape television studio productions.

### TV 007 TELEVISION HOSTING

3 Units (RPT 1) (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Students perform hosting duties and write short-form content for digital platforms. Students participate as on-camera talent for in-studio live-to-tape multi-camera productions.

### TV 009 LIVE TELEVISION DIRECTING

2 Units (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Students learn multi-camera television directing in a control room and studio environment. Each student will write, produce and direct a live-to-tape short form production. Students are trained in control room procedures, technical directing, camera operation, teleprompter operation, script writing, and directing.

### TV 025-1 TELEVISION AND FILM WRITING I

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

In this writing workshop, students study the structure of traditional feature films and TV episodes (both comedic and dramatic) and apply it to the development of their own feature film, TV episode, or TV pilot idea. At the completion of this course, students should have a complete and detailed treatment for an original screenplay or teleplay.

### TV 025-2 TELEVISION AND FILM WRITING II

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): CINEMA 005 or TV 025-1

In this writing workshop, students learn advanced professional techniques used to write for television and film. Students can choose to write and workshop the script for the screenplay they developed in TV 25-1, or they can begin a new script. At the completion of this course, students will have a polished 1st Act script for either a feature film, a TV episode, or a TV pilot.

**T V 046 EPISODIC TV PRODUCTION**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): T V 009 or T V 004

Students learn how to write, produce, and direct episodic scripted and unscripted multi-camera television productions. Students perform the roles of the production team and/or talent in a live-to-tape television studio environment. Production protocol includes the operation of studio cameras and control room equipment, video switcher, audio mixer, and character generator operation.

**T V 048 PRODUCING LIVE TV & PODCASTING**

3 Units (RPT 1) (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): T V 004 OR T V 009

Advanced production course that focuses on above-the-line production responsibilities for unscripted television productions, podcasts and livestreams. Production positions for this course include producer, writer and talent.

**T V 049 LIVESTREAM PRODUCTION**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU

Prerequisite(s): T V 004 OR T V 009

Advanced television production course focuses on below-the-line production responsibilities for live-to-tape multi-camera television productions, podcasts, and live streams. Production positions for this course include camera operator, graphics, audio board operator, technical director, studio crew member, and/or segment editor.

**T V 055 DIGITAL VIDEO PRODUCTION WORKSHOP I**

3 Units (Lec 1 Hrs / Lab 4 Hrs)

Transfer Credit: CSU

Prerequisite(s): CINEMA 001 ; CINEMA 002 ; T V 004 ; T V 009

Intermediate cinema and television students produce short video projects using digital video cameras and editing systems.

**T V 185 DIRECTED STUDY - TELEVISION**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Prerequisite(s): T V 046

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (THTR 111)

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 105-1 THEATER SURVEY I- LITERATURE**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

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**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

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**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

The student learns theater design technology 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**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

The student learns theater audience experience 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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, story arc, and character development throughout major artistic movements in dramatic literature within the social and political context they were written, and to express that appreciation in reasoned analyses.

**THEATER 185 DIRECTED STUDY - THEATER**

1 Units (Lec 1 Hrs)

Transfer Credit: CSU

Theater students pursue directed study on a contract basis under the direction of a supervising instructor.

**THEATER 200 INTRODUCTION TO ACTING**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 151)

Through lecture, discussion, demonstration, and various participation exercises, the student is introduced to the art and craft of acting.

**THEATER 210 INTRODUCTION TO ORAL INTERPRETATION OF DRAMATIC LITERATURE**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Students study and practice techniques of oral interpretation, including phrasing, inflection, word relish, verse scansion, tempo, and rhythm, designed to develop the actor's interpretative skills of Shakespearean text at an introductory level.

**THEATER 225 BEGINNING DIRECTION**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Advisory: THEATER 274-1

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 235-1 PLAY PRODUCTION AND COMPANY PERFORMANCE I**

5 Units (Lab 15 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 274-1

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 235-2 PLAY PRODUCTION AND COMPANY PERFORMANCE II**

5 Units (Lab 15 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 270

More advanced 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Students develop and 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**

2.5 Units (Lab 5 Hrs)

Transfer Credit: CSU, UC

Corequisite(s): THEATER 270 ; THEATER 345

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 and physical clarity, freedom, and strength.

### **THEATER 242-2 VOCAL AND PHYSICAL DEVELOPMENT-LEVEL II**

2.5 Units (Lab 5 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 and dynamics, and enhanced expressiveness.

### **THEATER 242-3 VOCAL AND PHYSICAL DEVELOPMENT-LEVEL III**

2.5 Units (Lab 5 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2.5 Units (Lab 5 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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 and language, rhythm and gestural expressiveness, and stage combat.

### **THEATER 262-1 SPECIAL PROJECTS I**

2 Units (Lab 4 Hrs)

Transfer Credit: CSU

Beginning and intermediate students engage in a variety of special limited topics, practicing skills and production activities not available in full-length courses.

### **THEATER 262-2 SPECIAL PROJECTS II**

2 Units (Lab 4 Hrs)

Transfer Credit: CSU

Prerequisite(s): THEATER 262-1

Advanced students engage in a variety of special limited topics, practicing skills and production activities not available in full-length courses, and may be given the opportunity to plan, rehearse, stage, and produce approved all-student projects for presentation before an audience.

### **THEATER 270 BEGINNING ACTING**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 151)

Corequisite(s): THEATER 242-1 ; THEATER 345

The student receives an introduction to the art and craft of acting. This class is the first level of the Theatre Academy Professional Training Program's acting option and Certificate of Achievement. 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. Students will receive an introductory appreciation of how an actor trains for a career in theatre, film, and television as they develop their own skills of physical, verbal, and emotional communication.

**THEATER 271 INTERMEDIATE ACTING**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 200

Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

**THEATER 272 INTERMEDIATE APPLIED ACTING**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 152)

The student learns to apply the acting principles introduced in THEATER 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**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (RPT 3) (Lec 1 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 270

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**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

3 Units (Lec 2 Hrs / Lab 4 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 276-1

The advanced student practices analysis of 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 at a paraprofessional level.

**THEATER 277 CHARACTER ANALYSIS**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): 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**

2 Units (Lec 2 Hrs)

Transfer Credit: CSU

Allows students to pursue Directed Study on a contract basis under the supervision of a supervising instructor.

**THEATER 294-1 REHEARSALS AND PERFORMANCES I**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 191)

Corequisite(s): THEATER 272

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 294-2 REHEARSALS AND PERFORMANCES II**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 294-1

Students perform a more advanced 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 employ 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**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 171)

The student studies the theory and professional practices of design and technical play production for scenery, properties, lighting, sound, costuming, and stage management.

**THEATER 302 INTRODUCTION TO STAGE MANAGEMENT**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Students learn the function of stage managers in professional theater productions.

**THEATER 311 THEATRICAL LIGHTING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 173)

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, and patching, as well as accuracy in the reproduction of light plots.

**THEATER 313 SCENIC PAINTING FOR THE THEATER**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Students develop skills used in theatre scene painting, including the use of equipment and materials, preparation of paint surfaces, paint application techniques, and safety practices. Students will paint projects that develop foundational skills, such as cartooning and layout, color theory, paint mixing, brushwork (lining, lay-in, wet blend), and accuracy in the reproduction of paint elevations.

**THEATER 314 THEATRICAL SOUND DESIGN FUNDAMENTALS, PROCEDURES/OPERATIONS**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Students begin the study of theory and practices used to set up production and sound equipment and related materials utilized in professional sound design for the theater. Students will practice professional sound installations and design techniques.

**THEATER 315 INTRODUCTION TO THEATRICAL SCENIC DESIGN**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

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 DRAFTING AND 3-D MODELLING FOR THEATER**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU, UC

Students create design plans for theatre disciplines on various computer applications including Auto CAD, Sketchup, and Sketchbook Pro. 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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 300

This course provides the student with instruction in advanced methods, physical techniques, and crew responsibilities of the theater technician in all specialty areas. The course emphasizes practical solutions and leadership in crew and equipment management. The student uses state-of-the-art stage equipment and show operation forms to contribute to production in multiple entertainment media. The direct outcome is to prepare the student for work behind the scenes in the entertainment industry.

**THEATER 335-1 APPLIED STAGE MANAGEMENT AND PRODUCTION I**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 192)

Beginning technical theater 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 introductory-level carpentry, painting, lighting, sound editing, and/or stage management.

**THEATER 335-2 APPLIED STAGE MANAGEMENT AND PRODUCTION II**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 335-1

Level-two technical theater 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 introductory-level carpentry, painting, lighting, sound editing, and/or stage management.

**THEATER 335-3 APPLIED STAGE MANAGEMENT AND PRODUCTION III**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 335-2

Level-three technical theater students study the real and theoretical practices of managerial and technical theater while constructing an actual production in college shops. Production work will consist of level-three carpentry, painting, lighting, sound editing, and/or stage management.

**THEATER 335-4 APPLIED STAGE MANAGEMENT AND PRODUCTION IV**

4 Units (RPT 3) (Lab 12 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 335-3

Advanced technical theater students study the real and theoretical practices of managerial and technical theater while constructing an actual production in college shops. Production work will consist of advanced level carpentry, painting, lighting, sound editing, and/or stage management.

**THEATER 338 INTRODUCTION TO DESIGN: THEATER, FILM, AND TV**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A), C-ID (THTR 172)

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**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 192)

Corequisite(s): THEATER 242-1 ; THEATER 270

Acting students study the real and theoretical practices of managerial and technical theatre while mounting an actual production in a college theater venue. Production work will consist of the collaborative synthesis of multiple departments in the creation of a theatrical performance and the techniques necessary in the management of resources towards a successful entertainment event.

**THEATER 385 DIRECTED STUDY - THEATER**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU

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 and independent work is required.

**THEATER 400 COSTUME PERIODS AND STYLES**

3 Units (Lec 3 Hrs)

Transfer Credit: CSU(CSUGE Area C1), UC(IGETC Area 3A)

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**

3 Units (RPT 2) (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Students study the techniques and practices of theatrical costuming. Topics include choice, use, and manipulation of patterns, textiles, jewelry, and accessories to imitate historical appearances meeting the needs of performance costume rather than clothing. Practical

solutions to budget limits and camera media.

### **THEATER 413 COSTUME DYEING AND PAINTING**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

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 (RPT 1) (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Students study the theory and practice of creating stage and film costumes and costume accessories through draping.

### **THEATER 415 COSTUME DESIGN FOR THE THEATRE**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 174)

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**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Lecture and laboratory study of various non-textile materials and techniques used by the costumer including latex, leather, plastics, glues, foam, rubber, molds, and new technology.

### **THEATER 417 COSTUMING FOR FILM**

3 Units (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student learns the 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)

Transfer Credit: CSU, UC

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 COSTUME ILLUSTRATION**

3 Units (RPT 1) (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

The student studies costume illustration for theater 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 (RPT 3) (Lec 2 Hrs / Lab 2 Hrs)

Transfer Credit: CSU, UC

Students study and practice techniques of on-set costuming. Instructional activities include: interview with student directors, preparing for design conferences, preparing costumes, and working as an on-set costumer for a student film project. Completed film project will be viewed as part of final evaluation.

### **THEATER 425-1 APPLIED COSTUMING FOR THE THEATER I**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU, UC, C-ID (THTR 192)

Beginning costume students receive practical experience in production roles for plays produced by the department for public presentation. Emphasis on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes. Assignments include stitcher, wardrobe assistant, and wardrobe crew head, at the beginning level. Class activities include sewing, fitting, altering costumes, selecting costume items from storage, cleaning, repairing, and maintaining costume stock. Students must be available for additional rehearsals and performances.

### **THEATER 425-2 APPLIED COSTUMING FOR THE THEATER II**

4 Units (Lab 12 Hrs)

Transfer Credit: CSU, UC

Prerequisite(s): THEATER 425-1

Level-two costume students receive practical experience in production roles for plays produced by the department for public presentation. Emphasis on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes at level two. Assignments include stitcher, wardrobe assistant, wardrobe crew head, and assistant costume designer at level two. Class activities include sewing, fitting, altering costumes, selecting costume

items from storage, cleaning, repairing, and maintaining costume stock. Students must be available for additional rehearsals and performances. Level-two costume students receive practical experience in production roles for plays produced by the department for public presentation. Emphasis on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes at level two. Assignments include stitcher, wardrobe assistant, wardrobe crew head, and assistant costume designer at level two. Class activities include sewing, fitting, altering costumes, selecting costume items from storage, cleaning, repairing, and maintaining costume stock. Students must be available for additional rehearsals and performances.

### **THEATER 425-3 APPLIED COSTUMING FOR THE THEATER III**

*4 Units (Lab 12 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): THEATER 425-2*

Level three costume students receive practical experience in production roles for plays produced by the department for public presentation. Emphasis on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes at level three. Assignments include stitcher, wardrobe assistant, wardrobe crew head, assistant costume designer, or costume designer at level three. Class activities include sewing, fitting, altering costumes, selecting costume items from storage, cleaning, repairing, and maintaining costume stock. Students must be available for additional rehearsals and performances.

### **THEATER 425-4 APPLIED COSTUMING FOR THE THEATER IV**

*4 Units (Lab 12 Hrs)*

*Transfer Credit: CSU, UC*

*Prerequisite(s): THEATER 425-3*

Level-four costume students receive practical experience in production roles for plays produced by the department for public presentation. Emphasis on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning, and storage of costumes. Assignments include stitcher, wardrobe assistant, wardrobe crew head, assistant costume designer/ costume designer at level four. Class activities include sewing, fitting, altering costumes, selecting costume items from storage, cleaning, repairing, and maintaining costume stock. Students must be available for additional rehearsals and performances.

# NONCREDIT COURSES

Noncredit classes are not subject to repeatability restrictions.

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## ACADEMIC PREPARATION (ACAD PR)

### ACAD PR 101CE COLLEGE PREPARATORY SEMINAR

0 Units (RPT 98) (Lec 1 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.

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## BASIC SKILLS (BSICKSL)

### BSICKSL 006CE REVIEW OF BASIC ENGLISH

0 Units (RPT 98) (Lec 2 Hrs)

This course is designed for students who need an overview of high school level English. Students 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 Limited English Proficient (LEP) student.

### BSICKSL 007CE REVIEW OF BASIC MATH

0 Units (RPT 98) (Lec 2 Hrs)

This course is a review of high school level math. The curriculum is designed to assist a variety of students, including those still in high school, in transition from high school to employment, and dislocated workers returning back to school. The curriculum is also modifiable for the Limited English Proficient (LEP) student.

### BSICKSL 023CE COLLEGE AND SCHOLASTIC ASSESSMENT PREPARATION

0 Units (RPT 98) (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.

### BSICKSL 034CE HIGH SCHOOL EQUIVALENCY TEST PREPARATION

0 Units (RPT 98) (Lec 6 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.

### BSICKSL 035CE BASIC MATH SKILLS

0 Units (RPT 98) (Lec 3 Hrs)

Students learn basic math skills necessary to become successful in a variety of occupations. This course is also designed to help build confidence and prepare individuals who are transitioning into a new career or need to brush up his or her skills.

### BSICKSL 037CE BOOTCAMP FOR ENGLISH

0 Units (RPT 98) (Lec 1 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 101, a college-level writing course.

### BSICKSL 052CE COLLEGE PREPARATORY ENGLISH A

0 Units (RPT 98) (Lec 2 Hrs)

Students review material specifically designed to prepare for transferable and degree applicable courses and enhance essential academic skills. The curriculum is modifiable to meet the needs of Limited English Proficient (LEP) and Individualized Education Plan (IEP) students.

**BSICKSL 053CE COLLEGE PREPARATORY ENGLISH B***0 Units (RPT 98) (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) in Literature and the Arts. The class will include critical thinking skills, reading comprehension skills, interpreting graphs, analyzing literature and the arts including tone and style/prose fiction, and interpreting poetry, drama, plays, nonfiction and commentaries. The curriculum is modifiable to meet the needs of the Limited English Proficient (LEP) student.

**BSICKSL 061CE ACADEMIC PREPARATION FOR STUDENTS WITH DISABILITIES***0 Units (RPT 98) (Lec 1 Hrs)*

This course is designed to provide academic preparation for adults with intellectual or developmental differences. Students learn about college resources, policies, rights and responsibilities, and get familiar with adult education programs.

**BSICKSL 062CE BASIC COMPUTER LITERACY FOR STUDENTS WITH DISABILITIES***0 Units (RPT 98) (Lec 2 Hrs)*

This course introduces adult education students with disabilities to various types of adaptive software and hardware. Students learn to utilize assistive technology more efficiently. The course is based on student needs and also covers topics on Internet usage and operating systems. Students learn basic elements of Microsoft Office; and how to utilize search engines and an e-mail account.

**BSICKSL 067CE SUPERVISED ENGLISH TUTORING***0 Units (RPT 98) (Lab 20 Hrs)*

This course assists students in achieving objectives for any class that requires writing. Through individual and group tutoring outside of class time, students learn to develop critical thinking and writing skills at all levels from invention to organization, analysis, and clarity. Additionally, computer grammar programs and workshops assist students in strengthening their mechanical skills, and a conversation lab allows ESL students to practice their speaking skills.

**BSICKSL 070CE INNOVATION: IGNITING CREATIVITY AT WORK***0 Units (RPT 98) (Lec 3 Hrs)*

This course provides a foundation and framework for innovation in the discipline of creativity. Emphasis is placed on understanding what constitutes creativity and innovation, the evolution of creativity and innovation and their influence, and the importance of innovation and new ideas in today's organizational environments.

**BSICKSL 072CE THE CREATIVE EDGE: OUTSTANDING LEADERSHIP***0 Units (RPT 98) (Lec 3 Hrs)*

In this course, students learn and master the Creative Problem Solving Process as leaders. Students will apply and facilitate the process in a variety of leadership settings.

**BSICKSL 075CE INTRODUCTION TO POST-SECONDARY EDUCATION***0 Units (RPT 98) (Lec 0.50 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.

**BSICKSL 076CE SUCCESSFUL INNOVATION AND CREATIVITY IN THE WORKPLACE***0 Units (RPT 98) (Lec 3 Hrs)*

This course examines how ideas and innovations are implemented in our organizations. We will explore why some organizations are successful at innovation and why others fail. Students will analyze how creativity and innovation can be used as a tool for business leadership and the workplace.

**BSICKSL 079CE CREATIVITY, INNOVATION, AND LEADERSHIP***0 Units (RPT 98) (Lec 3 Hrs)*

This course examines the relationship between creativity, innovation, and leadership. Participants analyze their own leadership style and how to lead others through change.

**BSICKSL 083CE GED/HISET PREPARATION:  
LITERATURE AND THE ARTS**

0 Units (RPT 98) (Lec 3 Hrs)

Students prepare for any high school equivalency exam such as the General Educational Development (GED), HiSET, TASC, or any high school equivalency exam in Literature and the Arts. The class includes critical thinking, reading comprehension, interpreting graphs, analyzing literature and the arts, tone and style/prose fiction, interpreting poetry, drama, plays, nonfiction, and commentaries. This course is also modifiable for distance learning and the Limited English Proficient (LEP) student.

**BSICKSL 084CE GED/HISET PREPARATION:  
MATHEMATICS**

0 Units (RPT 98) (Lec 3 Hrs)

Students prepare for any high school equivalency exam such as the General Educational Development (GED), Hi-SET, 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 Limited English Proficient (LEP) student.

**BSICKSL 085CE GED/HISET PREPARATION: SCIENCE**

0 Units (RPT 98) (Lec 3 Hrs)

Students prepare for any high school equivalency exam such as the General Educational Development (GED), HiSET, or the TASC. This course covers biology, earth science, astronomy, geology, meteorology, chemistry, and physics. This course is also modifiable for distance learning and the Limited English Proficient (LEP) student.

**BSICKSL 086CE GED/HISET PREPARATION: SOCIAL  
STUDIES**

0 Units (RPT 98) (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 Limited English Proficient (LEP) student.

**BSICKSL 118CE POST SECONDARY STRATEGIES FOR  
ACADEMIC SUCCESS**

0 Units (RPT 98) (Lec 2 Hrs)

An introduction to Los Angeles City College that includes academic counseling, development of a Student Educational Plan (SEP), programs, services, policies, degrees, certificates, transfer requirements, and college culture. Focus will be on the completion of the Student Equity and Achievement Program (SEAP) requirements and strategies needed for academic success.

**BSICKSL 119CE TRANSITIONAL MATH FOR HEALTH  
CAREERS**

0 Units (RPT 98) (Lec 3 Hrs)

This foundational course emphasizes the importance of calculating correct drug dosages by applying basic principles of mathematics relevant in a healthcare setting such as using ratios and proportions, fractions, the metric system, solving simple algebraic equations, and conversions to solve dosage calculation problems.

**BSICKSL 123CE INTRODUCTION TO PERSONAL  
FINANCIAL RESPONSIBILITY**

0 Units (RPT 98) (Lec 2 Hrs)

Students are introduced to financial literacy to discover and make wise financial decisions to help lead a productive life. Topics include earning, spending, and saving money, using credit, insurance options, making important purchases, and consumer rights. College and Career Readiness activities for reading, writing, speaking, and listening are included.

**BSICKSL 124CE INTRODUCTION TO PERSONAL  
FINANCIAL RESPONSIBILITY II**

0 Units (RPT 98) (Lec 1 Hrs)

Students learn additional financial literacy concepts to make important decisions as a consumer and these decisions including education, income, career, life choices, and economics impact affect their day-to-day life as a consumer. Topics include credit sources and services, economies, markets, taxes and fees, government legislation and regulations, free enterprise, using digital resources, and environmental trends . College and Career Readiness activities for reading, writing, speaking, and listening are included.

**BSICKL 200CE COLLEGE READINESS: MATH SKILLS I***0 Units (RPT 98) (Lec 2 Hrs)*

This foundational level course is designed to build math competency skills that meet the Common Core State Standards for mathematics and prepare students for high school equivalency examinations and college and career readiness. Competencies include basic arithmetic skills including addition, subtraction, multiplication, and division of whole numbers, and an introduction to fractions and decimals problems. Students will focus on computational and problem-solving skills in each area.

**BSICKL 201CE COLLEGE READINESS: MATH SKILLS II***0 Units (RPT 98) (Lec 2 Hrs)*

This basic level course is designed to build math competency skills that meet the Common Core State Standards for mathematics and prepare students for high school equivalency examinations, vocational, and college readiness coursework. Competencies include using computation and applied math skills to solve problems in addition, subtraction, multiplication, and division of fractions, decimals, percentages, and ratios and proportions, integers, algebraic expressions, and formulas. Students will focus on computational and problem-solving skills in each area.

**BSICKL 202CE COLLEGE READINESS: MATH SKILLS III***0 Units (RPT 98) (Lec 3 Hrs)*

Students learn operations of real numbers and algebraic expressions, solving linear equations and inequalities in one or two variables, solving systems of linear equations in two variables, and simplifying expressions involving exponents and roots.

**BSICKL 203CE COLLEGE READINESS: MATH SKILLS IV***0 Units (RPT 98) (Lec 3 Hrs)*

Students learn techniques for solving compound linear inequalities and 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.

**ENGLISH SECOND LANGUAGE - NC (ESL NC)****ESL NC 001CE ENGLISH AS A SECOND LANGUAGE - BEGINNING I***0 Units (RPT 98) (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 98) (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 040CE WRITING/GRAMMAR/READING/ VOCABULARY/LISTENING/SPEAKING I***0 Units (RPT 98) (Lec 2 Hrs)*

This course is for ESL students at the pre-beginning level who need to acquire foundational speaking and listening skills in English to function as parents, workers, and community members living in the United States. The course emphasizes basic English listening/speaking through a variety of activities related to daily life, community, civics, and college and career readiness. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program.

**ESL NC 048CE PRONUNCIATION I: PRODUCING SOUNDS***0 Units (RPT 98) (Lec 1 Hrs)*

This introductory course focuses on areas of pronunciation for effective communication in English. Students will learn how to speak with clear articulation to be understood with ease. Topics to be covered are vowel and consonant sounds, syllabification and pronunciation contrast.

**ESL NC 049CE PRONUNCIATION II: IMPROVING FLUENCY**

0 Units (RPT 98) (Lec 2 Hrs)

This introductory course focuses on areas of pronunciation for effective communication in English.

**ESL NC 050CE BEGINNING CONVERSATION**

0 Units (RPT 98) (Lec 3 Hrs)

Students will review articulation of vowel and consonant sounds, and develop pronunciation fluency by learning about rhythm, focus words, connected speech, intonation, thought groups and stress. This course is recommended to be taken after completing Pronunciation I: Producing Sounds course.

**ESL NC 060CE CONVERSATION - LEVEL 2**

0 Units (RPT 98) (Lec 3 Hrs)

This course focuses on conversational strategies including verbal and nonverbal communication within large and small groups. Emphasizes differences between formal and informal language based on U.S. attitudes and culture.

**ESL NC 110CE ENGLISH AS A SECOND LANGUAGE - INTRODUCTORY**

0 Units (RPT 98) (Lec 6 Hrs)

This is an ESL class for students who are not yet literate in English. This course emphasizes communicative competence and basic functional language skills to meet immediate communication needs, including verbal and nonverbal strategies. Students develop the ability to recognize and read letters and numbers, copy and produce the alphabet, numerals, and simple personal information.

**ESL NC 111CE ENGLISH SEMINAR FOR SPEAKERS OF OTHER LANGUAGES - LEVEL I**

0 Units (RPT 98) (Lec 6 Hrs)

Provides needs-based instruction in English language skills (reading, writing, listening, and speaking) and systems (grammar and pronunciation) on topics of concern to English Language Learners. Students will use teamwork and communication skills to enhance learning. This course is designed for students who need to strengthen foundational level skills.

**ESL NC 112CE ENGLISH SEMINAR FOR SPEAKERS OF OTHER LANGUAGES - LEVEL II**

0 Units (RPT 98) (Lec 6 Hrs)

Provides needs-based instruction in English language skills (reading, writing, listening, and speaking) and systems (grammar and pronunciation) on topics of concern to English Language Learners. Students will use teamwork and communication skills to enhance learning. This course is designed for students who need to strengthen developing level skills.

**ESL NC 113CE ENGLISH SEMINAR FOR SPEAKERS OF OTHER LANGUAGES - LEVEL III**

0 Units (RPT 98) (Lec 6 Hrs)

Provides needs-based instruction in English language skills (reading, writing, listening, speaking) and system (grammar and pronunciation) and related digital literacy skills. Students will use teamwork, communication, critical thinking and creative thinking skills to enhance learning. This course is designed for students who need to strengthen skills related to Adult Education level content.

**ESL NC 210CE ENGLISH AS A SECOND LANGUAGE - LEVEL 3**

0 Units (RPT 98) (Lec 3 Hrs)

This course emphasizes comprehending and participating in conversations, communicating needs and opinions, reading, and performing written tasks. Students will be exposed to authentic spoken and written content, to prepare for Adult Education, the workplace, and civic participation.

**ESL NC 221CE MULTILEVEL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES- LEVEL 1**

0 Units (RPT 98) (Lec 9 Hrs)

Provides instruction for students in various foundational levels of English proficiency. Emphasizes speaking, listening, reading, and writing through focus on familiar topics related to career, education, and community.

**ESL NC 222CE MULTILEVEL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES - LEVEL 2**

0 Units (RPT 98) (Lec 9 Hrs)

Provides instruction for students in various developing levels of English proficiency. Emphasizes creative oral language activities, introductory critical thinking skills, and writing tasks.

**ESL NC 360CE VESL: ENGLISH FOR SPECIAL USES***0 Units (RPT 98) (Lec 2 Hrs)*

This course covers English as a Second Language (ESL) speaking, writing, vocabulary, and study skills for career and technical education (CTE) and academic purposes. Focus areas include critical thinking, cultural awareness, teamwork, and autonomous learning strategies.

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## **ENGLISH AS A SECOND LANGUAGE CIVICS (ESLCVCS)**

**ESLCVCS 010CE ESL AND CIVICS I***0 Units (RPT 98) (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 98) (Lec 1 Hrs)*

Students learn civic content and practice oral/auditory skills necessary to begin the process of becoming a United States citizen. Students continue to develop listening, speaking, reading and writing skills in preparation to take the United States Citizenship and Immigration interview at a beginning English as a Second Language (ESL) level.

**ESLCVCS 012CE ESL AND CIVICS III***0 Units (RPT 98) (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 98) (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 98) (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 98) (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 - FOUNDATIONAL***0 Units (RPT 98) (Lec 6 Hrs)*

This course is for ESL students at the pre-beginning level who need to acquire foundational literacy and communicative skills in English to function as parents, workers, and community members living in the United States. The course emphasizes basic English grammar, vocabulary development, listening/speaking, and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program.

**ESLCVCS 031CE ESL & CIVICS - BEGINNING A***0 Units (RPT 98) (Lec 6 Hrs)*

This course is for ESL students at the beginning level who need to acquire basic life skills and communicative competence in English to function as parents, workers, and community members living in the United States. The course emphasizes basic English grammar, vocabulary development, 21st century skills, listening/speaking and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program. This is the first of a two-course sequence.

**ESLCVCS 032CE ESL & CIVICS - BEGINNING HIGH A**

0 Units (RPT 98) (Lec 6 Hrs)

This course is for ESL students at the high-beginning level who need to develop or reinforce their life skills and communicative competence in English to function effectively as parents, workers, and community members living in the United States. The course emphasizes level-appropriate grammar, vocabulary development, 21st century skills, listening/speaking, and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program. This class is the first of a two-course sequence.

**ESLCVCS 033CE ESL & CIVICS - INTERMEDIATE A**

0 Units (RPT 98) (Lec 6 Hrs)

This course is for ESL students at the intermediate level who need to improve their linguistic and communicative competence in English to function effectively as parents, workers, and community members living in the United States. The course emphasizes level-appropriate grammar, vocabulary, listening/speaking, reading/writing, critical thinking, and 21st century skills in activities related to daily life, work, community, civics, current events, and college and career readiness. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program. This class is the first of a two-course sequence.

**ESLCVCS 034CE ESL & CIVICS - INTERMEDIATE HIGH A**

0 Units (RPT 98) (Lec 6 Hrs)

This course is for ESL students at the high-intermediate level who need to expand their linguistic and communicative competence in English to function successfully in their community. The course emphasizes level-appropriate grammar, vocabulary, listening/speaking, reading/writing, basic research, critical thinking, and 21st century skills in activities related to daily life, work, community, civics, current events, and college and career readiness. This class is the second of a two-course sequence. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program. This class is the first of a two-course sequence.

**ESLCVCS 041CE ESL & CIVICS - BEGINNING B**

0 Units (RPT 98) (Lec 6 Hrs)

This course is for ESL students at the beginning level who need to acquire basic life skills and communicative competence in English to function as parents, workers, and community members living in the United States. The course emphasizes basic English grammar, vocabulary development, 21st century skills, listening/speaking and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. This is the second of a two-course sequence. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program.

**ESLCVCS 042CE ESL & CIVICS - BEGINNING HIGH B**

0 Units (RPT 98) (Lec 6 Hrs)

This course is for ESL students at the high-beginning level who need to develop or reinforce their life skills and communicative competence in English to function effectively as parents, workers, and community members living in the United States. The course emphasizes level-appropriate grammar, vocabulary development, 21st century skills, listening/speaking, and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program. This class is the second of a two-course sequence.

**ESLCVCS 043CE ESL & CIVICS - INTERMEDIATE B**

0 Units (RPT 98) (Lec 6 Hrs)

This course is for ESL students at the intermediate level who need to improve their linguistic and communicative competence in English to function effectively as parents, workers, and community members living in the United States. The course emphasizes level-appropriate grammar, vocabulary, listening/speaking, reading/writing, critical thinking, and 21st century skills in activities related to daily life, work, community, civics, current events, and college and career readiness. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program. This class is the second of a two-course sequence.

**ESLCVCS 044CE ESL & CIVICS - INTERMEDIATE HIGH****B**

0 Units (RPT 98) (Lec 6 Hrs)

This course is for ESL students at the high-intermediate level who need to expand their linguistic and communicative competence in English to function successfully in their community. The course emphasizes level-appropriate grammar, vocabulary, listening/speaking, reading/writing, basic research, critical thinking, and 21st century skills in activities related to daily life, work, community, civics, current events, and college and career readiness. Students who participate in this course will receive free textbook loans for participation in CASAS and EL Civics assessments. This course is part of a Certificate of Competency program. This class is the second of a two-course sequence.

**OLDER ADULTS (OLD ADL)****OLD ADL 042CE CREATIVE ART FOR SENIORS**

0 Units (RPT 98) (Lec 2 Hrs)

This course is designed for older adults to express themselves through drawing, painting, and design while exploring sense of well-being by stimulating the mind, body, and spirit which promotes creativity, health improvement and life enhancement.

**OLD ADL 049CE MUSIC APPRECIATION FOR SENIORS**

0 Units (RPT 98) (Lec 1 Hrs)

This course is designed for older adults to share musical memories, musical themes, and musical eras. Students will explore various genres of music reflecting on generational, cultural, and personal experiences.

**OLD ADL 058CE HEALTHY LIVING**

0 Units (RPT 98) (Lec 1 Hrs)

This course is designed for older adults which provides information about health promotion and lifestyle choices for successful aging. Students learn about natural effects of the aging process, healthy eating habits, ways of managing stress, and engaging in physical activity.

**OLD ADL 060CE SENIOR TOPICS**

0 Units (RPT 98) (Lec 1 Hrs)

This course is designed for older adults which offers a variety of topics both past and present that include individual interests, backgrounds, self-advocacy, and health and wellness. Students will share life experiences, compare events through reminiscence, and examine how current events impact their lives.

**PARENTING (PARENT)****PARENT 007CE POSITIVE PARENTING**

0 Units (RPT 98) (Lec 1 Hrs)

This course focuses on the healthy development of children from birth through adolescence. It provides an overview of age-specific developmental characteristics and strategies such as problem solving, building healthy relationships, positive discipline, self-esteem, and child-centered activities. Parents and caregivers are encouraged to take an active role to promote academic success, health and safety, and social well-being of their children.

**SUPERVISED LEARNING ASSISTANCE (TUTOR)****TUTOR 001T SUPERVISED TUTORING**

0 Units (RPT 98) (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.

**TUTOR 026T ADULT EDUCATION LEARNING CENTER**

0 Units (RPT 98) (Lec 9 Hrs)

Students receive individual and group tutoring to develop an improved understanding of and ability to perform their coursework. Skills attained complement classroom learning and college success.

## VOCATIONAL EDUCATION (VOC ED)

### **VOC ED 002CE IN-HOME SUPPORTIVE SERVICE PROVIDERS**

*0 Units (RPT 98) (Lec 5 Hrs)*

Students gain the skills needed to be an In-Home Supportive Services (IHSS) Provider so that they can enable an individual to live in his/her own home without danger to his/her health and or safety.

### **VOC ED 003CE WORKPLACE READINESS - COMPUTERS**

*0 Units (RPT 98) (Lec 6 Hrs)*

This course provides students with hands-on experience using a computer for educational, career, or personal use. Students learn basic computer components and functions, as well as common software including office applications and web browsers.

### **VOC ED 053CE SPANISH FOR THE WORKPLACE**

*0 Units (RPT 98) (Lec 3 Hrs)*

This course is designed to provide knowledge of workplace Spanish to individuals who serve, or are in contact with, populations whose primary language is Spanish. Appropriate use of basic grammatical structures, beginning-level vocabulary, verb conjugations, comprehension of basic terminology and common phrases, constructing simple sentences, commands, questions and answers, cultural awareness, and etiquette are covered.

### **VOC ED 054CE VESL FOR CD I: SPECIALIZED VOCABULARY IN DEVELOPMENTAL THEORIES**

*0 Units (RPT 98) (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 001.

### **VOC ED 055CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE C**

*0 Units (RPT 98) (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 conduct, communication styles and relations, and health and safety issues.

### **VOC ED 056CE VOCATIONAL ENGLISH AS SECOND LANGUAGE FOR HEALTH CAREERS**

*0 Units (RPT 98) (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 the Limited English Proficient (LEP) student.

### **VOC ED 059CE VESL FOR HOME-HEALTH AIDE**

*0 Units (RPT 98) (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 98) (Lec 3 Hrs)*

This course will provide students with the knowledge and hands-on training needed to apply 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 063CE MANAGING MONEY**

*0 Units (RPT 98) (Lec 2 Hrs)*

This course prepares students with personal financial planning and decision-making skills. Students learn how to prepare and follow a budget, the benefits and disadvantages of credit and debt, leveraging education for career development, investing basics, and identity theft and fraud.

**VOC ED 078CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE B***0 Units (RPT 98) (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, and health and safety issues.

**VOC ED 079CE VOCATIONAL ENGLISH AS A SECOND LANGUAGE A***0 Units (RPT 98) (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 ENTREPRENEUR TRAINING PROGRAM***0 Units (RPT 98) (Lec 2 Hrs)*

Students are introduced to basic concepts of entrepreneurship. Topics covered include, but are not limited to: thinking like an entrepreneur, entrepreneurship vocabulary, ways to grow a business, developing a business plan, managing business financials, and performance.

**VOC ED 085CE WORKPLACE SAFETY: OSHA 10 PREPARATION***0 Units (RPT 98) (Lec .60 Hrs)*

This safety course is intended to provide workers a general awareness in recognizing hazards on the job. Occupational Safety Health Association (OSHA) recommends Safety Certification Program courses as an orientation to occupational safety and health for workers covered by OSHA. Upon successful completion of this course, participants will be eligible to receive a 10-hour General Industry Safety Certification completion card.

**VOC ED 092CE WORKPLACE COMMUNICATION: ADVANCED LIFE SKILLS***0 Units (RPT 98) (Lec 3 Hrs)*

This is a practical class asking students to use their critical thinking skills to change their old habits, attitudes, and beliefs. Understanding how the mind works, using the cognitive skills of problem solving, and positive decision making will enable the students to move from a fixed mindset to a growth mindset, taking

their existing knowledge and stretching their minds to create new pathways of goal setting and opening the door to improving their innate potential.

**VOC ED 093CE WORKPLACE COMMUNICATION - MANAGING SUCCESSFUL RELATIONSHIPS***0 Units (RPT 98) (Lec 2 Hrs)*

This course is designed to support students in making decisions that affect work-life balance. Students learn the skills necessary to build and maintain healthy relationships, communication patterns, effective speaking and listening techniques, workplace ethics, the importance of becoming a person of character, and discussing hidden issues that hinder students from completing their goals.

**VOC ED 094CE RETAILING SMARTS: CUSTOMER SERVICE AND SALES***0 Units (RPT 98) (Lec 3 Hrs)*

This course is designed to introduce students and workers to fundamental practices of retail sales, E-tailing, operations, marketing, merchandising, purchasing, inventory control, communication, managing, and customer service strategies.

**VOC ED 095CE TRAINING FOR TUTORS - WRITING***0 Units (RPT 98) (Lec 1 Hrs)*

Students learn theory and practice in tutoring sessions specific to working in a writing center. Topics will include tutoring etiquette, managing the tutoring session, addressing higher-order and sentence-level writing problems, working with diverse populations, and working with difficult tutees.

**VOC ED 103CE INTRODUCTION TO WORD PROCESSING***0 Units (RPT 98) (Lec 3 Hrs)*

This course provides a basic introduction to word processing software, including creating, saving, formatting, editing, and printing of documents using word processing software and cloud-based (online) word processing software.

**VOC ED 104CE INTRODUCTION TO SPREADSHEETS***0 Units (RPT 98) (Lec 3 Hrs)*

This course provides a basic introduction to spreadsheet software, including spreadsheet terminology, data entry, formatting, references, and databases.

**VOC ED 105CE INTRODUCTION TO MULTIMEDIA PRESENTATIONS**

*0 Units (RPT 98) (Lec 3 Hrs)*

This course provides a basic introduction to multimedia presentation software, including understanding concepts of combining text, graphics, animations, and/or sound to create slides for electronic output; and developing computer-generated presentations for academic or career-related purposes.

**VOC ED 122CE HABITS FOR SUCCESS**

*0 Units (RPT 98) (Lec 2 Hrs)*

This course provides students with classroom discussion and information about discovering/accepting responsibility for habits, attitudes, and behaviors (past, present, and future), and making choices based on principles that influence success in their personal, educational, and career development.

**VOC ED 128CE INTRODUCTION TO KEYBOARDING AND WINDOWS FOR THE WORKPLACE**

*0 Units (RPT 98) (Lec 3 Hrs)*

Provides introductory instruction for manual keyboarding and MS Windows. Introduces student to Windows terminology, navigation, views, commands, file management, desktop customization, and simple graphics. This course is highly recommended prior to taking other courses taught within the Windows environment.

**VOC ED 129CE INTRODUCTION TO THE INTERNET**

*0 Units (RPT 98) (Lec 3 Hrs)*

This course provides a basic introduction to using the Internet for academic, career, or personal use. Students explore topics including types of Internet connections, email, research, and data retrieval techniques.

**VOC ED 171CE EARLY CHILDHOOD EDUCATION: PARENT SUPPORT**

*0 Units (RPT 98) (Lec 1 Hrs)*

This course examines the role of the parent throughout the early stages of child development and provides strategies for supporting a variety of parenting styles and family structures. In addition, students will learn about positive parenting behaviors and explore techniques for fostering positive parent training with emphasis on family life. Focus areas include parent-child relationships, alternatives in parenting styles, child development, and family resources.

**VOC ED 174CE KEYBOARDING**

*0 Units (RPT 98) (Lab 1 Hrs)*

This course is designed to assist students in developing the touch method of keyboarding. Emphasis will be on speed and accuracy using specific drills and timing as well as basic proofreading for grammar and sentence mechanics.

**VOC ED 175CE CLOUD LITERACY**

*0 Units (RPT 98) (Lab 1 Hrs)*

This course is designed to assist students in developing the knowledge of cloud services accessed over the internet, the software, and databases that run the servers. Emphasis will be placed on various cloud services available (free and paid), their functions, and accessibility. Students will learn file management and sharing techniques.

**VOC ED 176CE COMMUNICATION MANAGEMENT AND SCHEDULING**

*0 Units (RPT 98) (Lab 1 Hrs)*

*Advisory: VOC ED 003CE and VOC ED 129CE*

This course provides a review of Microsoft Outlook concepts. In this course, students will expand their technical skills by demonstrating how to customize the Outlook user interface format message content, create, insert graphic elements, and send / respond to emails and meeting requests. Students will schedule events and meetings on calendars, manage sharing multiple calendars, create contact records and tasks, and set up contact groups to facilitate communication with other Outlook users.

**VOC ED 207CE SELF-CARE FOR THE WORKPLACE**

*0 Units (RPT 98) (Lec 0.50 Hrs)*

This course is designed to provide students with the knowledge and skills needed to enhance their well-being in the workplace. Students explore various aspects of wellness, including physical health, mental well-being, stress management, and work-life balance, to foster a healthier and more productive work environment.

**VOC ED 208CE IHSS: CARE FOR PEOPLE WITH DEMENTIA**

0 Units (RPT 98) (Lec 0.50 Hrs)

This course is an overview for caregivers dealing with individuals experiencing Alzheimer's disease and other types of dementia. Students explore symptoms and progression of these conditions, focusing on effective caregiving strategies, communication approaches, safety protocols, and ethical considerations

**VOC ED 226CE COMPUTER KEYBOARDING AND DOCUMENT APPLICATIONS I**

0 Units (RPT 98) (Lec 2 Hrs / Lab 3 Hrs)

Students will develop a salable skill: computer keyboarding by touch; minimum speed at end of course of 30 wpm accurately; and formatting of letters, memos, tables, and simple reports using word processing software.

**VOC ED 227CE MICROSOFT OFFICE SUITE**

0 Units (RPT 98) (Lec 2 Hrs / Lab 3 Hrs)

Students learn to use the microcomputer and commercially available software used in a business office. The course provides a hands-on introduction to word processing, database, spreadsheet, graphics, desktop publishing, and presentation design software.

**VOC ED 228CE MICROSOFT WORD**

0 Units (RPT 98) (Lec 2 Hrs / Lab 3 Hrs)

Advisory: VOC ED 226CE

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, and charts, as well as merge documents and use document collaboration and integration tools. Students use desktop publishing features to create newsletters, brochures, fliers, and online forms.

**VOC ED 229CE MICROSOFT EXCEL: SPREADSHEET**

0 Units (RPT 98) (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.

**VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE**

0 Units (RPT 98) (Lec .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 confidence and colleague relations. The topics covered include, 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. The curriculum is modifiable for the Limited English Proficient (LEP) student.

**VOC ED 231CE RETAILING SMARTS 6: BUILDING SALES**

0 Units (RPT 98) (Lec 1 Hrs)

This course provides students, and new, or incumbent workers sales building skills and techniques. The topics covered include but are not limited to explaining features and benefits, suggesting additional merchandise, and recognizing and responding to customers buying signals.

**VOC ED 232CE CLOSING THE SALE**

0 Units (RPT 98) (Lec 1 Hrs)

New and incumbent workers learn the skills and strategies required in making a sale. The curriculum is modifiable for the Limited English Proficient (LEP) student. 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 98) (Lec 1 Hrs)

New and incumbent workers gain the skills needed to efficiently complete sales transactions. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered but are not limited to accepting checks and credit cards, and completing sales transaction paperwork.

**VOC ED 234CE EXPLAINING FEATURES AND BENEFITS**

0 Units (RPT 98) (Lec 1 Hrs)

New and incumbent workers learn strategies to explain features and benefits for a variety of products to customers. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered include, but are not limited to, learning about the products you sell, identifying product features, and demonstrating product features.

**VOC ED 235CE CUSTOMER SERVICE SMARTS:GOING THE EXTRA MILE**

0 Units (RPT 98) (Lec 1 Hrs)

New and incumbent workers receive the strategies required in going the extra mile for a customer. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered but are not limited to: customer follow-up, artfully using business cards, business card etiquette and offering personal services.

**VOC ED 236CE JOB CLUB**

0 Units (RPT 98) (Lec 1 Hrs)

New and incumbent workers learn skills to prepare them for the workforce. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered include, but are not limited to increasing the level of customer service and colleague relations, planning the job search, utilizing outside resources, navigating the “hidden” job market, job market research strategies, and understanding the workplace culture and dealing with workplace change.

**VOC ED 237CE STRATEGIES IN MEETING YOUR CUSTOMERS NEEDS**

0 Units (RPT 98) (Lec 1 Hrs)

This course is designed to introduce students and workers to the field of retail and/or reinforce skills and strategies necessary for achieving customer satisfaction. Topics may include quality customer service, customer communication strategies, enhancing the customer experience and providing quality service to diverse customer groups.

**VOC ED 238CE JOB READINESS**

0 Units (RPT 98) (Lec 2 Hrs)

Students receive the necessary tools and skills to prepare for and achieve their career goals. The topics covered include, but are not limited to, interest and skills inventory, goal setting, career exploration, workplace etiquette and culture, workplace laws, effective communication, conflict resolution, time management, job market realities, workplace skills contacting employers, preparing for the interview, getting hired, and keeping the job. This course can be modified for the Limited English Proficient (LEP) student.

**VOC ED 239CE CUSTOMER SERVICE SKILLS**

0 Units (RPT 98) (Lec 1 Hrs)

This short-term vocational education course is designed to provide new and incumbent workers with effective techniques required to provide quality and memorable customer service. This course is also relevant for entrepreneurs who are interested in customer and client retention.

**VOC ED 240CE STRATEGIES IN ADAPTING TO YOUR CUSTOMER**

0 Units (RPT 98) (Lec 1 Hrs)

Students learn the principles of radiation protection and federal and state laws pertaining to radiation safety in diagnostic imaging.

**VOC ED 241CE GET TO KNOW YOUR CUSTOMER**

0 Units (RPT 98) (Lec 1 Hrs)

New and incumbent workers learn the methods and skills in how to get to know their customer. The curriculum is modifiable for the Limited English Proficient (LEP) student. The topics covered include, but are not limited to, providing personalized customer service by greeting customers in a winning way, building relationships, and determining a customer’s needs.

**VOC ED 242CE BANQUET SERVER SKILLS TRAINING**

0 Units (RPT 98) (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.

**VOC ED 243CE FRONT DESK REPRESENTATIVE**

0 Units (RPT 98) (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.

**VOC ED 244CE LAUNDRY ATTENDANT SKILLS TRAINING***0 Units (RPT 98) (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 and dryers, sorting and ironing linens, using mechanical flat-work iron and line-folding equipment, sewing and mending, and responding to housekeeping requests.

**VOC ED 245CE PUBLIC SPACE CLEANER SKILLS***0 Units (RPT 98) (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.

**VOC ED 246CE RESTAURANT SERVER SKILLS TRAINING***0 Units (RPT 98) (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.

**VOC ED 247CE KITCHEN STEWARD SKILLS TRAINING***0 Units (RPT 98) (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.

**VOC ED 248CE MAINTENANCE ATTENDANT SKILLS TRAINING***0 Units (RPT 98) (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.

**VOC ED 249CE RESERVATIONIST SKILLS TRAINING***0 Units (RPT 98) (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.

**VOC ED 250CE GUESTROOM ATTENDANT SKILLS TRAINING***0 Units (RPT 98) (Lec 1 Hrs)*

New and incumbent workers learn skills to become an effective guestroom attendant. This workshop is designed to provide 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 keeping work areas organized.

**VOC ED 253CE FOOD HANDLER'S CARD TEST PREPARATION***0 Units (RPT 98) (Lec 1 Hrs)*

This course prepares students to take a food handler's examination to become a certified food handler in the state of California. Content includes proper food handling practices including: personal hygiene, time and temperature, cross-contamination and allergens, and cleaning and sanitization. This course is part of a short-term vocational certificate for students entering the food service industry.

**VOC ED 254CE FOOD SERVICE MANAGER TEST PREPARATION***0 Units (RPT 98) (Lec 3 Hrs)*

This course is designed for students interested in developing skills for the food service industry, focusing specifically on safe food handling, preparation, and service. Topics include personal hygiene; contamination; best practices for purchasing, receiving, storing, cooking, and serving; cleaning and sanitization; food safety management; equipment maintenance; and pest control. Students who complete this course will be prepared to take a food manager certification examination.

**VOC ED 279CE CAREER EXPLORATION: WORKPLACE OFFICE ADMINISTRATION SKILLS**

0 Units (RPT 98) (Lec 3 Hrs)

This competency-based course is designed for new and incumbent workers to learn office administration skills. It provides students with technical instruction and practical experience in basic computer operation required for office administration. It includes an orientation to office administration, workplace safety, resource management, and employability skills. Emphasis is placed on the computer and its parts, computer operating systems, word processing and spreadsheets, file management, Internet applications, e-mail, computer ethics and security, and virus and spyware protection. This course is modifiable for the Limited English Proficient (LEP) student. If the student has not been enrolled in a keyboarding course or does not type at least 15 words per minute, it is recommended that the student currently enroll in VOC ED 003 Workplace Readiness - Computers.

**VOC ED 290CE COMPUTER LITERACY FOR COLLEGE**

0 Units (RPT 98) (Lec 3 Hrs)

This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems, learning management systems, and file management for college entry-level courses. Students will learn how to effectively use the Internet and protect their personal information and identity online.

**VOC ED 294CE INTRODUCTION TO SOCIAL MEDIA FOR THE WORKPLACE**

0 Units (RPT 98) (Lec 1 Hrs)

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to use social media tools for the workplace.

**VOC ED 300CE INTRODUCTION TO TOURISM - CITY OF LOS ANGELES**

0 Units (RPT 98) (Lec 3 Hrs)

This course introduces students to the local tourism industry, including the history of Los Angeles and landmarks. Students learn effective marketing and branding strategies, providing quality guest services to tourists and residents, and best practices for being ambassadors of the City of Los Angeles.

**VOC ED 335CE OPTICIAN TECHNICIAN: ANATOMY OF THE EYE**

0 Units (RPT 98) (Lec 1.67 Hrs)

Students acquire the knowledge base of ocular anatomy, diseases, conditions, treatments and medications used to enable them to function as effective opticians. This course focuses on the structures and the functions of the eye and the various body systems and principles of human physiology that affect the visual system. The course provides an overview of common ocular pathologies and anomalies with their corresponding etiology, diagnostic tests, and treatment.

**VOC ED 336CE OPTICIAN TECHNICIAN: INTRODUCTION TO OPTICS**

0 Units (RPT 98) (Lec 1 Hrs)

This course is an introduction to the optical concepts and skills that serve as a foundation for students seeking certification as an optician. Topics include light behavior, color and physical phenomena, and wavelength formula, optical law, prisms lenses, types of objects and imagery, mirrors, lenses, imagery of objects, mirrors and lenses, light polarization, and optical power.

**VOC ED 337CE OPTICIAN TECHNICIAN: GLASSWARE**

0 Units (RPT 98) (Lec 2 Hrs / Lab 1 Hrs)

Students acquire knowledge of glassware theory and application to enable them to function as effective opticians. Topics include basic dispensing practices, regulatory agencies governing opticianry, glassware choices, proper use of optical tools, measurements, adjustments, and recordkeeping.

**VOC ED 338CE OPTICIAN TECHNICIAN: CONTACT LENS**

0 Units (RPT 98) (Lec 1.67 Hrs)

Students acquire knowledge of contact lens theory to enable them to function as effective opticians. This course presents the history and development of contact lenses and introduces basic principles and techniques of contact lens fitting, design, materials, and terminology. Topics include lifestyle factors, contact lens insertion and removal techniques, and basic keratometry and slit lamp skills.

**VOC ED 352CE DIABETES, HEART DISEASE, AND OTHER CHRONIC ILLNESSES***0 Units (RPT 98) (Lec 1 Hrs)*

This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include defining diabetes, symptoms and treatments for diabetes, minimizing your risk factors for diabetes, understanding cardiovascular disease, and protection against infectious diseases.

**VOC ED 372CE FUNDAMENTALS OF MEDICAL ASSISTING***0 Units (RPT 98) (Lec 1 Hrs)*

Students are introduced to the profession of entry-level medical assistant. Topics include role and responsibilities, professionalism in the healthcare setting, communications skills, legal and ethical considerations, career pathways, and medical assisting certifications.

**VOC ED 373CE MEDICAL ASSISTING FRONT OFFICE***0 Units (RPT 98) (Lec 3 Hrs)*

In this course students will learn administrative procedures and skills needed for entry-level medical assistants. Topics include infection control, creating a therapeutic office environment, telephone techniques, appointment scheduling, office correspondence, maintaining supplies and equipment, medical records, basic insurance coding, and billing.

**VOC ED 375CE MEDICAL ASSISTING BACK OFFICE 1***0 Units (RPT 98) (Lab 4 Hrs)*

Students gain the knowledge and skills needed to successfully perform the duties of an entry-level medical assistant in the back-office environment. Topics include vital signs and measurement, preparing patients for examination, assisting the physician during an exam, basic phlebotomy, and pharmacology.

**VOC ED 379CE BASIC LIFE SUPPORT AND FIRST AID FOR MEDICAL ASSISTANTS***0 Units (RPT 98) (Lab 0.50 Hrs)*

This course provides students with the competencies needed in promptly recognizing and administering essential first aid and life support, as well as understanding the criteria that would indicate the necessity of a healthcare professional. Students will be required to demonstrate basic sterile first aid care, high-quality chest compressions, deliver appropriate ventilations and provide for early use of an automated

external defibrillator (AED). Students who complete the course will be prepared to take the American Heart Associations (AHA) Basic Life Support for Healthcare Providers certification exam.

**VOC ED 381CE PHLEBOTOMY TECHNICIAN I***0 Units (RPT 98) (Lec 3 Hrs / Lab 2 Hrs)*

This course is an introduction of the phlebotomy concepts and skills that serve as a foundation for the individuals seeking certification as a phlebotomist. Topics include basic infection control, universal precautions and safety, basic anatomy and physiology of body systems with emphasis on the circulatory system and appropriate medical terminology, proper identification of patient and specimens, and proper selection and preparation of skin puncture sites.

**VOC ED 382CE PHLEBOTOMY TECHNICIAN I PRACTICUM***0 Units (RPT 98) (Lab 3 Hrs)*

This course provides the clinical laboratory experience in phlebotomy required to qualify for the examination of Certified Phlebotomy Technician I. After successfully demonstrating the following objectives, the student will have completed the 40-hour phlebotomy clinical practicum necessary for obtaining California Certified Phlebotomy Technician I Certification as required under California Code of Regulations section 1035.1. Students will learn about selecting blood collection equipment, infection control, skin punctures, venipunctures, post puncture care, processing of blood, disposal of needles, sharps, and medical waste.

**VOC ED 391CE ANATOMY AND PHYSIOLOGY FOR HEALTHCARE PROFESSIONS***0 Units (RPT 98) (Lec 2 Hrs)*

This course is intended for students pursuing vocational healthcare education and provides a brief introduction to basic anatomy and physiology of all major human body systems. Topics include but are not limited to cell and molecular biology, main organs and their physiological properties, and common pathologies.

**VOC ED 400CE INTRODUCTION TO MEDICAL TERMINOLOGY***0 Units (RPT 98) (Lec 1 Hrs)*

This course provides an introduction to medical terminology for those interested in health careers. Students learn the basics of word building and receive an overview of body structure and body parts. This course is the first in a sequence of two courses on medical

terminology.

**VOC ED 403CE LAW & ETHICS HEALTH PROFESSIONS**

0 Units (RPT 98) (Lec 1 Hrs)

This course provides an overview of the concepts of cultural competencies and sensitivities in patient care, laws related to healthcare professionals, legal responsibilities, client rights and responsibilities, cultural norms, and communication techniques that foster cultural competence.

**VOC ED 404CE STUDENT SUCCESS IN HEALTH OCCUPATIONS**

0 Units (RPT 98) (Lec 1 Hrs)

This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication, and basic health documentation.

**VOC ED 405CE PROFESSIONALISM IN HEALTH OCCUPATIONS**

0 Units (RPT 98) (Lec 1 Hrs)

This course explores career options in the healthcare industry, professional behavior and personal traits of healthcare workers, work ethics, team work and communication skills, professional resumes, and interviewing skills for healthcare occupations.

**VOC ED 421CE INTRODUCTION TO THE BEHAVIOR TECHNICIAN PROGRAM**

0 Units (RPT 98) (Lec 1.3 Hrs)

This course introduces students to the roles and responsibilities of a behavior technician and basic principles of Applied Behavior Analysis (ABA). This is the first course in a two-course series, and students who successfully complete both courses may be eligible to apply for a national Registered Behavior Technician certification.

**VOC ED 422CE BEHAVIOR TECHNICIAN TEST PREPARATION**

0 Units (RPT 98) (Lec 2.5 Hrs)

This course is designed for students to gain knowledge and skills necessary to become a behavior technician. This is the second course in the two-course series and covers topics such as problem behavior, interventions, and ethics and professionalism. After successful completion students may be eligible to apply for a

national Registered Behavior Technician certification.

**VOC ED 425CE AUTISM SERVICES AIDE**

0 Units (RPT 98) (Lec 1.33 Hrs)

This course is designed to provide students with the knowledge and necessary information to serve as an aide in behavioral health treatment to individuals with autism spectrum disorders under a licensed clinician.

**VOC ED 429CE TECHNICAL SKILLS TRAINING FOR PATIENT TRANSPORTERS**

0 Units (RPT 98) (Lec 0.50 Hrs)

This course provides individuals who are interested in working as patient transporters with the appropriate technical skills to work in a healthcare facility, ambulance company, or other type of facility. These individuals are skilled professionals who contribute significantly to the health care industry even though the care they provide is not medical. Responsibilities include assisting patients out of vehicles when they arrive at the hospital and taking them to registration, lifting patients on and off their beds for therapy, and moving them from their rooms to treatment areas using wheelchairs, stretchers, or moveable beds. Their help, reassurance and companionship make a significant difference in the patient experience. Keeping the patient safe and comfortable during the relocation process is vital to this role.

**VOC ED 435CE INTRODUCTION TO MEDICAL TERMINOLOGY - LEVEL II**

0 Units (RPT 98) (Lec 2 Hrs)

This course provides an introduction to medical terminology for those interested in health careers. Students review the basics of word building and receive an in-depth look at body structure and body systems. This course is the second in a sequence of two courses on medical terminology.

**VOC ED 440CE INTRODUCTION TO PEOPLE MANAGEMENT**

0 Units (RPT 98) (Lec 1 Hrs)

This course provides students with the opportunity to explore the employment life cycle from an emerging leader's perspective. Students learn tools to effectively hire, manage, motivate, and retain talent.

**VOC ED 441CE PEOPLE MANAGEMENT: EMERGING LEADER***0 Units (RPT 98) (Lec 1 Hrs)*

This course examines different leadership styles and their application. Students learn and apply the communication, time management, problem-solving, organization, and motivational skills needed to be an effective leader.

**VOC ED 442CE PEOPLE MANAGEMENT: WORKPLACE COMPLIANCE***0 Units (RPT 98) (Lec 1 Hrs)*

This course explores employment laws affecting the workplace in connection with the leaders role in ensuring compliance.

**VOC ED 443CE INTRODUCTION TO PROJECT MANAGEMENT***0 Units (RPT 98) (Lec 2 Hrs)*

This course provides an overview of the fundamentals of business project management. Students learn tips and techniques for initiating, planning, implementing, and completing a project. Students discuss case studies, make data-driven business decisions, and evaluate different program management approaches.

**VOC ED 444CE INTRODUCTION TO GLOBAL BUSINESS***0 Units (RPT 98) (Lec 3 Hrs)*

This course is designed to introduce students to the global business environment. Topics include social values, cultural differences, economics, decision-making, government relations, strategies, planning, fundamentals of importing and exporting, and global money management.

**VOC ED 445CE INTRODUCTION TO PURCHASING AND SUPPLY MANAGEMENT***0 Units (RPT 98) (Lec 3 Hrs)*

This course is designed for students to explore and develop essential skills necessary to enter the growing field of global trade business in purchasing and supply management. Concepts covered address how purchasing and supply management are involved in the global business environment, including planning; sourcing; government regulations; inventory management; movement of raw materials, goods, and services; required documentation; and future trends.

**VOC ED 446CE INTRODUCTION TO E-COMMERCE***0 Units (RPT 98) (Lec 2 Hrs)*

This course provides students with an introduction to the e-commerce industry and methods used to sell its products and services to customers on the web. Topics covered include basics of planning an e-business, funding options, technology, auction types, legal and tax issues electronic payment issues, social networking, security, marketing an e-business, and career options.

**VOC ED 447CE INTRODUCTION TO BUILDING A HOME-BASED BUSINESS***0 Units (RPT 98) (Lec 2 Hrs)*

This course provides an overview of the process of planning, launching, and operating a home-based business. Students learn to distinguish between the various forms of home-based businesses and explain how they can be supported by business models.

**VOC ED 448CE INTRODUCTION TO LEGAL ENVIRONMENT IN BUSINESS***0 Units (RPT 98) (Lec 2 Hrs)*

This course provides students with basic knowledge of legal terminology and concepts of business law. Topics include the nature and sources of law, dispute resolution, contracts, business organizations, consumer protection, and employment relationships. Career opportunities in the field will also be explored.

**VOC ED 449CE INTRODUCTION TO BUSINESS ETHICS***0 Units (RPT 98) (Lec 2 Hrs)*

This course provides an introduction to the concept of ethics in business and ways to apply ethical principles and standards. Topics include corporate social responsibility, ethical considerations between employer and employee, ethics and technology, culture, diversity, discrimination, and the importance of transparency in a business.

**VOC ED 460CE FIRST AID & CPR CERTIFICATION PREPARATION***0 Units (RPT 98) (Lec 1 Hrs)*

This course provides instruction in basic first aid, CPR, and AED emergency response skills. Upon completion of the course, participants will demonstrate knowledge of comprehensive victim assessment, treatment for severe bleeding, wound and burn care, addressing shock, automatic external defibrillation (AED) use, bone, joint, and muscle injuries, heat and cold exposure, sudden illness, and adult, child, and infant CPR. This course

satisfies first-time and renewal certification requirements for first aid/CPR.

**VOC ED 461CE MEDICAL INTERPRETATION I**

*0 Units (RPT 98) (Lec 2 Hrs)*

This course is designed for students interested in health professions or community interpretation careers. Students are introduced to the medical interpreting profession, basic medical terminology, and beginner skills for use in medical interpretation. This is the first course in a sequence of two courses in medical interpretation.

**VOC ED 462CE MEDICAL INTERPRETATION II**

*0 Units (RPT 98) (Lec 3 Hrs)*

This introductory course is designed for students interested in the field of medical interpretation. Students learn professional fundamentals of medical interpreting, including cultural mediation, navigating the US healthcare system, laws and legislation related to medical interpreting, and professional standards. This course is recommended to be taken after completing Medical Interpretation I.

**VOC ED 530CE FUNDAMENTALS OF WAREHOUSING AND DISTRIBUTION 1: MATERIAL HANDLING**

*0 Units (RPT 98) (Lec 1 Hrs)*

This is a foundational course in the Warehousing and Distribution program which supports students in a career in the supply chain workforce. This course introduces material handling equipment and information technology used to move, store, control, and protect products in warehouses and distribution centers.

**VOC ED 531CE FUNDAMENTALS OF WAREHOUSING AND DISTRIBUTION 2: WAREHOUSE OPERATIONS**

*0 Units (RPT 98) (Lec 1 Hrs)*

This course introduces students to the different areas of warehouse operations in the supply chain industry. Students learn how to use material handling equipment and information technology to complete all the basic functional processes that are common to all modern warehouses and distribution centers.

**VOC ED 532CE FUNDAMENTALS OF WAREHOUSING AND DISTRIBUTION 3: WAREHOUSE AND PERSONAL PERFORMANCE**

*0 Units (RPT 98) (Lec 1 Hrs)*

This course introduces students to the basic principles of warehouse and personal performance in the supply chain industry. Students learn how the performance of equipment, processes, and employees work together to build a strong work environment in different types of warehouse settings.

**VOC ED 536CE INTERNATIONAL MARKETING I: THE GLOBAL BUSINESS ENVIRONMENT**

*0 Units (RPT 98) (Lec 2 Hrs)*

This is the first of three courses in International Business Marketing. This course focuses on the importance of understanding the different aspects of the global business environment including the global economic environment, the political-legal environment, the cultural environment, and ethics and international marketing guidelines.

**VOC ED 537CE INTERNATIONAL MARKETING II: GLOBAL MARKETING MANAGEMENT**

*0 Units (RPT 98) (Lec 2 Hrs)*

This is the second of three courses in International Business Marketing. This course focuses on the goals of marketing research; selecting and evaluating major entry methods into foreign markets; satisfying, branding, and price setting that caters to international consumer needs; and addressing problems unique to functioning in the international market environment.

**VOC ED 538CE INTERNATIONAL MARKETING III: GLOBAL MARKETING, STRATEGY, PLANNING**

*0 Units (RPT 98) (Lec 1 Hrs)*

This is the final course in International Business Marketing. This course explores how companies formulate international and marketing strategies and how the functional tasks of organization, planning, and control are blended together into an effective international marketing model. Students will also evaluate different marketing models and develop their own marketing plan.

**VOC ED 822CE ANGER MANAGEMENT SKILLS**

*0 Units (RPT 98) (Lec 2 Hrs)*

This course introduces students to the basic concepts of anger management. Students learn about anger triggers, anger build-up, destructive thinking, and the role of self-awareness, stress and conflict management, assertive communication, calming techniques, and practical solutions to cope with anger in a healthy manner. Students will identify strategies to support healthy relationships with self, school, community, and at the workplace.

# FACULTY AND ADMINISTRATION

## Full-time Faculty

- ABDELRAHIM, MOHAMMED FATHY (2023)**  
Assistant Professor of Computer Science
- AGUILAR, HECTOR R. (1988)**  
Professor of Counseling  
B.A., University of California, Los Angeles  
M.Ed., California State University, Dominguez Hills
- AGUINIGA CAMPOS, JAVIER (2023)**  
Professor of Kinesiology  
B.S., University of California Los Angeles  
M.A., Western Governors University  
M.S., Azusa Pacific University
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B.S., California State University, Northridge  
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B.A., Claremont McKenna College  
M.A., University of California, Santa Barbara  
Ph.D., University of California, Santa Barbara
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Professor of Finance & Economics  
B.A., American University of Beirut  
M.A., University of Kansas
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M.A., University of California, Los Angeles  
M.S., Vanderbilt University  
M.A., Biola University
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B.F.A., California Institute of the Arts  
M.F.A., California Institute of the Arts
- AYOUB, SHARI (2023)**  
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Assistant Professor of African American Studies  
B.A., University of California, Berkeley  
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- GENGARO, CHRISTINE (2006)  
Professor of Music  
B.A., M.A., Hunter College, City University of New York  
Ph.D., University of Southern California
- GEUVJEHIZIAN, RIPSIME M. (2011)  
Associate Professor of Child Development  
B.A., M.A., Pacific Oaks College
- GEVANYAN, AYKANUSH (2012)  
Associate Professor of Kinesiology and Health  
A.A., Los Angeles City College  
B.A., M.A., Azusa Pacific University
- GOMEZ, CYNTHIA (2019)  
Assistant Professor of Counseling  
A.A., Cerritos College  
B.A., University of California, Berkeley  
M.S., Mount Saint Mary's University, Los Angeles
- GOMEZ, JESUS (2016)  
Associate Professor of Counseling  
A.A., Santa Monica College  
B.S., University of California, Santa Barbara  
M.S., California State University, Northridge
- GONSALVES, GREGORY (2001)  
Associate Professor of Life Science  
B.S., M.S., University of California, Riverside
- GORDON, ELIZABETH MERYL (2005)  
Professor of English/E.S.L.  
B.A. in French Literature, University of South Florida, 1986  
M.A. in French Literature, UCLA, 1990  
TESL Certificate, UCLA 1992
- GOULET, CAMILLE (2015)  
Associate Professor of Law  
B.A., University of California, Berkeley  
J.D., University of the Pacific, McGeorge School of Law
- GUERRERO, CARLOS (2002)  
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 Françaises, Institut de la Touraine—  
L'Université Poitiers  
B.A., San Francisco State University  
M.A., California State University, Northridge  
Certificate, Professional Designation in Journalism, UCLA Extension
- GUPPY, KIMBERLY (2020)**  
Assistant Professor of Noncredit Adult Education  
B.A., University of Wisconsin – Milwaukee  
M.A., University of Kansas
- HASTEY, 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
- HENTSCHER, DONALD H. (1996)**  
Professor of Mathematics  
B.A., California State University, Fullerton  
M.A., California State University, Fullerton
- HICKS, JEFFREY (2016)**  
Assistant Professor of English & ESL  
B.A., Chico State University  
M.A., Chico State University,  
Ph.D., University of California, Riverside
- HOFSCHEIDER, LAUREN (2022)**  
Assistant Professor of Psychology  
B.A., Psychology and Social Behavior, UC Irvine  
Ph.D., Psychology (Area of Specialty: Health), UCLA
- 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, Santa Cruz  
M.A., University of California, Los Angeles
- HSIEH, M. "SHAE" (2013)**  
Associate Professor of Communication Studies  
B.A., California State University, Fullerton  
M.A., California State University, Long Beach  
Ed.D., California State University, Los Angeles
- IAZICHYAN, DIANA ISABELLA (2021)**  
Assistant Professor of Nursing  
ADN, ELAC  
B.S.N., Western Governors University, Salt Lake City, UT  
MSN, FNP, Walden University, Minneapolis, MN
- IGOUDIN, ALEX (2010)**  
Associate Professor of English & ESL  
M.A., California State University, Long Beach  
Ph.D., Stanford University
- JACKSON, ANIKA SHANI (2016)**  
Associate Professor of Political Science  
M.A., Harvard University
- JACKSON, DERYL**  
Assistant Professor of Law
- JANACUA, ANDRES CONSTANTINO (2022)**  
Assistant Professor of Art  
B.F.A., University of Southern California  
M.F.A., Claremont Graduate University
- JAZIREHI, ALI (2023)**  
Assistant Professor of Anatomy  
B.S., Islamic Azad University Iran  
M.S., California State University Los Angeles  
Ph.D., University of California Los Angeles
- JARA, GUADALUPE (2013)**  
Associate Professor of Computer Applications and Office Technologies  
B.S., University of Southern California  
M.B.A., Woodbury University
- JOBÉ, CORINNA (2019)**  
Assistant Professor of Physics & Astronomy  
B.S., University of California, Los Angeles  
M.S., University of California, Riverside
- KALUSTIAN, MICHAEL (2005)**  
Associate Professor of Communication Studies  
B.A., M.A., California State University, Los Angeles
- 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, Los Angeles  
M.F.A., California Institute of the Arts
- KENDIS, RONALD (1984)**  
Professor of Mathematics  
B.A., University of California, Los Angeles  
M.S., San Fernando Valley State College  
Ph.D., University of California, Los Angeles
- KESHAVARZ, AMIR (2022)**  
Assistant Professor of Chemistry  
B.S., M.S., California State University, Northridge  
Ph.D., University of California, Merced
- KESSIN, REBECCA (2023)**  
Assistant Professor of Sound Design  
B.A., SUNY New Paltz  
M.F.A., California Institute of the Arts
- KETENCHIAN, GRIGOR (2015)**  
Professor of Japanese  
B.A., University of California, Los Angeles  
M.A., University of California Los Angeles
- KHANNA, AMARPAL (2019)**  
Assistant Professor of Art & Animation/New Media  
B.F.A., Otis College of Art and Design  
M.A., Loyola Marymount University  
Ed.D Candidate, Loyola Marymount University
- KHATOONABADI, MOJGAN (2016)**  
Associate Professor of Mathematics  
B.S., Mathematics (concentration in Probability and Statistics), California State University, Fullerton  
M.S., Applied Mathematics, California State University, Fullerton
- KHOLLESI, KHALIL (2005)**  
Associate Professor of Anatomy & Physiology  
B.S., M.S., California State University Los Angeles
- KILEY, DERRICK T. (2012)**  
Associate Professor of Physics and Astronomy  
B.S., University of California, Davis  
Ph.D., University of California, Davis
- KIM, IRENE (2000)**  
Professor of Music  
B.A., M.M., University of California, Los Angeles  
Ph.D., University of Arizona

- KIROV, MILEN (2016)**  
Associate 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
- KLEIN, KRISTLE (2019)**  
Assistant Professor of Cinema/TV  
B.A., Western Michigan University  
M.A., DePaul University  
Ph.D., Loyola Marymount University
- KLINE, MICHAEL EDWARD (2018)**  
Assistant Professor of Art & Animation/New Media  
B.F.A., California Polytechnic University, Pomona  
M.F.A., California Institute of the Arts
- KOCOSHS, KASSANDRA (2023)**  
Assistant Professor of Music  
BM, DePaul University, Chicago  
MFA, California Institute of the Arts
- KUSHNER, RYAN (2022)**  
Disability Specialist, Assistive Technology  
B.S., University of California, Los Angeles  
M.S., California State University, Northridge
- LAM, KEE T. (2013)**  
Associate Professor of Mathematics  
B.S., Mathematics, California State University, Los Angeles  
M.S., Applied Mathematics, California State University, Los Angeles
- LAKATOS, CATHERINE (2010)**  
Associate Professor of Counseling  
B.A., California State University, Long Beach  
M.A., Antioch University
- LE, ANNA (2015)**  
Professor of Biology  
B.S. Biology with a minor in Chemistry, San Jose State University  
M.S. Biology, San Jose State University
- LEE, HOUA (2019)**  
Assistant Professor of Counseling  
B.A., University of California, Davis  
M.S., California State University, Sacramento
- 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
- LESSING, ANGELA (2023)**  
Assistant Professor of Art History  
B.A., California State Fullerton  
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- LEWIS, RICHARD P. (2001)**  
Professor of Law  
B.S.L., Western State University  
J.D., Western State University
- LORENTZ, NATHANIEL JAMES (2011)**  
Professor of Geology  
Ph.D., University of Southern California
- LYNCH, JOHN (2023)**  
Assistant Professor of English  
B.A., Worcester State University  
M.F.A., Emerson College
- MA, THI THI (2014)**  
Assistant Professor of English & ESL  
B.A., Claremont McKenna College  
M.A., University of California, Santa Barbara  
Ph.D., University of California, Santa Barbara
- MANOUS, MICHAEL (2015)**  
Assistant Professor of English/ESL  
B.A., University of California, Berkeley  
M.A., University of California, Berkeley  
Ph.D., University of California, Riverside
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Professor of Mathematics  
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Associate Professor of Kinesiology  
B.A., University of Redlands  
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- MEI, TERENCE (2023)**  
Assistant Professor of Microbiology and Biology  
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M.S., Johns Hopkins University
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Professor of Political Science  
B.A., M.A., Marquette University
- MICHEL-JACKSON, RAQUEL (2023)**  
Assistant Professor of Counseling  
B.S., University of California, Riverside  
M.A., Loyola Marymount University  
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Professor of English  
B.A., University of California, Irvine  
M.A., Ph.D., University of Southern California
- MILLER, KELI (2002)**  
Professor of Child Development  
B.A., University of California, Riverside  
M.A., California State University, Los Angeles
- MORLEY, DONNA ANNE (2010)**  
Assistant Professor of Learning Foundations  
B.A., Boston College  
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Certificate Career Counseling
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- MOTON, KYLOWNA A. (2016)**  
Assistant Professor of English & ESL  
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M.A., California State University, Los Angeles  
M.A., California State University, Northridge
- NGUYEN, HA NAM (2014)**  
Associate Professor of Mathematics  
B.S., Mathematics, University of California, Los Angeles  
M.S., Pure Mathematics, California State University, Northridge
- NORIEGA DEL CAMPO, YESSICA (2021)**  
Assistant Professor of Counseling  
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M.S., California Lutheran University
- NIEMEYER, SUSAN (2001)**  
Professor of English & ESL  
B.A., Iowa State University  
M.A., University of Illinois at Urbana Champaign

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Professor of English  
B.A., University of California, Davis  
M.A., University of California, Santa Barbara
- OKAMURA, LINDA (2001)**  
Professor of Photography  
A.A., Commercial Photography, Los Angeles City College  
B.A., University of Southern California  
B.F.A., Art Center College of Design
- PAK, JOSEPH (2010)**  
Professor of Philosophy  
M.A., University of California, Irvine
- PALEY, LAUREL (2009)**  
Professor of Art and Design  
B.A., Smith College  
M.F.A., Claremont Graduate University
- PANOSYAN, GAYANE (2018)**  
Director, Child Development Center  
A.A., Los Angeles City College  
B.A., M.A., California State University, Northridge
- PARADA, YELGY (1995)**  
Professor of Modern Languages  
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
- PARASILITI, PETER**  
Assistant Professor of Kinesiology  
B.A., University of Vermont  
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- PARK, CHRISTINE (2006)**  
Professor of Music  
B.M., California State University, Northridge  
M.A., M.M., California State University, Northridge;  
Luigi Cherubini Conservatory  
M.M., The Juilliard School  
Ed.D., University of Liverpool
- PARSAKAR, SANDY (1999)**  
Professor of Counseling  
B.A., M.A., California State University, Northridge
- PATTHEY, G. GENEVIEVE (1989)**  
Professor of English, Credit ESL, and Linguistics  
B.A., University of California, Los Angeles  
M.A., Ph.D., University of Southern California  
Postdoctoral Fellow, National Academy of Education
- PAYNE, NAEEMAH (2002)**  
Professor of Mathematics  
B.S., M.S., California State Polytechnic University, Pomona
- PHOMMASAYSY, SEAN (2005)**  
Professor of Life Sciences  
B.A., California State University, Fullerton  
M.A., California State University, Fullerton
- PIDAY, MARY L. (1995)**  
Professor of Theatre Arts  
B.A., University of Southern California  
M.F.A., University of Southern California
- PINEDA-CASTRO, EDWARD (2022)**  
Assistant Professor of Mathematics  
A.S., Santa Ana College  
B.S., California State University, Fullerton  
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- RAMADAN, OLGA ALEKSANDROWNA (2011)**  
Professor of Dental Science  
B.S., in Engineering  
M.S., in Education  
Certified Dental Technician
- ROMERO, ERIC (2019)**  
Assistant Professor of Counseling  
A.A., Cerritos Community College  
B.A., University of California, Santa Cruz  
M.S., California State University, Long Beach
- ROSSITER, CHRISTOPHER (2010)**  
Associate Professor of Cinema/TV  
M.F.A., Cinema, American Film Institute Conservatory
- RUIZ, DANIEL (2010)**  
Associate Professor of English  
B.A., University of California, Irvine  
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M.F.A., The California Institute of the Arts
- SALAZAR, JULIET (2005)**  
Professor of Mathematics  
B.S., University of California, Los Angeles  
M.A., University of California, Los Angeles
- SAMBRANO, ROBERT (2005)**  
Associate Professor of CAOT  
B.A., Trinity University  
M.B.A., University of Texas
- SAMPLEWALA, MUNIR**  
Professor of Computer Science
- SARGSIAN, NAIRA (2005)**  
Assistant Professor of Management & Marketing  
A.A., East Los Angeles College  
B.S., California State University, Los Angeles  
M.S., Yerevan State University  
M.B.A., University of Phoenix
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Associate Professor of Mathematics  
B.S., Pure Mathematics, California State University, Long Beach  
M.S., Applied Statistics, California State University, Long Beach
- SEDGHI, DAVID M. (2010)**  
Professor of Psychology  
A.A., Diablo Valley College  
B.A., University of California, Berkeley  
M.A., Pepperdine University
- SEGURA, MICHELLE (2024)**  
Professor of Noncredit Adult Education  
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M.B.A., California State University, Los Angeles
- SEVER, KIRK (2023)**  
Assistant Professor of English  
B.A., M.A. California State University, Northridge
- SHIELDS, DYLAN (2012)**  
Associate Professor of Cinema/TV  
B.A., University of Nevada, Las Vegas  
M.F.A., American Film Institute Conservatory
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Assistant Professor of Counseling  
A.A., Riverside City College  
B.A., California State University, Northridge  
M.A., Loyola Marymount University  
Ed.D., San Diego State University
- SIMPSON TURK, JOYCELYN (2007)**  
Professor of Nursing  
M.S.N, R.N., F.N.P., California State University, Dominguez Hills

- SINGLETON, QUINCY (2023)**  
Assistant Professor of Psychology  
B.A., Psychology, UC Riverside  
M.A. Clinical Psychology, Pepperdine University
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Associate Professor of Child Development  
B.A., California State University, Los Angeles  
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- SONG, EDWARD BIRD (2013)**  
Associate Professor of Counseling  
B.A., University of California, Berkeley  
M.Ed., University of California, Los Angeles
- SOW, NILI (2002)**  
Professor of Mathematics  
B.A., M.A., University of Dakar, Senegal
- STAFSKY, GAYLE BETH (2018)**  
Dietetics Program Director  
B.S., Home Economics/Nutrition and Food Science, University of Arizona  
M.S., Human Nutrition, Columbia University
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Associate Professor of Counseling  
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B.A., University of Southern California  
M.Ed., University of Southern California
- TAMAYO, FLAVIA (2002)**  
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BA University of California, Santa Barbara  
MS California State University, Long Beach.
- TAVAKOLI, MOZHGAN (1986)**  
Professor of Computer Science  
B.S., M.A., California State University, Los Angeles  
M.S., Azusa Pacific
- TER-POGOSYAN, AYKANUSH (2013)**  
Associate Professor of Child Development  
B.A., M.A., Pacific Oaks College
- TERZYAN, TINA TAKUI (2012)**  
Child Development Center Teacher  
A.A., Los Angeles City College  
B.A., California State University, Los Angeles  
M.A., California State University, Los Angeles
- TIBBS, MARIA ARGELIA (2016)**  
Child Development Center Teacher  
A.A., Los Angeles City College  
B.S., University of La Verne  
M.A., National University
- TINBERG, CHRISTINE (2002)**  
Professor of Kinesiology/Health  
B.S., M.S., Pepperdine University  
M.S., Arizona State University
- TORRES, JULIO (2000)**  
Professor of Philosophy  
B.A., California State University, Los Angeles  
M.A., California State University, Los Angeles
- TRUDGEON, JOEL (2023)**  
Assistant Professor of Cinema  
B.A., M.A., California State University, Northridge
- TURCOTTE, DAVID (2021)**  
Assistant Professor of Counseling  
B.S., National University  
M.S., Gwynedd-Mercy University
- URQUIZA, SORAIRA (2023)**  
Assistant Professor of Chicana/o/x Studies  
B.A., Mount Saint Mary's University  
M.A., CSU Northridge  
Ed.D., University of Southern California
- UZUNYAN, ALVARD**  
Professor of Armenian Language and Literature  
B.A., Yerevan State University,  
M.A., California State University of Los Angeles
- VARGAS, WILHELM I. (2006)**  
Professor of Law  
A.A., New Mexico Military Institute  
B.S., California State University, Long Beach  
J.D., Southwestern University, School of Law
- VAUGHN, JENNIFER (2013)**  
Professor of Cinema/TV  
B.A., M.A., San Francisco State University
- WALZER, ANDREW (2005)**  
Associate Professor of Humanities  
B.A., University of California, Santa Cruz  
Ph.D., University of Minnesota
- WASHENIK, JULIE ANN (2015)**  
Associate Professor of Radiologic Technology  
A.S., Los Angeles City College  
A.S., LaGuardia Community College  
B.S., New York University
- WEISS, MAUREEN (2023)**  
Assistant Professor of Scenic Design  
B.F.A., University of Southern California  
M.F.A., California State University at Long Beach
- WIESENFELD, ALEXANDRA (2010)**  
Professor of Art  
B.F.A., Pomona College  
M.F.A., Montana State University
- YAZDANIAN, 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
- YERNAZIAN, CAROLINA (2016)**  
Associate Professor of Counseling  
B.A., University of California, Los Angeles  
M.Ed., University of Southern California
- YUH, LEIGHANNE (2023)**  
Assistant Professor of Korean
- ZAMBRANO, EURO (2023)**  
Assistant Professor of Music  
B.A., Ars Nova School of Music, Caracas, Venezuela  
M.A., Shepherd University

## Emeriti Faculty Listing

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ADELEYE, ADENIYI  
AKOPIA, VAROUJAN/ASTRONOMY/PHYSICS, 2004  
ALLEN, JOYCE F.  
ALVAREZ, HENRY/INTERNATIONAL STUDIES CENTER, 2010  
ANDERSON, ROBERT  
ANDERSON, CALVIN W. /LIBRARY SCIENCE, 1992  
ARAI, VICTOR/LIFE SCIENCE, 2005  
ARMSTRONG-TURNER, CHERYL/COUNSELING, 2013  
ARONOFF, DARWIN/LIBRARY SCIENCE, 1994  
ARVIDSON, DEAN/PHYSICS/ASTRONOMY  
ATKINSON, PAMELA  
AUZA, ENRIQUE/SOCIAL SCIENCES, 2009  
BAE, YOUNGMIN, 2023  
BAPRAWSKI, CARMEN/COUNSELING, 2010  
BARAN, GARY L./PHILOSOPHY, 2001  
BARKER, FOREST L./COMPUTER TECHNOLOGY, 1989  
BATES, DOYLES R.  
BEAUFIT, KATHLEEN/COMMUNICATION STUDIES, 2015  
BEDFORD, BERNICE/LIFE SCIENCE, 2005  
BELL, BRENDA  
BELVIZ, MELY M., 2023  
BENJAMIN, BARBARA C./FOREIGN LANGUAGE, 1995  
BERRY, LAURA/ PROFESSOR OF NURSING, 2021  
BIMBER, KATHLEEN/CHILD DEV./FAM. & CONSUMER STUDIES, 2013  
BLACK, WENDELL C.  
BLACKISTON, ROSA/MATHEMATICS, 2004  
BLAKE, MARC/MUSIC, 2021  
BLEMKER, FRANCES/CONSUMER SCIENCE, 1993  
BLOMQUIST, JANE/MUSIC, 2009  
BOLTON, ARMIDA T./ENGLISH & ESL, 1995  
BORETZ GRIFFITH, MARIANNE/ENGLISH & ESL, 2002  
BOWDEN, GEORGE T. /RADIO/TV/FILM, 1995  
BRADY, REGINALD/INT'L. STUDENTS, 2014  
BROWN, LOUSE  
BUNN, HELEN  
BURNS, JOHN/MATHEMATICS, 2005  
BURTON, RONALD/MEDIA ARTS, 1995  
CADE-WILSON, LUCY A./COUNSELING, 1995  
CARLOS, LUIS/FOREIGN LANGUAGE, 1994  
CARNACHAN, CHARLENE M./OFFICE ADMINISTRATION, 1993  
CARTER, ELAINE/CHEMISTRY, 2015  
CATALDO, HENRY/MATHEMATICS, 1995  
CAUFLIED, PATRICIA/ART, 2015  
CHARNESS, JAMES/ENGLISH & ESL, 2009  
CHATEL, EIKO/FOREIGN LANGUAGES, 2015  
CHENG, ROBERT T./LAW, 1999  
CHING, BARBARA/BUSINESS ADMINISTRATION, 2008  
CHOY, PENELOPE/ENGLISH & ESL, 2007  
CISNEROS, ARMANDO P./SOCIAL SCIENCES, 2002  
COHEN, ARAX SONA (1997)  
COHEN, DANA/DENTAL TECHNOLOGY  
COLANTONI, RENATO/MATH/CTEL, 2007  
COLOMBO, GARY/ENGLISH & ESL, 2015  
CONS-DILLER, ANDREA, 2022  
CONTA, MARK/LAW/AJ, 2014  
COOPER, JEFF  
COWGILL, DANIEL  
CRITELLI, MIKE/PHILOSOPHY, 2010  
CROCKETT, MARY T./AMERICAN CULTURE, 1999  
CSER, LASZLO/MUSIC, 2005  
DELA CRUZ, RUTH, NURSING 2023  
DE LA SOTA, RAOUL/ART, 1997  
DES VIGNES, MARYANNE  
DOJCSAK, JOSEPH/MEDIA ARTS, 2005  
DOMBROWSKI, MIKE/PHYSICS, 2007  
DOUGLAS, ELMER W./PHYSICAL EDUCATION, 1992  
DUFFY, THOMAS/LAW/AJ, 2014  
DUNPHY, JEANNE/COMMUNICATION STUDIES, 2014  
EALY, HENRY/AMERICAN CULTURES, 2004  
EASTCOTT, MERRILL/ADMINISTRATION, 2013  
EDWARDS, RANDALL/THEATER ARTS, 1995  
EGEREGOR, AUSTIN  
EISENSTEIN, SAMUEL/ENGLISH & ESL, 2017  
ERDHAUS, JOHN/PHYSICAL EDUCATION, 2010  
EVANS, RUTH B./HEALTH, 1986  
FARRAND, DONALD V./PHYSICS, 1989  
FARRAND, FRANCES  
FATE, FRED/THEATRE ARTS, 2012  
FERNANDEZ, LUCILLE P./NURSING  
FERNANDEZ, ROGER/FOREIGN LANGUAGE, 1995  
FERREIRA, LESLIE/THEATRE ARTS, 2021  
FEUERS, STELLE/PRESIDENT, 1988  
FIAZI, KIOMARS  
FINNEY, JACKQUELYNN/RADIOLOGIC TECHNOLOGY, 2014  
FLORES, LUIS/COMPUTER SCIENCE, 2021  
FOGELQUIST, HELEN/ENGLISH & ESL, 1983  
FONSECA, RIC  
FRIEDLANDER, CARL/ENGLISH & ESL, 2015  
FUHRMANN, DOROTHY, 2023  
GALLAGHER, ELIZABETH/COUNSELING, 2004  
GAVALDON, REBECCA/CHILD DEVELOPMENT CENTER, 2011  
GEUENS, JEAN-PIERRE/CINEMA/TV, 2010

GENDELMAN, MICHELE/CINEMA/TV, 2021  
 GLASIER, CAROLYN E./PHYSICAL EDUCATION, 1995  
 GLICKMAN, DANIEL/KINESIOLOGY, 2021  
 GNERRE, ELIZABETH/LIBRARY SCIENCE, 2020  
 GODDARD, ROSALIND  
 GREENE, FRED  
 GUYNES, LUTHER/BUSINESS ADMINISTRATION, 2005  
 HARRIS, FREDDIE/ENGLISH, 2013  
 HARRIS, DORIAN  
 HASEGAWA, EVY/COUNSELING, 2015  
 HENDERSON III, LUTHER L./MUSIC  
 HICKS, DONALD  
 HOLLIS, JANICE S./MATHEMATICS, ACADEMIC AFFAIRS, 2005  
 HOLMES, GEORGE  
 HOLT, ROBERTA D./STAFF & ORGANIZATIONAL DEV., 2001  
 HOOK, ORA M./PSYCHOLOGY, 1992  
 HOXIE, ANN V./OFFICE ADMINISTRATION, 1989  
 HUDIBURG, JOAN/FAMILY & CONSUMER STUDIES, 1995  
 IRELAND, JACKIE/ACADEMIC AFFAIRS, 2007  
 JANNOL, MIRIAM  
 JONES, EVE S./PSYCHOLOGY, 1992  
 JONES, ALLISON  
 KAVIANI, KIAN/MATHEMATICS, 2021  
 KELLER, ELIZABETH/CHEMISTRY, 2001  
 KINNEY, DARYL/ENGLISH & ESL, 2017  
 KRONIS, TINA/THEATER ARTS, 2021  
 KUNTZ, JONATHAN  
 LAFERRIERE, FRANK, ENGLISH, 1995  
 LANDBERG, BJORN  
 LANZER, KENNETH C./LAW/AJ, 2011  
 LAPP, RONALD E., 2021  
 LAWRENCE, MELBA B./SPEECH, 1989  
 LAZARE, MIKE/PSYCHOLOGY, 2007  
 LEE, SHENG/MATHEMATICS & CSIT, 2011  
 LESSER, MEL/SOCIAL SCIENCE, 1988  
 LEVY, DARLENE  
 LIAO, RICHARD  
 LINGREY, JOSEPH/PHOTOGRAPHY, 1994  
 LIPMAN, DONALD N./ENGLISH & ESL, 2004  
 LOGRIP, ALICE F./LIFE SCIENCE, 2003  
 LOOMIS, MICHAEL, NURSING, 2023  
 LOTT, ROBERT/SOCIAL SCIENCES, 1995  
 LOPEZ, BORIS  
 LUTER, JAMES G./JR., SPEECH, 2002  
 MAECK, ALEXANDRA/ENGLISH, 2021  
 MAGEE, IRIS/MATHEMATICS, 2019  
 MAGGIO, ANTHONY/THEATER ARTS, 2021  
 MANCHESTER, PAULINE BETSY/NURSING, 2013  
 MARDIRUSSIAN, GALUST/ENGLISH, 2013  
 MARLOS, DANIEL/PHOTOGRAPHY, 2021  
 MARTINEZ, HORACIO/ENGLISH & ESL, 2007  
 MARTINEZ, RENEE  
 MARTINEZ, SANDRA P. ENGLISH 2022  
 MATRANGA, SUSAN  
 MAVERICK, EMILY/CHEMISTRY, 1989  
 McEVEETY, JAN  
 McKIVER, BETTY/COUNSELING, 2007  
 McMAHON, ARNOLD/PHILOSOPHY, 2009  
 MELTON, JANE/CHILD DEVELOPMENT CENTER, 2010  
 MEZYNSKI, ANDRZEJ/LIBRARY SCIENCE, 2021  
 MILLER, DAVID/PHYSICS, 1995  
 MITCHELL, DENNIS/CHEMISTRY, 2009  
 MODISETT, NOAH F./SPEECH, 1995  
 MONROE, WILLIAM B./REAL ESTATE, 2001  
 MOODY, JAMES  
 MOODY, DAVID V./SPEECH  
 MOON, MATTIE/SOCIAL SCIENCE, 2012  
 MOORE, MARGARET  
 MOORE, LESLIE JOYCE/ADMINISTRATION, 2011  
 MOOTS-KINCAID, NINA/ENGLISH & ESL, 2009  
 MORIMOTO, CHARLENE/BUSINESS/CAOT, 2014  
 MORIN, JOSE  
 MULLER, DANIELLE/ENGLISH, 2023  
 NAZARENO, REMEDIOS/OFFICE OF SPECIAL SERVICES, 2011  
 NELSON, BEVERLY/ENGLISH & ESL, 1995  
 NEWTON, MARK S./EARTH SCIENCE, 1993  
 NIKOLAYCHUK, ANATOLIY/2020  
 NISHIOKA, HAYWARD/PHYSICAL EDUCATION, 2013  
 OBERN, VAUGHN/CINEMA/TV, 2012  
 OWEN, PAT D./ENGLISH, 2000  
 PADILLA, BENNIE J./INTERNATIONAL STUDENT CENTER, 1995  
 PALLOS, CHARLES/COMMUNICATION STUDIES, 2014  
 PELTON, RON/SOCIAL SCIENCE, 2004  
 PETERSON, E.L.  
 PIEGONSKI, FRED/PUBLIC INFORMATION OFFICER, 2007  
 PORTILLO, RON/COUNSELING, 2006  
 PRITKO, STEPHEN/PHYSICAL EDUCATION, 1986  
 PUMPHREY, RERI  
 REISCH, MARIA/PHYSICAL EDUCATION, 2013  
 RICE, HARRIETT D./BUSINESS ADMINISTRATION, 1995  
 RIVERA, MARIO  
 ROMERO, CHARLES/SPEECH, 2004  
 ROSARIO, GERTHA/CAOT, 2007  
 ROSE, SHARON/CAOT, 2007

ROSS, ELNORA/FAMILY & CONSUMER STUDIES, 1989  
 ROSSI, ALFRED/THEATER, 2015  
 ROUNTREE, JENNIFER/THEATER, 2021  
 ROZENKOPF, FRANCINE, 2020  
 RUEDA, MARY  
 RYAN, JOSEPH/ENGLISH & ESL, 2021  
 RUIZ, EVANGELINE/CHILD DEVELOPMENT CENTER, 2012  
 RUSSELL, EUDORA F./DEV. COM., 1987  
 SATER, ANA LYA/LIBRARY, 2009  
 SBURLAN, AURA  
 SCHALL, STANLEY L.  
 SCHELLKOPF, JOHN/SPEECH, 2004  
 SCHER-PADILLA, LINDA/CAOT, 2004  
 SCHMOLZE, PATRICIA/CHILD DEVELOPMENT, 2011  
 SCHOOR, LAURA/CHILD DEVELOPMENT, 2011  
 SCHWAB, NORMA W.  
 SEELY, JOHN M.  
 SHERMAN, RUTH R./CHEMISTRY, 1995  
 SIDES, GAYLE F./PHYSICAL EDUCATION, 2002  
 SIEGEL, MYRE B./ADMINISTRATION, 2009  
 SILVER, GERALD/BUSINESS ADMINISTRATION, 1995  
 SIMPSON, DONALD/MUSIC, 1994  
 SISCO, DIANE  
 SKLAR, MARTHA/MATHEMATICS, 2004  
 SMITH, ANDREA/OFFICE OF SPECIAL SERVICES, 2010  
 SOLIS, BERNADETTE/COUNSELING, 2014  
 SOTIRIOU, PETER E./ENGLISH & ESL, 2017  
 STEMPEL, THOMAS/CINEMA/TV, 2011  
 SWAN, ZONA GALE/LIBRARY SCIENCE, 1985  
 SWEETMAN, TIMOTHY/ADMINISTRATION OF JUSTICE, 2021  
 TCHEN, BERNADETTE/ENGLISH & ESL, 2021  
 TIRADO, MIGUEL/FOREIGN LANGUAGE, 1987  
 TOLLEFSON, DONNA L./THEATER ARTS, 1995  
 TONKOVICH, JOHN/TRANSPORTATION  
 TRIPODES, PETER G./MATHEMATICS, 1999  
 UPSHAW, DARLENE  
 STRYK, CARO VAN/NURSING, 1987  
 VANGOR, ROBERT  
 VARNER, JONI/CINEMA/TV, 2021  
 VASQUEZ, BARBARA/LIBRARY SCIENCE, 2021  
 VASQUEZ, ED C./RADIOLOGIC TECHNOLOGY, 2007  
 VINCENT, BERNICE G./OFFICE ADMINISTRATION, 1989  
 WAGNER, WILLIAM/ELECTRONICS CABLE TELEVISION, 1995  
 WAKITA, KAYOKO/MUSIC, 1989  
 WARD, JERALD  
 WASHBURN, NANCY/CHILD DEVELOPMENT, 2021  
 WATTS, LEANNA/CHILD DEVELOPMENT CTR, 2009  
 WEBLE, CHERYL/CHILD DEVELOPMENT, 2012  
 WESTMORELAND, LA MONTER/ART/ARCHITECTURE, 2009  
 WHITTEN, LEE/ART, 2006  
 WICKENKAMP, DONALD D./DENTAL TECHNOLOGY, 2000  
 WILLIAMS, EDWIN W./SPEECH, 1989  
 MAXINE WILSON, BUSINESS ADMINISTRATION, 1989  
 KEVIN WINDSOR, MATHEMATICS, 2020  
 ROBERT C. WINTERS, SOCIAL SCIENCES, 1995  
 ROGER WOLF, MATHEMATICS, 2021  
 LILLIAN YAMAOKA, PHYSICAL EDUCATION, 2007  
 MATTIE YOUNG, RADIOLOGICAL TECHNOLOGY, 1999  
 JANICE YOUNG  
 EDWIN A. YOUNG, ADMINISTRATION, 1991  
 SONIA YOUNGLOVE, MATHEMATICS, 2005  
 ARLENE ZIMMERLY, CAOT, 2007  
 MAE LEE ZISKIN, PSYCHOLOGY, 1981  
 ROBERT H. ZUBER, PHYSICAL EDUCATION, 1995

## Administration

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### DR. AMANUEL GEBRU (2023)

President  
B.A., California State University, Long Beach  
M.S., California State University, Long Beach  
EdD., University of La Verne

### DR. CARMEN DONES (2024)

Vice President, Academic Affairs (Interim)  
B.S. California State University, Los Angeles  
M.S. California State University, East Bay  
EdD. California State University, Northridge

### DR. SAADIA LAGARDE PORCHE (2018)

Interim Vice President Student Services  
B.A., University of California, Los Angeles  
M.A., University of California, Los Angeles  
EdD., University of California, Los Angeles

### JOE DOMINGUEZ

Vice President, Administrative Services

### DR. ANNA BADALYAN (2015)

Dean of Institutional Effectiveness  
B.S., Yerevan State University  
M.S., Yerevan State University  
M.B.A., American University of Armenia  
EdD., California State University, Northridge

### DR. ARMINEH DEREGHISHIAN (2016)

Dean of Student Services  
A.A., Glendale Community College  
B.A., University of California, Los Angeles  
M.Ed., University of Southern California  
EdD., University of Southern California

### SHAENA ENGLE (2017)

Public Relations Manager  
B.A., University of California, Los Angeles

### GRAY, KAMALE (2023)

Acting Dean of Student Services

### DARREN GROSCH (2020)

Associate Dean of Academic Affairs  
B.A., San Jose State University  
M.A., Antioch University

### KAHLIL HARRINGTON (2018)

Director of College Facilities  
B.S., Embry-Riddle Aeronautical University

### NIKI DIXON HARRISON (2021)

Associate Dean of Student Services  
B.A., California State University, Northridge  
M.A., California State University, Northridge

### DR. CAROL KOZERACKI (2016)

Dean of Academic Affairs  
B.A., Fordham University  
M.A., University of California, Los Angeles  
PhD., University of California, Los Angeles

### DR. ANN HAMILTON (2022)

Dean of Academic Affairs

### DR. VI LY (2017)

Dean of Academic Affairs  
B.F.A., University of Cincinnati  
M.F.A., San Francisco Art Institute  
EdD., California Lutheran University

### ANGELICA RAMIREZ (2014)

Dean of Academic Affairs  
B.A., Bryn Mawr College  
M.P.A., California State University, Long Beach  
TESOL, University of California, Los Angeles

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D.M.A., Columbia University



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