

*Los Angeles Mission College*



*become reality*

*Catalog*  
2011/2012



# WELCOME

*to Los Angeles Mission College*

## *Where Dreams Become Reality*

*Surrounded by mountain vistas, Los Angeles Mission College (LAMC) is located in the wonderful residential neighborhood of Sylmar. Mission College is an institution of higher learning that is flexible, adaptive, and responsive to the constantly changing needs of our students and surrounding communities. With a student body of nearly 11,000 and the strong support of the community, LAMC is the leading source of post-secondary education and workforce training.*

*I encourage you to take time to review this catalog as it contains information on curriculum offerings and course descriptions, and serves as a reference during your stay at Mission College. LAMC offers an array of programs of study that lead to transfer to a four-year institution, a vocational degree and certificates, as well as a wide variety of continuing education and professional development courses. Classes are taught by highly qualified faculty committed to*



*providing opportunities that will help you succeed and grow academically.*

*As you start this academic year, get involved in student life and governance by participating in co-curricular or extra-curricular activities. Consider trying out for our softball or soccer teams, or joining the associated student organization, honors club, or enrolling in our continuing education courses. Check out our website*

*at [www.lamission.edu](http://www.lamission.edu) – we’re just a click away.*

*I am proud to say we have one of the most beautiful community college campuses. The buildings are state-of-the-art and are Leadership in Energy and Environment Design (LEED) certified. I invite you to stop by and take a tour of the campus and talk with faculty and staff – as they are always ready to help you.*

*Again, welcome to Los Angeles Mission College. I know you will find your experience at LAMC to be rewarding and exciting.*

*Very truly yours,*

*Monte E. Perez, PhD  
President, Los Angeles Mission College*

# *Our Mission Is Your Success*



## Los Angeles Community College District

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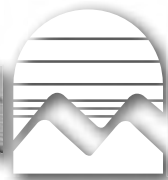
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Planning & Information Technology*

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*Dean, Student Services*

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*Assistant Dean, Title V HSI*

# Los Angeles Mission College



Los Angeles Mission College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, California 94949; 415.506.0238), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and United States Department of Education.

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Phone 818.364.7600 | Telephone Device for the Deaf 818.364.7861 | [www.lamission.edu](http://www.lamission.edu)

*Los Angeles Mission College is a tax-supported educational institution which offers post-high school opportunities for men and women and is administered by the Los Angeles Community College District.*

# Catalog

## 2011/2012



# Telephone Extensions

All campus phone numbers are direct lines unless otherwise noted.  
To contact a direct on-campus number from an off campus phone, call 818.364.xxxx.

OFFICE	LOCATION	EXTENSION	OFFICE	LOCATION	EXTENSION	OFFICE	LOCATION	EXTENSION
<b>A</b>			<b>F</b>			<b>R</b>		
Academic Affairs	INST	7635	Faculty Offices			Records (Metropolitan College)	CMPS	7773
Academic Senate	INST	7876	Arts, Media, Humanities	INST	7680	Recruitment	INST	7779
Administrative Services	CMPS	7780	Business & Law	INST	7680	<b>S</b>		
Admissions	INST	818.833.3322	Chicano Studies	INST	7680	Sheriff	BUNG	7843
Articulation	INST	7618	ESL, DevCom, Learning Skills	INST	7722	Student Activities	CMPS	7820
Assessment	CMPC	7613	English, Journalism, Speech	INST	7680	Student Services	INST	7766
Associated Student Organization (ASO)	CMPC	7764	Foreign Languages	INST	7680	Student Support Services (TRIO)	CMPC	7629
Athletic Department	HFAC	7886	Health, PE, Athletics	HFAC	7727	<b>T</b>		
<b>B</b>			Life Sciences	INST	7793	TDD LINE (Information)	INST	818.364.7895
Bookstore (Student Store)	CMPS	7768/7798	Mathematics, CoSci, Engr	CSB	7894	Transcripts	INST	7659
Business Office	CMPS	818.364.7600 x7110	Natural Sciences	INST	7793	Transfer Center	CMPC	7827
<b>C</b>			Physical Sciences	INST	7793	Tutoring	LRC	7756
CalWORKs	CMPC	7760	Professional Studies	INST	7722	<b>V</b>		
Center for Child Development Studies	CCDS	7722	Social Sciences	INST	7793	Veterans	CMPS	7864
Citizenship & English Literacy Center	CAC	7774	Financial Aid	INST	7648	<b>W</b>		
Community Education	CAC	818.833.3417	Instructional Television (ITV)	CMPC	3594	Workforce Development/ Grants Office	LRC	7760
Cooperative Education	LRC	7700	International Students	CMPS	7739			
Credit Clerk	INST	7663	<b>L</b>					
Counseling Department	INST	7655/7656	Learning Center (LRC)	LRC	7756	<b>BUNG</b>	Bungalows	
<b>D</b>			Library	LRC	818.364.7600 x7106	<b>CAC</b>	Cultural Arts Classrooms	
Disabled Students Programs & Services (DSPS)	INST	7732	Lost & Found	BUNG	7843/7845	<b>CCDS</b>	Center for Child Development Studies	
TDD Line (Disabled Students)	INST	818.364.7861	<b>M</b>			<b>CMPC</b>	Campus Center Building	
<b>E</b>			Matriculation	INST	7868	<b>CMPS</b>	Campus Services Building	
Emergency Services	BUNG	7843	Multimedia	LRC	7771	<b>CSB</b>	Collaborative Studies Building	
Extended Opportunities Programs & Services (EOPS)	INST	7645	Music	CAC	818.364.7600 x 7493	<b>CUL</b>	Culinary Arts Institute/Student Store	
			<b>P</b>			<b>HFAC</b>	Health, Fitness & Athletics Complex	
			PACE	CMPC	7683/7684	<b>INST</b>	Instructional Building	
			Physical Education	HFAC	7727	<b>LRC</b>	Library/Learning Resources Center Building	
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# General Information

## Los Angeles Mission College was founded in 1975

as the ninth college in the Los Angeles Community College District, and the 100th community college in California. Los Angeles Mission College (LAMC) opened its doors in the city of San Fernando on February 3, 1975, with 1,228 students. Over the next 16 years, enrollment climbed steadily, even though the college was housed in storefronts and temporary facilities while a search for a permanent location continued.

**The college moved** to its present home on 22 acres in Sylmar in 1991. The new campus, consisting of three buildings, opened its doors to students on September 9, 1991. Enrollment jumped 26 percent over the previous fall and has continued to climb steadily.

**Since its founding** in 1975, LAMC has served over 200,000 students who have pursued their academic and career goals at our campus. Mission remains the only institution of higher learning primarily serving the Northeast San Fernando Valley.

**The first major addition** to the campus occurred in 1997 with the opening of the Library/Learning Resources Center, a state-of-the-art facility consisting of a library, computer commons, classrooms, labs, multimedia center, conference rooms, lounge, and offices. On May 16, 2002, the college formally dedicated another major addition to the campus – the Guadalupe S. Ramirez Collaborative Studies Building. Named after the late community leader who helped found Los Angeles Mission College, this two-story building contains ten classrooms, faculty offices, and a conference room.

**Today**, Mission College's enrollment is nearly 11,000 and is expected to continue to grow. The LAMC Master Plan represents our commitment to the community to offer our students an optimal learning environment in which to achieve their educational and professional goals. We offer hands on learning in the latest educational and technological advancements. The college supports environmental concerns by incorporating the highest standards in green building design principles for renovation and new building projects.

In 2001, 2003 and 2008, voters supported bond measures designed to help the nine Los Angeles Community College District campuses improve their aging facilities and expansion of new building construction. Completed projects include a new parking structure with a power-producing solar panel array on the fourth level, and a Health, Fitness and Athletics Complex which opened its doors in fall 2009, featuring state-of-the-art equipment and energy-saving building construction..

Current projects include the Culinary Arts Institute and Student Store building which incorporates current green technologies in food service management and production providing our students with industry-specific instructional technologies, resources and certifications. The Media Arts building will provide the campus with performance accommodations with a 99-seat theater offering our students experience in current technological advancements in sound and performance delivery. Well into construction is our 98,700 square foot East Campus Complex which will support our math and applied sciences programs allowing expansion of our programs to include extended course and program offerings such as environmental science technology. In addition, in early 2012 we will be breaking ground on a new student services building that will focus on offering all critical services so that they are integrated and easily accessible to our students. All of our bond projects are committed to the growing needs of our community.

### COLLEGE MISSION STATEMENT

The mission of Los Angeles Mission College is the success of our students. To facilitate their success, Los Angeles Mission College provides accessible, affordable, high-quality learning opportunities in a

culturally and intellectually supportive environment by providing the following:

- Encouraging students to become critical thinkers and lifelong learners
- Ensuring that students successfully transfer to four-year institutions, find meaningful employment, improve their basic skills, and enrich their lives through continuing community education
- Providing services and programs that improve the life of its immediate community

### VISION

Los Angeles Mission College will provide high-quality learning opportunities in an atmosphere that respects and assists all people in pursuit of their educational goals. Modes of instruction will match the changing needs of students in acquiring knowledge and skills necessary for success in academic and work place environments. The college will support a strong work ethic, student and staff learning, and personal growth as lifelong endeavors. The college will practice an honest, collegial, and inclusive decision-making process that respects the diversity and interdependence of the college, student body, and the community we are privileged to serve.

### VALUES

1. We value lifelong learning by students and staff in a supportive environment.
2. We value hard work by students and employees.
3. We value excellence in the high standards we set for our students in and out of the classroom and in the high standards we set for the services we provide to enhance student learning.
4. We value diversity in the composition of our work force and student body, in the learning styles and prior experiences our students possess,

in the learning experiences we introduce to students, and in the ideas we encourage students and faculty to explore.

5. We value honesty, fairness, collegiality and respect in all our interactions with each other.
6. We value a sense of community and commit ourselves to continual, respectful interaction with the internal and external constituencies we serve.

### THEME

*“Our Mission Is Your Success”*

In pursuit of this mission, we endeavor to

- Promote equal opportunity for participation
- Maintain appropriate standards for academic achievement
- Provide an educational environment which meets the needs of students with varied learning skills
- Provide support services which contribute to instructional effectiveness and student success
- Affirm the importance of multicultural, international and intercultural collegiate experiences that foster individual and group understanding
- Manage effectively educational and financial resources

### COLLEGE GOALS

1. Educational programs and services will be developed, evaluated and improved to ensure student access, learning and success while maintaining appropriate academic standards.
2. Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs and maintain fiscal stability.
3. Relationships with the community at large will be enhanced to promote common development.

# Our Mission Is Your Success

## **EDUCATIONAL PHILOSOPHY**

The Los Angeles Community Colleges affirm the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to students and to the provision of education, which benefits students and enables them to contribute to society.

Our colleges, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide means for fulfilling the promise of open access.

## **INSTITUTIONAL LEARNING OUTCOMES**

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

The Los Angeles Mission College mission, vision and philosophy are embodied in the institutional learning goals of the General Education Student Learning Outcomes. The faculty believes that students who complete a specified course of study at the college should be able to demonstrate competency in a broad range of abilities.

In support of this belief, the college's Academic Senate approved the following General Education Student Learning Outcomes:

### **Written & Oral Communication**

Students will demonstrate the interactive nature of communication involving speaking, writing, listening and reading. Evidence of competency will be the student's ability to make a clear, well-organized

verbal presentation employing appropriate evidence to support the arguments or conclusions and to write a clear, well-organized paper using documentation and quantitative tools when appropriate.

### **Information Competency**

Students will demonstrate information competency by combining aspects of library literacy, research methods and technological literacy. Information competency includes consideration of ethical and legal implications of information and requires the application of both critical thinking and communication skills. Evidence will be the ability to find, evaluate, use and communicate information in all its various formats.

### **Problem Solving**

Students will demonstrate the ability to solve problems by examining, selecting, using and evaluating various approaches to developing solutions. Evidence of competency will be the ability to observe and draw reasonable inferences from observations, distinguish between relevant and irrelevant data, define problems, analyze the structure of discipline- or profession-based problem-solving frameworks and to use such frameworks and strategies to develop solutions.

### **Quantitative Reasoning**

Students will demonstrate quantitative reasoning by identifying relevant data (numerical information in mathematical or other contexts), selecting or developing models appropriate to the problem which represents the data (organized representations of numerical information, e.g., equations, tables, graphs), obtaining and describing results and drawing inferences from data. Evidence of competency will be the ability to extract appropriate data from a problem, to arrange data into tables and graphs or to select or set up an equation or formula,

to obtain correct results, to describe trends and features in those results and to make predictions or estimates while drawing qualitative conclusions about the original situation.

### **Aesthetic Responsiveness**

Students will demonstrate aesthetic responsiveness by taking a position on and communicating the merits of specific works of art, music and literature and how those works reflect human values. Evidence of competency will be effective written or oral communications that articulate a personal response to works of art, explain how personal and formal factors shape that response and connect works of art to broader contexts.

### **Ethics & Values**

Students will demonstrate facility in making value judgments and ethical decisions by analyzing and formulating the value foundation/framework of a specific area of knowledge in its theory and practice or in a professional context. Evidence of competency will be the ability to distinguish between factual and value claims, to discern and analyze values in the arts, humanities, and sciences and to engage in reasoned ethical decision-making.

### **Global Awareness**

Students will demonstrate global perspectives by generating theoretical and pragmatic approaches to global problems within a disciplinary or professional context. Evidence of competency will be the ability to analyze issues from multiple perspectives, to articulate understanding of interconnected local and global issues, and to apply frameworks in formulating a response to those issues.

## **FUNCTIONS OF THE COMMUNITY COLLEGE**

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

### **Transfer**

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

### **Career Technical Education (CTE)**

An occupational education program planned to offer the student basic business, technical and professional curricula to develop skills that can lead to employment, job advancement, certification, or the Associate Degree.

### **General Education**

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

### **Transitional Education**

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

### **Counseling & Guidance**

A counseling and guidance program incorporating academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities designed to

assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes and abilities.

### **Continuing Education**

A program of continuing education comprised of graded and ungraded classes that supplement formal full-time college attendance to provide opportunities for personal and occupational competence.

### **Community Education**

A program of community services offered to meet the needs of the community for short-term, not-for-credit fee based classes to improve the quality of life by providing lifelong learning opportunities to members of the community. College credit is not given for these classes. There are no transcripts or grades.

### **Joint Programs**

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

### **COLLEGE ADVISORY COMMITTEES**

Interaction with community residents provides an essential channel of communication through which the College informs the communities of its programs and is informed about special educational needs. Vocational advisory committees are drawn from the professional and business communities to assist in the evaluation of vocational programs and other advisory committees assist in the development and review of various college programs.

This college-community exchange provides the College with sources of information that supplement the professional knowledge and information provided by the faculty, students, and staff.

Advisory committees include Business, Environmental Science Technology, Administration of Justice, Child Development, Foster Parent, Independent Living, Hospitality/Culinary Arts, Engineering, Tech Prep, and Specially-Funded Projects Advisories, Computer Science, Engineering, Family and Consumer Studies, Food Production Management and Related Technologies, Teacher Program, Gerontology, Law/Paralegal, Multimedia, Computer Applications and Office Technologies.

By encouraging many avenues of communication among faculty, students, staff and community, Los Angeles Mission College strives to provide a personalized and meaningful educational environment for every one of its students. It is our continuing hope to serve the communities of the Northeast San Fernando Valley in a manner which meets their needs and encourages their participation.

### **COLLEGE FACILITIES & LOCATIONS**

Los Angeles Mission College continues to make educational programs available to the communities of the North San Fernando Valley. The campus is located in the city of Sylmar. The facilities include classrooms, library/learning center, child development center, computer commons, student store, faculty offices, administrative offices and parking structure. Additionally, various off-campus facilities are utilized in the offering of extended-day and outreach programs.

### **PUBLICATIONS**

The College publishes the annual Catalog, two semester schedules of classes (Spring and Fall), summer session and winter intersession schedules, if offered, and all brochures and recruitment materials. Submissions for inclusion in any publication or requests for a new publication must be made through the Office of Academic Affairs. Publications are available at the Admissions and Records Office and at a number of convenient locations throughout the campus.

# Admission & Registration

## *Admission Eligibility*

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for admission to any public California two-year community college.

Persons who do not possess a high school diploma or its equivalent but meet additional criteria are also eligible for admission if, in the judgment of the College Admissions Officer, they are capable of profiting from the instruction offered. Additional eligibility criteria include the following:

- Persons who are eighteen (18) years of age or older
- Persons who are apprentices, as defined by Section 3077 of the California Labor Code
- Persons in grades K-12, under special circumstances

The Los Angeles Community College District maintains a student record system that uses assigned identification numbers to identify an individual's records. This number shall be used at all campuses in this District. Changes in a student identification number may be made only in the Admissions Office.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records. Students may receive Admissions and Records information by calling the department directly at 818.833.3322 during regular office hours. Students may also receive more detailed information online at our webpage: [www.lamission.edu/admissions](http://www.lamission.edu/admissions)

## *Matriculation*

### **STATEMENT OF PHILOSOPHY**

Los Angeles Mission College is committed to serving adults of all ages who can profit from instruction and provides open access to programs in transfer, occupational, general, transitional and continuing education, as well as community services.

In carrying out these functions and responsibilities, the District colleges have an obligation to assist students in attaining their educational goals by providing information and guidance concerning the choices that are available to them. Students, in turn, have a responsibility to pursue their goals with respect for college standards and a sense of accountability in the use of public funds.

## THE APPLICATION AND MATRICULATION PROCESS: A STEP-BY-STEP GUIDE

The Steps to Success Matriculation process connects Los Angeles Mission College with students who enroll for credit courses into an agreement for the purpose of realizing the student's educational goals through the college's programs, policies, and requirements.

### Matriculation Exemptions Status

At the time of application, all students are classified as Exempt or Non-Exempt from various matriculation components. Students may be exempt from one or more of the individual steps described below. Exempt students may participate in all matriculation components. All other students are coded as non-exempt and are expected to complete orientation, assessment, and counseling during their first semester at Los Angeles Mission College.

Please refer to exemptions as they pertain to the steps displayed here.

### Student's Responsibilities

Non-exempt students are required to express at least a broad educational intent upon admission, declare a specific educational goal no later than the term after which 15 units of degree applicable credit courses are completed, diligently attend class, complete assigned coursework, complete courses and maintain progress toward an educational goal and cooperate in the development of a student educational plan.

Please follow the steps below. Contact information is indicated for each step so that you can call or email with your questions. The process described below is for new students and for returning students who have not attended any LACCD campus for two consecutive semesters.

## STEP 1 - COMPLETE AND SUBMIT AN APPLICATION FOR ADMISSION

### Online Application Process

- You will save time by processing your application online.
- GO TO: [www.lamission.edu](http://www.lamission.edu). Click on "Apply Online"
- You will be sent directly to the [CCCApply.Org](http://CCCApply.Org) website, where you will follow the steps listed on the website
- Allow approximately three working days (excluding weekends and holidays) for the processing of your online application.
- Once your online application is successfully processed, you will receive an email confirmation containing your STUDENT IDENTIFICATION NUMBER. Your registration appointment will be assigned by the Los Angeles Community College District and will be available one to two weeks after you receive your student identification number. Log into the LACCD website at [www.laccd.edu](http://www.laccd.edu) and select Student Information to view your appointment.
- Your student identification number and four digit pin number (your birth date without the year) will allow you to access the District (LACCD) registration system located at [www.laccd.edu](http://www.laccd.edu) during hours of operations.

### Paper (In-Person) Application Process (It is highly recommended to submit an application online)

If you submit an application in person, please bring a valid form of picture identification with you. High school and younger students must submit their own in-person application due to FERPA federal guidelines. You will receive your STUDENT IDENTIFICATION NUMBER immediately after your application is processed. Your STUDENT IDENTIFICATION NUMBER will allow you to access the Los Angeles Community College District (LACCD) registration system. Your registration appointment will be scheduled according to Title V

requirements based on your enrollment status as a continuing, new or returning student. (Please see academic calendar, inside front cover of class schedule, for registration appointment dates.)

## STEP 2 – ASSESSMENT

Campus Center Lower Level, Room 1529

ALL students who have submitted an application and have been issued a STUDENT IDENTIFICATION NUMBER are required to take the assessment tests in English or English as a Second Language (ESL) and Math, unless exempt (please refer to exemptions below). The assessment process helps to place students in classes where they are most likely to succeed. Assessments are available on a walk-in basis, Monday through Thursday. See website for current office hours: [www.lamission.edu/assessment](http://www.lamission.edu/assessment). Students must have their LACCD ID Number and present a valid form of picture ID prior to taking the assessment tests.

*PLEASE NOTE: The Math assessment process requires students to self select the appropriate test level (Algebra Readiness, Elementary Algebra, Intermediate Algebra or Pre-Calculus). For more information on choosing the appropriate Math assessment test, please visit [www.lamission.edu/math/MDTP%20sample%20test%20and%20guide.aspx](http://www.lamission.edu/math/MDTP%20sample%20test%20and%20guide.aspx)*

### Assessment Results

- Once the assessment tests have been completed, it will take approximately 24 hours for the results to be available.
- Full assessment reports will be available for pick up at the Assessment Center approximately 24 hours after test completion.
- Assessment reports for tests taken on Thursdays will be available for pick-up the following Monday.
- Students may also view their assessment results on the Student Information System at the following: <https://eweb2.laccd.edu/WebStudent/signon.asp>

### For More Information

- Visit [www.lamission.edu/assessment/default.aspx](http://www.lamission.edu/assessment/default.aspx)
- Stop by the Assessment Office in the Campus Center Lower Level Room 1529
- Call 818.364.7613

## Assessment Exemptions

1. Students who have already earned an AA/AS Degree or higher, or
2. Students who are enrolling in recreational and/or personal growth classes only and have no intention of earning a degree or certificate

*NOTE: Students who have assessment results from another college or who have completed Math and English courses at other colleges may be exempt from Assessment. Proof of transcripts and/or assessment results need to be presented to a Counselor in the Counseling Office.*

## STEP 3 - ONLINE ORIENTATION

Once the assessment tests have been completed and results received, students may sign-up at the Assessment Center to attend an online orientation. It is highly recommended for all new students to attend an online orientation session unless exempt (please refer to exemptions below). After online orientation, a counselor will review the College Catalog and Schedule of Classes to assist in planning a first semester student educational plan. Online orientation presents important information about the college, educational programs, requirements, resources and services that will help students register for classes and succeed in meeting their goals.

### For More Information

- Visit [www.lamission.edu/assessment/orientation.aspx](http://www.lamission.edu/assessment/orientation.aspx)
- Stop by the Assessment Office in the Campus Center Lower Level Room 1529
- Call 818.364.7613

## Online Orientation Exemptions

1. Students who have already earned an AA/AS degree or higher, or
2. Students who are enrolling in recreational and/or personal classes only and have no intention of earning a degree or certificate, or

3. Students enrolling in fewer than 6 units of coursework and are concurrently enrolled at another college or university.

## STEP 4 - COUNSELING

All new and returning students should meet with a counselor before registering for courses unless exempt (please refer to exemptions below). Meeting with a counselor regularly, provides an opportunity to review educational goals, course requirements, research majors, plan courses, and develop a Student Educational Plan (SEP). It is HIGHLY recommended that students meet with a counselor each semester to receive updates on changes and review progress towards their educational goal.

Please contact the Counseling Office for appointment and drop-in availability.

### For More information

- Visit [www.lamission.edu/counseling](http://www.lamission.edu/counseling)
- Stop by the Counseling Office in the Instructional Building, Administration Wing
- Call 818.364.7655 or 818.364.7656

## Counseling Exemptions

1. Students who have already earned an AA/AS degree or higher, or
2. Students who are enrolling in recreational and/or personal classes only and have no intention of earning a degree or certificate, or
3. Students enrolling in fewer than 6 units of coursework and are concurrently enrolled at another college or university

## STEP 5 - APPLY FOR FINANCIAL AID

All students are encouraged to apply for financial aid. Eligible students should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is used to determine eligibility for federal and state financial aid, including grants, work-study, and loans. California

residents can also apply for the Board of Governor's (BOG) Fee Waiver through a separate paper application, available at the Financial Aid Office and on our website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid), under "Apply for a Fee Waiver."

## STEP 6 - REGISTER FOR YOUR COURSES

### Register for Courses Online

1. Have your STUDENT IDENTIFICATION NUMBER ready before you log on
2. Have your four digit pin number ready, which is your birth day and month without the year
3. Go to the Los Angeles Community Colleges website, [www.laccd.edu](http://www.laccd.edu)
4. Click on "Student Information System"
5. Select "Current Student"
6. Click on "Add/Drop Classes"

## STUDENT AGREEMENT

Matriculation is a program that connects Los Angeles Mission College with the students who enroll for credit courses into an agreement for the purpose of realizing the student's educational goals through the college's programs, policies, and requirements.

Under this agreement, students are required to

1. Express at least a broad educational intent upon admission,
2. Declare a specific educational goal no later than the term after which the student completes fifteen (15) semester units of degree-applicable credit courses,
3. Diligently attend class and complete assigned coursework,
4. Complete courses and maintain progress toward an educational goal, and
5. Cooperate in the development of a Student Educational Plan with the assistance of counseling services.



If a student fails to fulfill the responsibilities listed above, the college may suspend or terminate matriculation services, however, the college will not terminate any service to which a student is otherwise entitled.

## TERMINOLOGY

### Prerequisite

A class or skill you must have prior to enrolling in the target class. The faculty of that discipline requires the prerequisite because they feel it is necessary for you to succeed in the target course

### Corequisite

A class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade ("C" or better) prior to enrollment in the target course

### Advisory

A class or skill you are advised to have, but not required to have, prior to enrolling in the target course

### Target Course

Any course which the faculty has determined that requires completion of a prerequisite, corequisite, or advisory course

### Placement Level

The outcome from the assessment process which is used for placing students into the appropriate level of English, Mathematics, and English as a Second Language courses

## PREREQUISITE CHALLENGE PROCEDURE

All students need to demonstrate meeting the prerequisite or corequisite requirement in order to enroll into the target course.

- If the student satisfies the requirements by completing a class with a grade of "C" or better at LAMC or through the assessment process, he/she will be cleared for registering into the target course.
- If the student has satisfied the prerequisite or corequisite and/or placement at another college

or through another method, he/she must submit the appropriate documentation (i.e., an unofficial transcript and/or placement results) to the counseling Office located in the Instructional and Student Services Building.

Once a counselor reviews the documents and finds that the prerequisite or corequisite has been satisfied, the counselor will issue a course placement authorization form. This form, once signed by the counselor, needs to be turned into the Admissions Office along with the necessary add slip by the student for processing. Students without transcripts or other proof of meeting the specified prerequisite or corequisite but who believe that they have other clear and reliable evidence that they are adequately prepared to take the target course may go through the prerequisite or corequisite challenge process.

### RIGHT TO CHALLENGE PREREQUISITES

Students have the right to file a challenge for any prerequisite or corequisites. Challenges can be based upon the following:

- The student has the knowledge or ability to succeed in the target course despite not meeting the prerequisite or corequisite. (Criteria for challenging based on knowledge or ability to succeed will be determined by each Academic Department.)
- The prerequisite or corequisite is not valid because it has not been established in accordance with the District's policy.
- The prerequisite or corequisite is being applied in an unlawfully discriminatory manner.
- The prerequisite or corequisite has not been made reasonably available, causing the student undue delay in completing his/her educational goal.

### PREREQUISITE CHALLENGE PROCESS

1. Pick up the challenge form at the Counseling Office. It is required that students seeking to go through the challenge process meet with a counselor to discuss the process in further detail.

2. All challenge forms must be submitted at least five (5) working days prior to the first day of instruction as stated in the Schedule of Classes (please NOTE: the challenge process takes five working days to complete). Challenges filed after this deadline will be considered for the following semester. If the challenge is approved or the college fails to resolve the challenge within five (5) working days, the student shall be allowed to enroll in the course.
3. Once a petition packet is complete (including standard and discipline specific documents), the student will deliver it to the department responsible for the prerequisite or corequisite course. Once a complete packet is received, the department will have five (5) working days within which to make its decision, whereupon the department chair or department designee will sign and date the petition. Incomplete petition packets will not be accepted. If the Chair and/or Vice Chair is the instructor of the course that the student wishes to enter, then the Chair and/or Vice Chair will identify another faculty member in the discipline to review and approve the challenge form.
4. Upon review of the challenge, within three (3) working days of reaching its decision, the responsible department will attempt to notify the student using contact information provided on the petition form. All students requesting further information will be directed to contact the counselor of record. A copy of the form will be filed in the department office and the original will be returned to the counseling department.
- If the challenge is approved, the student must obtain a course placement authorization from the counseling department and take it to Admissions along with the necessary add form for processing.

## **APPEALING A CHALLENGE DETERMINATION**

### **Challenge Determination Appeal Process**

A student may appeal the validity of this challenge by filing the appeal with the Vice President of Academic Affairs. To appeal the student must submit a copy of the challenge form, supporting documentation and, if applicable, a brief statement explaining the reason for the appeal (beyond the written explanation already on the challenge form), via a general petition form that may be obtained in the Counseling Office.

*PLEASE NOTE: Appeals will ONLY be processed for challenges that were reviewed and signed by one faculty member. If the challenge was reviewed and signed by a minimum of two faculty members (the department chair or designee and an additional faculty in the discipline) then the appeal will NOT be considered.*

### **Challenge Determination Appeal Process**

1. Student receives the challenge results from the Department or Counseling Office.
2. The student must complete a general petition form which may be obtained from the Counseling Office.
3. The completed petition and all accompanying documentation that supports the appeal (the general petition, a copy of the original challenge form and any other supporting documentation) is submitted to the Vice President in the Office of Academic Affairs.
4. The Vice President of Academic Affairs will convene a committee to review the appeal. The Committee will consist of the Vice President of Academic Affairs or designee, a counselor from General Counseling and the Department Chair, Vice Chair or a designee of the Department denying the initial challenge.

5. The copy of the general petition appeal will be forwarded to The Counseling office to be filed with the original Challenge form. If the appeal is granted, the counselor will prepare a course authorization to be picked up from the General Counseling Office.
6. The Student will be contacted by the Office of Academic Affairs via email regarding the outcome of the appeal. If the appeal is granted the student will be directed to pick up a course authorization in the General Counseling Office.
7. All appeal decisions that occur after the "Add Deadline" will be for course enrollment in the following semester.

## *Residency Requirements*

### **CALIFORNIA RESIDENCE REQUIREMENTS**

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the "Residence Determination Date." The Residence Determination Date is that day immediately preceding the opening day of instruction of the semester or summer session. Residence is defined as a union of act and intent.

### **NONRESIDENT**

A nonresident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the state. Certain non-United States citizens are permitted to establish residency, and certain others are not. Check with the Admissions Office regarding your particular status.

A student classified as a nonresident will be required to pay nonresident tuition fees as established by the District Board of Trustees.

### **RESIDENCE RECLASSIFICATION**

Students who have been classified as nonresidents must reapply to be reclassified as residents at any time they feel their status has changed. An updated application should be submitted to the Admissions Office. The new application must be submitted prior to the semester in which reclassification as a resident is to be effective. A Supplemental Residency Questionnaire may also be requested by the Admissions Office.

### **RESIDENCE CLASSIFICATION APPEAL**

A student may appeal the residence classification determined by the College. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the college Admissions Office, which will forward it to the District Residency Appeal Officer.

### **CALIFORNIA NONRESIDENT TUITION EXEMPTION FOR ELIGIBLE CALIFORNIA HIGH SCHOOL GRADUATES**

(The state law passed by the California Legislature in 2001, known as "AB 540")

### **General Information**

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at California Community Colleges, California State University, and University of California (all public colleges and universities in California).

### **Requirements**

1. The student must have attended a high school (public or private) in California for three or more years.

2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status or will file an application as soon as he or she is eligible to do so.
  - Students who are nonimmigrants (for example, those who hold F [student] visas, B [visitor] visas, etc.) are not eligible for this exemption.
  - Students must file an exemption request with the college including a signed affidavit that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
  - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
  - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents."
  - AB 540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

**Procedures for Requesting the AB540 Exemption from Nonresident Tuition**

**California Community Colleges** - The AB540 Exemption Form, available in the Admissions and Records Office, should be submitted to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be

required to submit additional documentation. Call the college Admissions Office if you have questions. **University of California** - The AB540 Exemption Form, available in the Admissions and Records Office, should be submitted to the Office of the Registrar at the UC campus where you are enrolled or intend to enroll. Your campus has established deadlines for submission of exemption requests; however, requests are not to be submitted until students have been admitted to a UC campus. Some students, such as transfer, graduate, and professional students, also must submit their official high school transcripts; check with each campus regarding specific instructions. Once students are determined to be eligible for the exemption, they will continue to receive the exemption as long as they fulfill the eligibility requirements or until the University no longer offers this exemption. The exemption covers the Nonresident Tuition Fee and the Educational Fee differential charged to nonresident students. Applying for the exemption does not alter students' responsibility to pay by the campus deadline any nonresident tuition and associated fees that may be due before their eligibility is determined.

For campus-specific instructions regarding documentation and deadline dates, contact the campus Office of the Registrar.

**California State University** - The AB540 Exemption Form, available in the Admissions and Records Office, should be submitted to the Office of Admissions and Records at CSU campus where you are enrolled or intend to enroll. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. For instructions on submission, deadline information and additional requirements call the Office of Admissions and Records at the CSU campus.

## *International Students Admissions*

Prospective nonimmigrant students and transfer (nonimmigrant students with valid "F" visa status), require the following to be considered for enrollment:

1. Be at least 18 years of age.
2. Submit completed International Student Application Package:  
www.lamission.edu/international
3. Provide proof of adequate monetary funds to cover their entire costs of tuition and fees, housing and other living expenses.
4. Students are required to take the College Placement Assessment for English in place of the TOEFL exam.
5. Applications are accepted on a year-round basis.
6. Plan to arrive at the college up to 30 days but not less than one week prior to the date of enrollment.
7. All F-1 Visa Students are required to contact the International Student Office upon arrival. International students must enroll in a minimum of 12 units per semester, are classified as nonresident students, and must pay the regular tuition fees in addition to international student tuition fees, mandatory I-Med health insurance fee, SEVIS fee and the campus health fee for the duration of F1 status. F2 Visa students may enroll in 6 units or less of avocational courses. Grants-in-aid are not available to international students.

Effective April 12, 2002, the Department of the United States Citizenship and Immigration Services has issued an Interim Rule which requires those with B visas to change their visa status to an F-1 Student Visa prior to pursuing a course of study at a college.

International Students may not apply online.

ESTIMATED INTERNATIONAL STUDENTS EXPENSES FOR ONE ACADEMIC YEAR		
There is a one-time fee of \$35 for the processing of the F1/I-20 Visa		
Item of Expense	Per Semester	Per Year
Nonresident Tuition (\$207 x 12 Units)	\$2484	\$4968
Enrollment Fee (\$36 x 12 Units)	432	864
Health Service Fee	11	22
Representation Fee	1	2
District SEVIS Fee	25	50
International Student Health PPO Plus	498	996
<b>Total Tuition and Fees</b>	<b>\$3451</b>	<b>\$6902</b>
Personal Living Expenses/ Room and Meals (May be less if living with relatives or sharing living quarters)	5,000	10,000
Student is responsible for costs of all Books and Supplies.		
Transportation Cost: Varies depending upon choice of transportation mode.		
<b>Total Verified Expense Amount*</b>		<b>\$17,500</b>

\*Questions regarding Estimated International Students Expenses may be sent to [estradgm@lamission.edu](mailto:estradgm@lamission.edu) or call the International Student Office at 818.364.7741.

## Fees & Costs

LAMC will be writing the new student identification (ID) number (not the social security number) on the front of all checks received for payment of fees, services, etc. If you do not wish to have this new student ID number written on your check, you may change your mode of payment (cash, credit card or money order).

### ENROLLMENT FEE

Section 72252 of the Education Code requires community colleges to charge an enrollment fee of each student enrolling in college. The fee prescribed by this section shall be thirty-six dollars (\$36) per unit per semester.\*

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible.

\*Fees are subject to change without prior notification.

### Enrollment Fee Assistance

The College offers enrollment fee assistance, called the Board of Governors (BOG) Fee Waiver, to students who are unable to pay the enrollment fee. You are eligible to apply for a waiver if you are a California resident and you are enrolled in at least one unit. You qualify if any one of the following statements apply to you.

- A. At the time of enrollment you are a recipient of benefits under the TANF/CalWORKs Program, SSI (Supplemental Security Income), or General Assistance (also known as General Relief).
- B. You meet the following income standards (Income Standards for 2011-2012)

Number in Household (Including Yourself)	Total 2010 Family Income (Adjusted Gross Income and/or Untaxed Income)
1	\$16,245
2	\$21,855
3	\$27,465
4	\$33,075
Each additional family member	Add \$5,610

NOTE: The income standards for the Fee Waiver Program may change every year. Check with the Financial Aid Office for current income standard information.

C. You are qualified for need-based financial aid.

If you qualify under this criteria, you will need to complete the Free Application for Federal Student Aid (FAFSA). If you qualify for financial aid after you pay your enrollment fees, you should complete a "Request for Refund" form available in the College Business Office.

D. Special Classifications

1. You have certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent's fee waiver. You must submit certification.
2. You have documentation that you are eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001, terrorist attack. You must submit documentation from the Department of Veterans Affairs or the CA Victim Compensation and Government Claims Board.
3. You have documentation that you are eligible as a dependent of a deceased law enforcement/ fire suppression personnel killed in the line of duty. You must submit documentation from

the public agency employer of record and income information.

4. If you are in a Registered Domestic Partnership (RDP), you will be treated as an independent married student to determine eligibility for the fee waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents, and income and household information will be required for the parent's domestic partner.

**ENROLLMENT FEE REFUND POLICY**

**For full-term courses** - The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless a class is canceled or rescheduled by the administration or college. Refunds are not automatic; students must request a refund at the Business Office.

**For short-term courses** - The student will receive a full refund up to the end of a period of time equal to 10 percent of total class time. There will be no refunds after that, unless the class is canceled or rescheduled by the administration or College.

Any student who is a member of an active or reserve United States military service and who has withdrawn from courses due to military orders may file a petition with the district requesting refund of the enrollment fee.

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

**HEALTH SERVICES FEES**

The Los Angeles Community College Board of Trustees at its April 29, 1992, meeting modified Board Rule 8502, thus making the \$11 Health Services fee a mandatory fee for all students enrolled in credit classes. Health Fees are no longer waived for students who are recipients of the Fee Waiver.

The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) non-credit education students, (d) students enrolled in district colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in district colleges exclusively through Instructional Television or distance education classes, and (f) students who are enrolled in district colleges exclusively through contract education. Students exempted under the provisions of (a), (c) and (d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program. Exemption Request must be submitted to the Admissions and Records office.

Your registration fee receipt or your current student ID must be presented to receive services.

**NONRESIDENT TUITION FEE**

The tuition fee for nonresident (international) students is \$207 per semester unit. The tuition fee for nonresident (out-of-state) students is \$190 per semester unit. Fees MUST be paid at the time of registration and are subject to change each academic year.

*NOTE: Nonresident students are also required to pay the community college enrollment fee of \$36 per unit.*

**NONRESIDENT IMED FEE**

Effective Fall 2007, International students attending LACCD under an I-20 issued by a college in the district are required to pay \$498 Medical Insurance Fee per semester.

**NONRESIDENT TUITION REFUND CRITERIA & SCHEDULE**

A nonresident F-1 Visa student who formally drops or otherwise separates from part or all of his or her enrollment may request a refund of previously paid nonresident tuition in accordance with the schedule below. Such requests must be made in writing and are subject to the International student advisor's approval. The date used for nonresident refund purposes is the date on which the request is filed and time stamped, regardless of when separation may have occurred. All nonresident refunds will be made by mail.

CHART A (Nonresident Refunds)		
CLASS TYPE	Date Request Time Stamped	Refund
SHORT TERM (Less than regular length)	Thru 10% of class length	Full Tuition
	After 10% of class length	No Refund
REGULAR (Fall, Spring, Summer)	Thru second week	Full Tuition
	After second week	No Refund

**ASSOCIATED STUDENT ORGANIZATION FEE**

Membership in the Associated Student Organization of Los Angeles Mission College is \$7 per semester. ASO fees support cultural, social, and co-curricular activities that are sponsored by the ASO. Participation in ASO entitles members to eligibility for ASO scholarships, computer and Internet access, free Scantrons and blue books (limited number), legal advice, tutoring, and discounts on goods and services from selected locations within the community. Membership in the ASO is not mandatory.

# Admissions & Registration

## ASSOCIATED STUDENT ORGANIZATION FEE REFUND POLICY

A full refund of the ASO fee will be made up to the end of the second week of the semester. Thereafter, no refund is authorized.

## DUPLICATE RECEIPTS

A \$1 fee will be charged for all duplicate receipts.

## INSTRUCTIONAL MATERIALS

Students may be required to provide instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

## PARKING FEE

Parking in all Mission College lots is by parking permit only. Student parking permits will be sold in the Business Office for \$20 for the full-length semester and \$10 for the summer and winter sessions. Vehicles that do not have a valid parking permit properly displayed on the vehicle will be cited. Please read the section on Student Parking Regulations.

## SERVICE CHARGE FOR RETURNED CHECKS

A \$10 service charge must be paid for all returned checks (e.g., insufficient funds, stop payment, account closed, etc.)

## STUDENT REPRESENTATION FEE

In accordance with the Education Code Section #76060.5, Los Angeles Mission College created the Student Representation Fee through the election process. This fee became effective in the Fall 1996 semester for the amount of \$1. The money collected is to be used to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government.

Although this is a mandatory fee, a student may refuse to pay for religious, political, financial, or moral reasons. The waiver must be submitted to the college Business Office.

## TRANSCRIPT & VERIFICATION FEES

TRANSCRIPTS (first two regular copies free)	FEE*
Transcripts (Will be mailed 5 to 7 business days)	\$3 each copy
Rush Transcripts (On the spot or mailed next day)	\$10 each copy
Verifications (Will be mailed 5 to 7 business days)	\$3 each copy
Rush Verifications (On the spot or mailed next day)	\$10 each copy

\*Fees are subject to change by the Los Angeles Community College district Board of Trustees without further notification.

## ADMISSIONS TRANSCRIPT POLICY

Transcripts and verifications will take five to seven working days to process and will be sent by regular mail. Rush transcript and rush verification requests received by mail will be processed within 24 hours with a next day postmark and will be sent through regular mail. Rush transcripts and verifications for pickup will be processed while the student waits. A picture identification is required for pickup. Written authorization is required to request transcripts or verifications by a person other than the student.

## College & High School

Students may get a start on their college education by taking classes at Los Angeles Mission College while they are still in high school. Students may attend college classes on a limited basis with a permit from their high school counselor.

## GETTING STARTED

Students may apply for admission while still in high school. Each semester that they wish to co-enroll, they will need to submit a high school counselor's permit. If students need assistance, they should see their high school counselor or contact the Los Angeles Mission College Recruitment Office at 818.364.7779.



## CONCURRENT ENROLLMENT

Rules to know when attending college and high school classes at the same time:

- Classes available on campus or via the Internet or courses given on high school campuses.
- For English, Math, or a Science class requiring Math you must take a placement test prior to enrolling into the course. Take the exam as soon as possible after you apply for admissions. You may set an appointment or attain the Assessment's Office hours by calling 818.364.7613.

## COST PER UNIT

The first 11 units for concurrently enrolled high school students are "free," as long as there are not any restrictions to your admissions process.

## JUMP START ON COLLEGE

Community College units assist students to attain high school credits and graduate, they assist students to "get ahead" in their college requirements, and courses that are marked transferable will also transfer to the UC, CSU or Private University of their choice.

AB 540 is a State bill which allows students to enroll into college as a California Resident, and co-enrollment will be implemented for those who qualify. Regulations do apply, for more information please feel free to call our admissions office at 818.833.3322.

## AUDITING CLASSES

Students may be permitted to audit a class under the following conditions:

1. Payment of a fee of \$15 per unit. Fees may not be refunded.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor,

who may provide a written statement of the extent of participation allowed beyond observation.

*NOTE: See page 26 for Financial Aid policy regarding audited classes.*

## CANCELLATION OF CLASSES

The college reserves the right to cancel or change classes, instructors, or locations.

## CHANGE OF PROGRAM

Program changes may be made starting the first full day of classes of the semester.

### Add a Class

Students will be added into open classes until the add permit deadline. Students must obtain add permits from instructors once classes begin. If the instructor signs the add permit, the students must come to Admissions to process the add permit. The add permit deadline for semester length classes will be enforced by college administration.

### Closed Classes/No Standby List

A student may request to be added by an instructor into a closed class. The add permit must be signed by the instructor and submitted to Admissions by the add permit deadline. Add permits for closed classes must be obtained from the instructor of record or the Department Chair. The college no longer uses standby lists. Students are advised to enroll in classes before the semester begins.

### Drop a Class

Students may drop a class without the instructor's signature up to the twelfth week of a regular semester (16-week semester). Instructor approval is not needed to drop a class. Drop cards can be obtained from the Office of Admissions. Students are advised to drop a class by Internet. The student will receive a confirmation number if the process is successful.

## DAY & EXTENDED DAY CLASSES (HOURS)

Mission College offers classes during the day and evening for the convenience of students. Day classes meet 7:00am to 3:25pm Monday through Friday.

Extended day (evening) classes are those scheduled to start at 3:30pm or later.

## FULL-TIME & PART-TIME STUDENTS

For purposes of establishing eligibility for financial aid, veterans' benefits, athletics and other activities, students taking 12 units or more are considered full-time students; those taking fewer than 12 units are considered part-time students. Veterans enrolled in 6 units or more during the summer or winter semesters will be considered full-time for veteran benefits.

## OPEN ENROLLMENT

Unless specifically exempted by law, every course for which state aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

## SUGGESTED STUDY LOAD

In consultation with teachers and counselors, each student should determine what is an appropriate program. Most of the educational programs at Los Angeles Mission College are designed so that the full-time student, taking 12 to 15 units a semester, can complete those programs in 4 or 5 semesters. However, the student who works or who has unusual off-campus responsibilities may find that enrollment in 12 to 15 units of collegiate courses is excessive. The student must be sure to schedule adequate time for rest, for study, and for consultation with instructors. A student who is not working and who has no other restrictions on his or her study efforts should enroll in a minimum of 12 units. For those students who wish to accelerate their education, a maximum of 18 units is allowed. (Minimum and maximum units are exclusive of the physical education activity requirement.)

In unusual circumstances, it may be warranted for a student to carry more than the normal load of classes. Authorization to carry such a load may be granted by the counselor advising the student depending upon the excellence of the previous semester's scholarship and attendance.

# Student Information

## *Student Services*

### **COUNSELING OFFICE**

#### **Academic – Career – Personal**

818.364.7655 or 818.364.7656

All students are strongly urged to make an appointment with a counselor for help in choosing a course of study prior to registering for classes. Counseling assistance is also available for college transfer requirements, career planning, and personal concerns. To schedule a day or evening appointment, contact the Counseling Office.

#### **Career Planning Center**

The professional staff in the Career Planning Center provides students with individual career counseling to evaluate personal abilities and interests, to explore occupational areas, and to decide on a career direction. The Eureka Computer Information System is available for use by appointment.

#### **Student Educational Plan**

Beginning in their first semester, all students need to see a counselor to create a Student Educational Plan. The Student Educational Plan allows students to chart out a path to help them meet their educational goals. Students are advised to make an appointment to visit with a counselor each semester to ensure that their course selections are on track with their Student Educational Plan.

#### **International Student Services (ISS)**

818.364.7741

[www.lamission.edu/international](http://www.lamission.edu/international)

Mission College welcomes F1 Visa students from other countries who choose to experience an American Education. Support services include assistance with obtaining an F1 Visa, F2 Dependent Visas, SEVIS Transfer requests and concurrent enrollment. The International Student Advisor is available to assist F1 Visa students throughout their college experience.

All international students must meet with the International Student counselor to create a Student Education Plan (SEP) in accordance with United States Citizenship and Immigration Services (USCIS) regulations. Additional information, applications, and necessary forms may be found at the LAMC ISS webpage.



### **New Student Orientation & Assessment Program**

818.364.7613

After new students submit their college application to the Admissions Office, they should complete the assessment and orientation process before enrolling in their first semester. Please call the Assessment Center for assessment times and dates. Online Orientation appointments are given at the assessment sessions. The Online Orientation may also be done from home or any internet capable computer by going to following website: lamission.edu/orientation. The online orientation provides important information about college programs, requirements, services, campus resources, academic expectations and institutional procedures. It also helps students to better understand the college catalog and schedule of classes which are necessary in planning a course of study and educational goals.

#### **Personal Development Classes**

These courses are established to assist students in their quest for excellence. Covering personal, career, and academic areas, personal development classes introduce concepts geared to college success and personal fulfillment.

#### **CHILD DEVELOPMENT CENTER**

818.364.7865

The campus Child Development Center provides childcare for Mission College student-parents (while they are attending classes) and a learning experience for preschool children. A credentialed director supervises classroom instructors who provide an educational program related to child development. The program is free for parents who qualify or a fee is charged on a sliding scale according to income – from \$1 to \$5 per hour. While student-parents have priority registration, the Center is open to community families. For hours and other information, contact the Child Development Center.

### **COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

818.364.7645

The Cooperative Agencies Resources for Education (CARE) program was established in 1982 to provide additional educational support services to Extended Opportunity Programs and Services (EOPS) students who are current recipients of assistance from CalWORKs/TANF/Tribal TANF, are single parents with at least one child under 14 years old at the time of acceptance into the CARE program.

The goal of the program is to provide academically high-risk students with educational support services, as a means of strengthening their retention, persistence, graduation and transfer rates. Supplemental services include counseling, tutoring, peer support, networking with other single parents, and workshops or activities that enhance their personal development and self-esteem. Meal tickets and child-care funding are provided for those who qualify.

#### **DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)**

818.364.7732

Mission College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSPS) has been established to provide support services for disabled students pursuing a college education.

Services include registration assistance, academic advisement and program planning, high-tech computer center, alternate media production, electronic access, tutors, classroom notetakers, recorded texts, instructor liaison, mobility assistance, testing assistance, interpreters, work experience, and the use of special equipment such as tape recorders and a courtesy wheelchair. Special classes are offered in basic skills, personal development, employment skills, study skills, and adaptive physical education. Other services may be arranged as needed. However,

students are responsible for their own personal care while on campus.

Individuals qualify for Disabled Students Programs and Services by having a current LAMC application on file with the Admissions Office and verifiable documentation of a disability. If documentation is not readily available, the DSPS counselor may send for records with the individual's written permission. A special case may arise in which a learning disability is reasonably suspected, but no previous records are available or exist. In this case, DSPS can administer an assessment to see if the individual qualifies to be served as a person with learning disabilities. If qualified in this way, the individual may access all appropriate DSPS services.

The Office of Disabled Students Programs and Services maintains a liaison with the California Department of Rehabilitation and other public agencies.

Any vehicle parked in a space designated for "Handicapped Only" must display a valid handicapped permit or placard issued by the Department of Motor Vehicles. Disabled individuals with the placard and student-parking permit may park anywhere on campus, in staff/visitor, student, or staff lots. For additional information concerning services for disabled students, please contact the Office of DSPS.

#### **EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)**

818.364.7645

EOPS is a program undertaken by Los Angeles Mission College and administered in accordance with state legislation (SB 164 and AB 1030). It is a state-funded program.

Its purpose is to provide positive educational support in order to improve retention, persistence, graduation, and transfer rates to students who may have language and socioeconomic disadvantages and who may be first generation college students. In addition, EOPS strives to facilitate these students'

participation in college life and in successfully achieving their educational goals.

EOPS educational support services include in-depth academic counseling, tutoring, peer advising, transfer assistance, including completing university applications in addition to providing application fee waivers, university and cultural field trips, educational survival kits that include school supplies, book vouchers, and cash grants when available.

To be considered for EOPS, students must meet the following minimum requirements:

- A. Be a resident of California pursuant to the provisions of Part 41 commencing with Section 68000 of the Education Code
- B. Qualify to receive a Board of Governors Grant pursuant to Section 58620(1) or (2). (Code A or B)
- C. Be enrolled full-time (12 units or more) when accepted into the EOPS program. Exceptions for disabled students enrolled in less than full-time (must have documentation from LAMC Disabled Student Services Program).
- D. Not have completed more than 50 units of degree-applicable credit course work in any combination of post-secondary higher education institutions
- E. Be educationally disadvantaged as determined by the EOPS Director or designee. In making that determination, the EOPS Director shall consider one or more of the following factors:
  1. Not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the Associate Degree
  2. Not have graduated from high school or obtained the General Education Diploma (G.E.D.)
  3. Graduated from high school with a grade point average below 2.50 on a 4.00 scale
  4. Been previously enrolled in remedial education

5. Other factors as approved by the California Community College Chancellor's Office

## **INTERCOLLEGIATE ATHLETICS**

The athletic programs of Los Angeles Community College District provide men and women with an equal opportunity to participate in intercollegiate athletics. The college teams, which include men's soccer and women's volleyball, men's baseball and women's softball, compete in the Western State Conference. Each sport activity is taught by highly qualified instructors, and individual attention is given to each student-athlete. All questions pertaining to athletic programs should be directed to the Director of Athletics.

## **TRANSFER CENTER**

818.364.7827 | [www.lamission.edu/transfercenter](http://www.lamission.edu/transfercenter)

The Transfer Center assists students seeking to continue their studies at a four-year college or university. The Transfer Center provides information regarding the application process, opportunities to meet with admissions representatives from four-year schools, a reference library, and workshops on transfer issues. Students are encouraged to begin planning for transfer as early as possible.

## **VETERAN AFFAIRS PROGRAM**

818.364.7864 | [www.lamission.edu/vets](http://www.lamission.edu/vets)

Los Angeles Mission College academic programs are approved for eligible veterans and their dependents seeking regular and Post 9/11 Educational Benefits provided by The United States Department of Veteran Affairs. Those planning to receive VA Educational Benefits should visit the Veteran Affairs Office for assistance with the enrollment and assessment process. Students must schedule an appointment with the VA counselor to create a Student Education Plan (SEP) and register for courses prior to attaining certification. Those

receiving benefits are responsible for observing VA regulations and college policy as they apply to all students. Additional information and forms may be found at the veteran student website.

See page 43 for information regarding "Credit for Military Service Training."

## *Financial Aid*

### **WHAT IS FINANCIAL AID?**

818.364.7648

Financial aid is funding provided by the federal and state governments, the college, and private entities, to assist students with their educational expenses and is available in the form of grants, scholarships, employment and loans. Financial aid is meant to supplement the family's existing resources in funding the costs of a college education.

### **WHO IS ELIGIBLE?**

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

- Be a U.S. citizen or an eligible noncitizen
- Demonstrate financial need
- Be enrolled as a regular student, making satisfactory academic progress in a course of study leading to a certificate, an Associate degree, or transfer to a baccalaureate degree program
- Not be in default on any federal student loans and not owe a refund of any federal student grants
- Be registered with the Selective Service if required to do so
- Have a valid social security number
- Have a high school diploma or its equivalent (see the Ability to Benefit section below for other options)

**U.S. Department of Education Disclosure Regulations Regarding Programs Leading to Gainful Employment**

To qualify for federal financial aid students must declare participation in a program that leads to a degree (associate, bachelor, graduate or professional) or in a certificate program that prepares students for employment. Effective July 1, 2011, the U.S. Department of Education (Federal Regulations 75-FR66832) has established guidelines requiring that community colleges disclose specific information regarding programs that lead to gainful employment in a recognized occupation. Information includes but is not limited to occupational profiles, program costs, employment projections, number of students who complete the program and time to completion of the program. In accordance with these regulations, a website is provided by Los Angeles Mission College which provides this information: [www.lamission.edu/careers/programs.aspx](http://www.lamission.edu/careers/programs.aspx)

**ABILITY TO BENEFIT**

Students who are not high school graduates can still meet the federal requirement of demonstrating the ability to benefit from a college education and be eligible for financial aid by:

- Passing a high school proficiency examination, or
- Receive a certificate of General Education Development (GED), or
- Pass an approved Ability to Benefit test, or
- Successfully complete 6 or more degree applicable units at the college.

**WHAT IS THE PROCESS?**

To apply for federal and state financial aid, you need to complete a Free Application for Federal Student Aid (FAFSA) every year of college. The FAFSA can be completed online at [www.fafsa.gov](http://www.fafsa.gov). The form is available annually starting January 1st, for the following academic year. We encourage students to apply early, as some financial aid sources are limited and awarded to students who apply early and have financial need.

Once you have submitted your FAFSA, you will receive your results (known as the Student Aid Report). All schools listed on your FAFSA will also receive your results. The Financial Aid Office will send a letter or email to you regarding any documents or forms we need to complete your file.

After your SAR information and any requested items are received and reviewed, the Financial Aid Office will send you a letter or email with your Award Letter, detailing the financial aid you are eligible for at Los Angeles Mission College (LAMC). Read your letter and any other supplied information as it will give you all the details on your financial aid eligibility.

To apply for scholarships through the Financial Aid Office at LAMC, check out our website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid) and select the "Scholarships" link.

**WHEN TO APPLY**

You need to apply for financial aid every year. The FAFSA is available starting January 1st of each year of the following academic year. We encourage students to apply early, as some financial aid resources are limited and awarded to students who apply early and have some financial need.

**TIMELINE & DEADLINES**

Jan 1	FAFSA application available online at <a href="http://www.fafsa.gov">www.fafsa.gov</a> for the following academic year.
Mar 2	Application deadline for Cal Grant consideration.
May 1	L.A. Mission College "Priority" deadline. Submit your FAFSA and any follow up documents and items by this date for maximum financial aid consideration.
Sep 2	Extended Cal Grant B "competitive" awards deadline for community college students only.

Additional deadlines and important dates are available on the Financial Aid Office website ([www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)) under "Calendar/

Deadline," and are also included on forms that have specific filing deadlines.

**HOW IS FINANCIAL AID AWARDED?**

Your financial aid eligibility is determined by using Federal Methodology. In practice, we subtract your Expected Family Contribution (EFC) from your Cost Of Attendance (COA) to determine your Need. Your EFC is calculated from the information provided on your FAFSA and is a measure of your (or your family's) ability to pay for college. COA is the estimated allowable expenses related to a year of college (tuition and fees, books and supplies, room and board, personal expenses, and transportation) as determined by a number of factors. Once your Need is calculated, our Office will determine your financial aid awards. Awards can consist of a combination of grants, work-study, scholarships, and student loans.

**THE AID AWARD LETTER**

Aid Award letters are mailed or emailed to the student. The letter lists the Cost of Attendance (COA), the Expected Family Contribution (EFC), total awards, resources, and unmet need. Students may accept or reject all or parts of their financial aid offer. However, if a student rejects an award, a substitute may not be available. Students may receive revised Aid Award letters throughout the academic year. Revisions may reflect additional fees or allowances added to the cost of attendance, educational resources which must be accounted for, enrollment changes, and additions or deletions of awards.

Financial assistance is considered supplemental to the family's resources, student earnings, and assistance received from other sources. Applicants are reminded that they should NOT depend on financial aid to meet their basic living expenses.

The Financial Aid Office reserves the right to modify aid commitments at any time due to changes in the student's financial status; changes in the availability of funds; or changes in federal, state, Los Angeles Community College District, or institutional

policies or regulations. The amounts that appear on the Aid Award letter are based on full-time enrollment (12 units or more). Should a student decide to take fewer classes, disbursements will be adjusted accordingly.

## **FINANCIAL AID DISBURSEMENT**

Financial Aid funds, in excess of institutional charges covered by financial aid, will be disbursed as either an Electronic Funds Transfer (EFT) to the student's bank account, or as deposit to a Debit Card issued in the student's name.

Additional information about the schedule of disbursements for the academic year will be included with the Aid Award letter.

## **CHANGE OF ENROLLMENT STATUS**

It is your responsibility to drop your classes through the Admissions & Records Office if you do not attend your classes. Failure to drop classes may result in a financial aid overpayment, which may require repayment of financial aid you received. Owing a repayment of financial aid will make a student ineligible for continued receipt of federal and state financial aid until the debt is repaid.

## **RETURN OF TITLE IV FUNDS**

A student who completely withdraws from a period of enrollment (i.e., semester) may incur an overpayment of aid. Federal rules assume that a student "earns" aid based on the length of time the student attended during a given period of enrollment. "Unearned" aid, other than Federal Work-Study, must be returned. The Financial Aid Office will calculate the amount the student owes and notify them of their repayment options. Additional information on this and other policies is available at the Financial Aid Office and at their website, [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)

It is advised that students contact the Financial Aid Office before withdrawing from all classes to receive guidance as to the effects of withdrawal.

## **AUDITED CLASSES**

Students CANNOT receive financial aid (including the BOG Fee Waiver) for enrollment in audited classes.

## **CONSORTIUM AGREEMENTS & ITV CLASSES**

### *(Enrollment at other colleges)*

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District (LACCD). If you are attending more than one college within the District in the same academic period, payment will be based on all units taken within the district.

If you are attending a college within the District and taking courses at a college outside of the District and you wish to have these courses count toward your total enrollment, you will need to complete a Financial Aid Consortium Agreement form, available through the Financial Aid Office.

Students taking only ITV classes must have their financial aid processed through the LAMC Financial Aid Office. If a student has ITV classes and classes at other LACCD colleges, but it is not enrolled at LAMC, they must have their financial aid processed at the LACCD college they are enrolled through for the specific semester/academic year.

## **STUDENT RESPONSIBILITIES**

Students must take responsibility for the following:

1. For the purposes of reporting Grade Point Average information for the Cal Grant application process and for loan deferments, a valid social security number (SSN) must be on file in the Admissions and Records Office.

2. Students must maintain satisfactory academic progress to receive financial aid and should meet with an academic counselor to develop or review a Student Educational Plan.
3. Students must submit all financial aid applications and documents by specified deadlines.
4. Students must complete all financial aid forms accurately and completely and submit them to the right place on time.
5. Students are responsible for reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
6. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms.
7. Students must notify the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
8. Intentional misreporting of information on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code and denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the Office of the Inspector General.

## **FRAUD**

- A student who attempts to obtain financial aid by fraudulent means 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 to the federal government.
- Restitution of any financial aid received in such manner will be required.

# Types of Financial Aid

## FEDERAL FINANCIAL AID PROGRAMS

### Federal Pell Grant

The Pell Grant Program is a federally funded program. Pell Grants do not need to be repaid. To be eligible, an applicant must be an undergraduate student who has not earned a bachelor's or professional degree. Pell Grants range from \$400 to \$5,550 (as of the 2011-2012 academic year) per academic year. The amount of the award is based on the results of the student's FAFSA and enrollment level (i.e., full-time, half-time).

### Federal Supplemental Educational Opportunity Grant (SEOG)

The SEOG program is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. SEOG awards range from \$100 to \$400 per academic year, depending on need and packaging policy constraints.

### Federal Work Study Program (FWS)

FWS is a federal program which enables students to earn part of their financial aid award through part-time employment either on or off campus. FWS is awarded to students who indicated an interest in student employment on the FAFSA and who demonstrate financial need. FWS is subject to funding availability.

### Federal Student and Parent Loans

Students are in no way obligated to apply for a loan. All loans require a minimum of half-time enrollment.

Los Angeles Mission College participates in the following student loan programs:

#### 1. Federal Perkins Loan Program

The Federal Perkins Loan Program is a low-interest loan to help students with exceptional need meet their educational expenses. Loan amounts awarded are determined by the college and the availability of funds.

Repayment begins nine months after the borrower graduates, withdraws, or ceases to be at least in halftime studies. The repayment period will last no longer than ten years and may be shorter if a small amount has been borrowed. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

#### 2. Subsidized Federal/Direct Stafford (Student) Loans

Subsidized Federal Direct Stafford Loans are fixed-interest loans made to students who show financial need while attending college at least halftime. Please check with the Financial Aid Office for the current interest rate. Loans are made directly by the US Department of Education. "Subsidized" means the government pays the interest while you are in college and for six months after you stop attending college, which is considered your grace period. After this six-month grace period, repayment begins.

#### 3. Unsubsidized Federal/Direct Stafford (Student) Loans

Unsubsidized Federal Direct Stafford Loans are non-need based loans that you may be eligible for if your financial need is not met by need-based financial aid programs. The government does not pay interest for you while you are in school, in deferment status, or during your grace period. For both types of Direct Stafford Loans, an applicant must submit a Loan Request Form and complete the mandatory Loan Entrance Counseling requirement.

#### 4. Federal Direct PLUS (Parent) Loans

The Federal Direct PLUS loan program allows parents with good credit histories to borrow for dependent children who are enrolled at least half-time. These loans are made directly by the US Department of Education. Repayment begins within sixty days after the last disbursement.

## STATE FINANCIAL AID PROGRAMS

### Board of Governors Fee Waiver Program (BOG)

The Board of Governors (BOG) Fee Waiver program is offered at the California Community Colleges for eligible students who are California residents. The waiver only waives the enrollment fees for the student. Applicants do not need to enroll in a specific number of units or courses to receive the BOG.

Students who have applied for financial aid through the FAFSA and listed Los Angeles Mission College (school code 012550) will automatically be reviewed for BOG eligibility. If they are eligible, a fee waiver will be automatically awarded and the student will be sent a postcard.

You are eligible to apply for a waiver if you are a California resident and one of the following statements applies to you.

**BOG Type A** - At the time of enrollment you are a recipient of benefits through the TANF/CalWORKs, SSI/SSP, or General Assistance programs.

**BOG Type B** - You meet the following income standards:

Number in Household (Including Yourself)	Total 2010 Family Income (Adjusted Gross Income and/or Untaxed Income)
1	\$16,245
2	\$21,855
3	\$27,465
4	\$33,075
Each additional family member	\$5,610
These standards are for the 2011-2012 academic year.	

**BOG Type C** - You are qualified for need-based financial aid, as determined by the results of your FAFSA.

**Special Classifications** - There are a number of special classifications which may qualify you for BOG eligibility. Documentation or certification must

be submitted for consideration. To find out if you meet one of these classifications, download the BOG Fee Waiver application form from the Financial Aid Office website: [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)

## CAL GRANT PROGRAM

Cal Grants are the largest source of free money for college from the state and are administered by the California Student Aid Commission (CSAC). Students must meet the basic requirements for state and federal aid for consideration. Students must also meet the following additional eligibility requirements:

- Submit the FAFSA and verified Cal Grant GPA by March 2nd
- Be a California resident
- Be attending at least half-time
- Have family income and assets below established income and asset ceilings
- Have not already earned a bachelor's or professional degree before receiving a Cal Grant

**Deadline Date:** The first deadline is March 2nd. A second deadline for community college applicants is September 2nd, but we highly recommend that applicants meet the March 2nd deadline as more funding is available. Students must also submit the FAFSA by the deadline date to apply for the Cal Grant. Students must submit their GPA verification to the California Student Aid Commission. GPA verification for students enrolled within LACCD will be electronically sent to the Commission before the deadline date for those who meet specific criteria. Please check with the Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

## TYPES OF CAL GRANTS

### Cal Grant B

At community colleges, students may be eligible to receive up to \$1,551 per academic year.

### Cal Grant C

Cal Grant C is for students in occupational or career training programs who are from low-income and middle-income families.

Applicants who demonstrate financial need will be sent the Cal Grant C Supplement to complete as part of the process. At community colleges, students may be eligible to receive up to \$576 per year.

### Child Development Grant Program

The Child Development Grant Program is for students who plan to teach or supervise at a licensed children's center. The grant is renewable for an additional year. For more information about this program, you may call the California Student Aid Commission at 888.224.7268, E-mail: [specialized@csac.ca.gov](mailto:specialized@csac.ca.gov) or visit the website at [www.csac.ca.gov](http://www.csac.ca.gov)

### Chafee Grant

The Chafee Grant provides grant money to foster youth and former foster youth to use for college courses or vocational school training. Eligible students may receive up to \$5,000 per academic year. For more information and to apply, you must complete the FAFSA and complete a California Chafee Grant Program Application available at their website: [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov)

## SCHOLARSHIPS

Scholarships are gift-aid awarded on the basis of merit, academic excellence, and in some cases, additional criteria such as study in a particular major, leadership, or financial need.

Please visit the Financial Aid Office for scholarship listings, or visit our webpage: [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)

## Financial Aid Satisfactory Academic Progress Policy

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, Associate degree, or transfer program. The Los Angeles Community College District (LACCD) has established guidelines to promote timely completion of its educational programs, which is applied to all classes taken in the LACCD.

Programs governed by the LACCD SAP policy include: Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Direct Loans (Stafford and PLUS), Cal Grants B & C, California Chafee Grant, California National Guard Education Assistance Award Program, and the Child Development Grant. The Board of Governors Fee Waiver is exempt from SAP requirements.

### Who is affected by the SAP policy?

All students who apply for, receive, and/or wish to receive financial aid are affected by the SAP policy and requirements.

All students are monitored for Satisfactory Academic Progress. Federal guidelines require that we count all classes even if a student was not receiving financial aid at the time they were enrolled. Units from all semesters and terms are counted and evaluated.

### Satisfactory Academic Progress Standards

- Maintenance a cumulative Grade Point Average (GPA) of 2.00 or higher
- Successfully complete a minimum of 67% of all units attempted

- Have less than ninety (90) attempted units at the beginning of the academic year
- Have not earned an AA, AS, or higher degree

### **Application of Standards**

Warning letters are sent to students whose cumulative GPA is less than 2.00 and/or cumulative non-grades are greater than 33%. Students who receive one of these letters should see an academic counselor as soon as possible.

Advisory letters are sent to students whose number of units attempted reaches forty-five (45). Again, you should see an academic counselor to make sure you are taking the classes you need to reach your educational goal before you reach the 90 attempted unit maximum.

Students receiving financial aid will receive a disqualification letter after the semester in which they received a Warning letter if they continue to not meet SAP standards. Students will also receive a disqualification letter after the semester in which they earn an Associate degree or higher, or they exceed 89 attempted units.

Additional information on the SAP policy and process at LAMC is available through the Financial Aid Office and their website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)

## *Special Programs*

### **NON-CREDIT PROGRAM**

818.364.7774

The Non-Credit Program offers classes that are designed to provide opportunities for personal enrichment, enhancement of job opportunities orientation for a college career and preparation to successfully pass the GED or CAHSEE exams. Our instructors are trained in their fields and committed to providing our students with the best education.

### **GED Preparation Services**

The General Education Development (GED) certificate is widely accepted as an equivalent to a

high school diploma. The certificate is earned by passing five official GED tests in the areas of writing, reading, social studies, science and mathematics. Getting a GED certificate can make a big difference in a student's ability to get and keep a job or to qualify for further education. Prior to enrollment each student is assessed in the areas of math and English and placed into a class that best fits their needs. We offer free preparation classes that focus on all subjects tested by the GED exam. We do not offer the GED test at our location but our program will monitor the progress of each student and help them with the registration process and a convenient location to take the test.

### **CAHSEE Preparation Classes** (High School Exit Exam)

All high school students in the state of California are required to pass the California High School Exit Exam (CAHSEE). The CAHSEE to College Program at Los Angeles Mission College is designed to improve CAHSEE pass rates by offering (1) enhanced instruction in CAHSEE Math and Language Arts topics, (2) individualized and group tutoring, (3) academic advising, personal counseling and career advising, and (4) substantial exposure to post secondary education. Prior to enrollment each student is assessed in the areas of math and English and placed into a class that best fits their needs. We also provide assistance finding locations and dates for the next CAHSEE exam.

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

Our ESL-NC program is designed to help our students speak, read and write English. We offer free courses that focus on conversation, reading and beginning grammar. Each student is assessed and placed into a class that best fits their needs. We offer free counseling services that help monitor the progress of each student; they also help with the transition into higher level credit ESL classes on campus.

### **Citizenship Test Preparation Classes, Evaluation of Form N-400 and Naturalization Assistance Services**

During the naturalization eligibility interview, a USCIS Officer tests each applicant on the ability to read, write, and speak English (unless the applicant is exempt from the English requirements). Our program offers preparation for the civics test; we coach each student in the interview process, and teach them about U.S. history and government. Our classes are designed to help the student successfully pass the reading, writing and speaking tests. We also have services to help complete the N-400 form and to answer any questions regarding the process.

For more information about the Non-Credit program, call 818.833.3355 or log onto [www.lamission.edu/noncredit](http://www.lamission.edu/noncredit)

### **COMMUNITY EDUCATION & PROFESSIONAL DEVELOPMENT**

Los Angeles Mission College Community Education program provides fee-based, short-term, not-for-credit classes, workshops, career-training programs and events designed for professional and/or personal development with a special emphasis on lifelong learning. College credit is not given for classes conducted by the Community Education program. There are no transcripts or grades.

### **COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)**

CWEE combines on-the-job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience.

CWEE is based on the principle that well-educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government, and human services bring enrichment to college studies and enhance the student's total development. The program is called CWEE because

# Student Information

educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience.

The objectives are as follows:

1. To provide an opportunity for students to secure employment on a part-time or full-time basis.
2. To gain realistic work experience that is related to the student's college study program.
3. To provide the student an opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

## **Student Qualifications** - Section 55254

A. In order to participate in Cooperative Work Experience Education, students shall meet the following criteria:

1. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
2. Have on-the-job learning experiences that contribute to their occupational or education goals.
3. Have the approval of the certificated personnel.
4. Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
  - a. Assist the student in identifying new or expanded on-the-job learning objectives.
  - b. Assist in the evaluation of the student's identified on-the-job learning objectives.
  - c. Validate hours worked.

B. In addition, students shall satisfy one of the following three criteria:

1. Be an apprentice (as defined by Labor Code Section 3077) who is enrolled in related or supplementary courses required of the apprenticeship programs; or
2. Be enrolled in the parallel plan.
  - a. During regular semesters or quarters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. Enrollment in an accredited secondary through four-year institution or equivalent course work may meet this requirement.
  - b. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education; or
3. Be enrolled in the alternate plan. Concurrent enrollment will be limited to one other class.

## **Cooperative Education Credit Guide- California State University Approved Cooperative Education Subject Areas**

818.364.7700

Los Angeles Community College District policy provides that a maximum of eight (8) semester units in Cooperative Work Experience Education courses completed in the subject areas listed below may be applied as elective credit for California State University.

- Administration of Justice
- Biology
- Business
- Child Development
- Computer Science - Information Technology
- Economics
- Education
- Engineering
- English

- Family & Consumer Studies
- Humanities
- Management
- Music
- Physics
- Political Science
- Psychology
- Real Estate
- Sociology
- Speech

The Cooperative Education Office is located in the Library/Learning Resource Center Building. Call for further information.

## **INSTRUCTIONAL TELEVISION (ITV)**

818.833.3594 | [www.lamission.edu/itv](http://www.lamission.edu/itv)

Each semester the Instructional Television program of the Los Angeles Community College District offers college classes that meet general education and transfer requirements using a blended format of television, the Internet, and weekend class meetings. The classes are offered in five 8-week sessions.

Instructional Television classes are convenient, flexible, and especially suitable for working adults and college students wanting to supplement their on-campus program when campus attendance is not possible. Students complete reading and study assignments, watch lessons broadcast on cable television, attend classes on weekends at a Los Angeles Community College near their home, and complete midterm and final examinations.

A Los Angeles Community College instructor is assigned to assist students in each class. It is advisable to meet with your counselor to ensure that you choose classes that meet your needs. For additional information, contact ITV in the Campus Center, Room 1528.



## **INTERNATIONAL EDUCATION PROGRAM- STUDY ABROAD CLASSES**

213.891.2390 | [www.laccd.edu](http://www.laccd.edu)

College credit classes are offered by the International Education Program with instructors and classes selected from the nine Los Angeles Community Colleges. Programs are offered in more than a dozen countries around the world. Opportunities for study include Spanish Language and Civilization; Art in Mexico, Spain, and Costa Rica; Creative Writing in Prague and Dublin; French, French Civilization and Art in Paris; Italian, Italian Civilization and Art in Florence; Marine Biology in Mexico; Theater in England; Business in China; Chinese Civilization and Chinese Language in China; and Art in Bali. Partnership programs are being established with overseas colleges and universities; international distance-learning programs are beginning to appear. Students may spend a semester in Salamanca, Spain; Paris, France; Florence, Italy; or London, England. Work-study programs are available in London, Paris, and Madrid. A program of cooperation has been arranged with Barnsley College in England for music students at Los Angeles Pierce College and theater students at Los Angeles Harbor College. On-site investigation of the history and cultures of other nations provides students and their instructors with some of the best educational experiences of their lives. The International Education Program demonstrates the commitment of Los Angeles Mission College to furthering development of international and intercultural awareness.

## **PROGRAM FOR ACCELERATED COLLEGE EDUCATION (PACE)**

818.364.7684 or 818.364.7677

[www.lamission.edu/pace](http://www.lamission.edu/pace)

PACE offers convenient scheduling for working adult students. PACE students complete 12 transferable units in a semester by attending class one evening a week and two Saturdays a month. Most PACE courses are offered in an accelerated eight-week format. PACE Saturday sessions offer experiential learning opportunities with field trips, performances, and collaborative projects.

There are five PACE tracks to meet your transfer goals: Business, Elementary Teaching, General Studies, Health Sciences, and Social Sciences. Each track offers courses that satisfy IGETC and CSU General Education Breadth requirements. The LAMC PACE program has an open enrollment policy; any Mission College student may enroll in a PACE class that fits his or her schedule.

Students who need the prerequisites for transferable math and English courses may enroll in the PACE Bridge.

## *Student Activities*

Cocurricular or extra class activities are intended to provide students with the opportunity to be better prepared to fulfill the duties of citizenship in a democratic society and to enrich their educational and personal development. This may be accomplished through extra class cultural activities; volunteer programs related to the instructional program; and participation in community-related affairs, athletics, and student government. Students who learn to work with groups will develop leadership skills to prepare them for cooperative and meaningful associations in both occupational and personal pursuits.

The development of a student activity program is a vital portion of the obligations that both faculty and

administrators assume for students in any American college community. At Los Angeles Mission College, student activities are an integral part of the educational program.

### **ASSOCIATED STUDENT ORGANIZATION**

818.364.7600 x7120 | [www.lamission.edu/aso](http://www.lamission.edu/aso)

The Associated Student Organization (ASO) is open to all current students of Los Angeles Mission College. All students are welcomed and urged to participate. The Associated Students Organization provides a framework for many college student activities. Through active participation in student government and clubs, the student renders service, increases social and cultural awareness, improves leadership abilities, and creates a close association with other students. Students are encouraged to serve on campus and ASO committees.

Membership in the Associated Student Organization of Los Angeles Mission College is \$7 per semester and \$3 per summer and intersession. For more information, visit the Student Activities Office in the Campus Center, or visit the ASO website.

### **QUALIFICATIONS FOR ASO OFFICERS**

Administrative Regulation E-22

Administrative Regulation E-22 pertains to all officers of the Associated Student Organization.

Administrative Regulation E-22 does not apply to clubs, club representatives, ASO special committees and all-college committees, or student trustees.

1. As defined by the ASO constitution and by-laws, the following standards governing candidate and officer eligibility for appointed and elected Associated Student Organization officers (ASO) must be met:

- a. The candidate or officer must be a currently paid member of the ASO at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.

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- b. The candidate may seek only one campus office within the District.
  - c. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.00 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session.
  - d. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded grade entries of "W" (Withdrawal), "INC" (Incomplete) or "NC" (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.00.
  - e. At the time of election or appointment and throughout the term of office, the candidate or officer must be actively enrolled in and must successfully complete a minimum of six (6) units per semester. Students falling below this requirement will automatically forfeit their office. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of six (6) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
  - f. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit. Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer. To be considered for an exemption, a student who exceeds the 80 degree-applicable unit maximum must satisfy at least one of the following conditions:
    - i. The requirements of the student's declared Associate Degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
    - ii. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.
2. A candidate or officer is ineligible for ASO office in the following cases:
    - a. If he or she has served more than four (4) semesters in any one (1) or more student government-elected or appointed offices in the District.
    - b. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared Associate Degree, certificate, or transfer objective requirements as specified in the college catalog.
  3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., he or she has served three semesters and is a candidate for an office with a one-year term).
  4. The Chief Student Services Officer and/or designee will verify a candidate's or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he or she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position (Board Rule, Article VIII, Sections 9801-9806).
  6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:
    - a. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Students Programs and Services (DSPS) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, as appropriate.
    - b. Qualification for an accommodation will be based on the impact of the disability on the candidate's or officer's ability to take six units. However, a candidate or officer must be enrolled in a minimum of five units throughout his or her term in accordance with Education Code Section 76071.
  - c. Procedures for requesting an accommodation under E-22:
    - 1) Candidates or officers must complete a written request form for accommodation available in the college's Student Services Office and return it to the Chief Student Services Officer.
    - 2) Each candidate or officer must present written documentation verifying the disability.

Acceptable documentation includes, but is not limited to, written notice from the college DSPS office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, or occupational or physical therapist.

7. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.
8. Individual colleges may set forth standards for office in their ASO constitutions which are higher, but not lower, than those listed above with the exception of the accommodations listed in Section 6 above.

For further information, contact the Office of Student Services 818.364.7766.

### **STUDENT CLUBS & ORGANIZATIONS**

Student clubs and organizations provide a variety of cultural, community, and vocational opportunities. Service clubs, special-interest clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement. Students will find their college experience more meaningful and valuable through active participation in some social or extracurricular activity of the college program. Any group wishing to become a recognized Mission College organization must submit a constitution and be approved by the Associated Student Organization Executive Council.

### **STUDENT TRUSTEE ELECTION PROCEDURE**

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees. The process described in Regulation E-78 provides for a thorough evaluation of the candidates' qualifications and ensures an equal opportunity for

any individual from any District college to seek the position of student representative to the Los Angeles Community College District Board of Trustees. In accordance with existing law, candidates for Student Trustee must meet the following criteria:

- A. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
- B. Be currently enrolled in 5 units.
- C. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District. Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate, or transfer programs where the combination of program requirements and prerequisites may result in the student exceeding the 80 transferable unit limit. Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance. In order to be considered for an exemption, a student who exceeds the requisite 80 transferable unit maximum must satisfy at least one of the following conditions:

1. The requirements of the student's declared Associate Degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum.
2. Program prerequisites, as specified in the catalog at the student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum.
3. A returning student who has already completed a college degree or certificated is enrolled in

courses that are specifically required for the student's declared certificate, Associate Degree or transfer objective, as specified in the catalog at the student's primary college of attendance. For further information, contact the Office of Student Services 818-364-7820.

### **COLLEGE COLORS & THEME**

The students, faculty, and staff of Los Angeles Mission College have selected desert blue (PMS281) and silver (PMS430) as the school colors, and the eagle as its mascot. These selections signify the quest for knowledge and pioneering enthusiasm of purpose, which are intrinsic values in a college.

## *Honors Program*

### **UCLA HONORS TRANSFER ALLIANCE PROGRAM (TAP)**

The Los Angeles Mission College UCLA Transfer Alliance/Honors Program (TAP) is designed for motivated students who plan on transferring to a four-year college or university. It consists of academically enriched general education courses in which both written expression and the critical analysis of ideas are stressed. The TAP program offers participating students priority admissions to UCLA and additional opportunities at other universities. Both current and new students may apply to be part of the TAP program.

#### **Honors program students receive -**

- Priority admissions consideration to several prestigious four-year institutions, including UCLA
- An enriched academic program allowing students to gain opportunities to pursue topics and projects of individual interest within courses taken; opportunity to gain valuable critical thinking, research and writing skills; opportunities to explore interdisciplinary approaches to course topics
- Assistance in the transfer process
- UCLA Library Card

# Student Information

- Transcripts that reflect participation in the program
- Regular opportunities for interaction and individual conferences with faculty mentors and program director
- Individualized counseling with an Honors Counselor
- Opportunities to meet guest speakers and attend special events
- Opportunity to attend the annual Honors Students research Conference at UC Irvine

**Program Participation** - Students will complete five honors courses with a "B" or better on the Honors project and in the UC transferable class, and honors designation will appear on students' transcripts. For each honors course, students will complete a research project or paper designed in collaboration with the Honors Director Dr. Mike Fenton, and the faculty mentor teaching the course.

**Current LAMC students** must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher. Must be in the Honors Transfer Program at least one year prior to transferring.

**Entering students** must have a high school GPA of 3.50 or higher or an SAT score above 1,000, and their placement tests must place them in English 101 or higher.

**Applying to the Honors Program** - These are general guidelines. If you do not meet a specific requirement but would like to be able to participate in TAP, please write to Dr. Mike Fenton at [fentonms@lamission.edu](mailto:fentonms@lamission.edu) to discuss your particular situation.

**Completing an Honors Contract** - Students receive Honors credit by completing an Honors contract in any UC transferable course. In consultation with the Honors program, department and course

instructor (mentor), the student develops a proposal for an Honors research project. In most cases, the project should be a written assignment that displays interpretation, critical analysis, and creative thinking of academic texts (journal articles or books written by experts in an academic discipline). The proposal is evaluated and graded by the mentor submitted to the Honors coordinator and evaluated by the Honors Advisory Committee. The committee will either approve the project or suggest revisions. When the final project is completed, the student must submit one copy to the instructor and a second copy to the Honors Coordinator along with an Honors Contract Completion form. If the advisory committee approves the project, the student will receive a course grade, an Honors Project grade, and an Honors notation on his or her transcript indicating that the course was completed for Honors credit.

**Honors Certification** - Students receive Honors certification by completing a total of five Honors contracts and maintaining a minimum 3.25 overall transfer GPA.

**For more information and to apply** -

- Honors Coordinator: Dr. Mike Fenton, 818.364.7888
- Honors Counselor: Mr. Afri Walker, 818.364.7647
- [www.lamission.edu/honors/default.aspx](http://www.lamission.edu/honors/default.aspx)

## ADDITIONAL HONORS TRANSFER AGREEMENTS

The Honors Transfer Council of California was created to promote academic excellence, to stimulate creative intellectual thinking and discussions of academic issues among students and faculty, to increase awareness of current social issues, to encourage community service, to celebrate cultural diversity, and to prepare students for successful university transfer.

Transfer agreements may be viewed at [www.honorstcc.org](http://www.honorstcc.org), and include agreements with

UCI, UCR, UCSC, Occidental College, Chapman University, Claremont College, Pomona, Pitzer, La Sierra University, Whitman College, Pacific University, CSU Fullerton, CSU Stanislaus, and CSU San Diego. Please go to <http://www.honorstcc.org> and view the agreements page where information on specific benefits of agreements with each school are listed ([www.honorstcc.org/transfer/HTCC\\_Agreements.pdf](http://www.honorstcc.org/transfer/HTCC_Agreements.pdf)).

Call Counseling 818.354.7655 or 818.364.7656 to meet with a counselor and to plan meeting the honors course requirements for these programs.

## Academic Affairs

### LEARNING RESOURCE CENTER (LRC)

818.364.7756 | [www.lamission.edu/learningcenter](http://www.lamission.edu/learningcenter)

The Learning Center staff welcomes the opportunity to assist students on their path to success by providing free academic support services to all students. Currently the Center is comprised of the Academic Success Center, Science Success Center, and Math Center. Students may access one-on-one and group tutoring as well as additional academic assistance for various college skills and subject areas including English, ESL, Literacy, Developmental Communications, Mathematics, Physical Science, and Life Sciences. The tutoring staff includes peer tutors, graduate students, and professionals. Students may choose tutor assisted tutorial labs or may choose self-paced student utilizing learning software. Walk-in workshops are offered periodically on areas such as critical thinking skills, study and test taking skills, essay writing, and computer literacy.

The Learning Center also houses the Print Center and Computer Commons with 126 computers with internet access. Specialized software and hardware accommodate students with disabilities. For more

information please contact our staff in person or visit the Learning Center online at [lamission.edu/learningcenter](http://lamission.edu/learningcenter)

### **LIBRARY – AN INSTRUCTIONAL SERVICE**

818.364.7600 x7106 | [www.lamission.edu/library](http://www.lamission.edu/library)

As the informational heart of Los Angeles Mission College, the library encompasses a wide variety of materials and services planned to meet the curricular needs of students and to provide facilities conducive to college study.

The Library maintains a collection of books, reference materials, magazines, newspapers, and reserve materials, videos and DVDs and provides individual study areas and group study rooms.

Computers located in the library provide access to word processing, the Internet, research databases, and study aids. Students can access most of this information from home through the library website.

The library staff welcomes your questions and suggestions. A reference librarian is available at all times to help with information needs and to provide instruction in the use of the library either to groups or individuals. Workshops scheduled throughout the semester provide students with instruction on how to do research and how to use computer resources.

The Library has been developed to support and enhance the instructional program of the College. Students are urged to make maximum use of its resources; the staff is eager to assist them.

### **Title V Programs**

#### **TITLE V HSI MATH CENTER**

818.364.7811

The Title V HSI Math Center located in the lower level of the Campus Center features a 40-seat computer lab with state-of-the-art equipment and software and a Math Tutoring Lab which offers the following services:

- Individual and group tutoring
- Collaborative study rooms

- Assistance for online math assignments
- Textbooks and video tapes check-out
- Online student instructions
- Test proctoring (by instructor request)

#### **CENTER FOR EXCELLENCE IN TEACHING (CET/TITLE V)**

The CET assists faculty in learning new teaching strategies to promote student success by providing workshops and training for faculty, a dedicated training and workshops room, and a laptop lending program for faculty.

For more information about the CET, contact David Jordan at 818.364.7720.

#### **TITLE V STRENGTHENING HSI PROGRAM -IMPROVING STUDENT SUCCESS & ACCESS (LRC/ISSA)**

818.364.7778

The Title V HSI Program-Improving Student Success and Access (LRC/ISSA) is a five-year program funded by the U.S. Department of Education and is designed to increase the College's capacity to support, retain and successfully transfer a greater proportion of Hispanic and other minority students to four-year colleges and universities. The LRC/ISSA is comprised of three components, each proposing strategies designed to increase the capacity of Mission to support, retain, and successfully graduate a greater proportion of Hispanic Students while strengthening the Learning Resource Center. The components are as follow:

1. Strengthening Academic Support for English, Developmental Communication, and ESL;
2. Strengthening Academic Support for Science;
3. Increase Access, especially for part-time, evening, weekends, and online students.

### **Workforce Development & Educational Programs**

#### **CALIFORNIA WORK OPPORTUNITY & RESPONSIBILITY TO KIDS (CalWORKs)**

818.364.7760 | 818.833.3511

[www.lamission.edu/calworks](http://www.lamission.edu/calworks)

The CalWORKs Program at Los Angeles Mission College assists students who are welfare recipients in making the transition from welfare to long-term self-sufficiency through the following coordinated student services:

- On- and off-campus work study, which allow students to meet work requirements while attending community college and obtaining valuable work experience leading to possible employment
- Free child care at LAMC Child Development Center and off-campus licensed childcare providers
- Job placement assistance
- On-campus academic support services such as tutoring
- Computer lab with specialized software
- Referrals to community resources
- Assistance with navigating college and county services
- Progress reports and verifications (GN6005, GN6006, GN6070, Child Care Resource Center Verifications)
- Resume writing, job search, and problem solving workshops
- "Personal Skills for the 21st Century" workshops
- Free Learning Center print cards
- Books and supplies

#### **Program Eligibility**

- Must be enrolled at Los Angeles Mission College
- Must be a CalWORKs recipient
- Post Employment Students: former welfare recipient (whose last cash aid was received within the last two years) who is currently employed but needs help in upgrading his or her skills, job retention, or job advancement

## **CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM**

818.364.7674

The purpose of the program is to improve the quality of early childhood programs while creating a career track for experienced teachers and program administrators as they offer training options at their worksites. Mentor teachers are experienced and specially trained teachers of young children whose classroom have been approved as supervision sites for student teacher placements. Stipends are paid to Mentors for their time spent supervising students as well as for participating in professional development activities.

## **CAREER AND TECHNICAL EDUCATION (CTE)**

### **Carl D. Perkins Career and Technical Education Improvement Act of 2006**

818.364.7723

The Career and Technical Education program supports continuous program improvement of existing and new programs to meet business/industry standards and promotes the development of programs of study with secondary schools. The goals include increasing student retention and completion of CTE programs, strengthening support services and career awareness for special populations and engaging business and industry in providing internships and work experience.

## **CAREER TECHNICAL EDUCATION COMMUNITY COLLABORATIVE**

818.364.7674

Los Angeles Mission College is the lead college for this collaborative project of three colleges: Los Angeles Mission College, Los Angeles Valley College and Los Angeles Pierce College. The project components include Career Pathway Development

and Enhancement, Career Exploration for 7th and 8th graders, Teacher and Faculty Externships in business and Industry, and Career and Technical Education Professional Development.

## **CHILD DEVELOPMENT TRAINING CONSORTIUM**

818.364.7714

The Child Development Training Consortium (CDTC) was created to address the critical shortage of qualified early childhood teachers in the state of California. The demand for qualified workers continues to grow. To accomplish this, the Child Development Training Consortium provides financial resources through the Community College Programs who assist students in meeting the educational requirement for any of the Child Development Permits. In addition, the CDTC administers four other programs, including the Child Development Permit Stipend Program, the Career Incentive Grant Program, and Professional Growth Advisory Project and Administrator Institute.

## **FAMILY CHILD CARE HOMES EDUCATION NETWORK (FCCHEN)**

818.364.7865

The LAMC Family Child Care Homes Education Network consists of 20 licensed family child care homes that offer child care services for the students of Los Angeles Mission College and community. Thirteen of the homes have been accredited. All of the other providers have expressed an interest in completing the accreditation process. Accredited programs adhere to higher standards in all aspects of the program, including parent communication and interactions with children.

## **FOSTER/KINSHIP CARE EDUCATION (FKCE)**

818.364.7600 x7135

LAMC provides more than 350 hours of training to licensed foster parents annually. Classes consist of general parenting information, as well as specific information related to the needs of foster and kinship families. Our training includes classes in both English and Spanish. The Foster and Kinship Care Education program receives funding from the State Chancellor's Office.

## **PARTNERING FOR SAFETY & PERMANENCE - MODEL APPROACH TO PARTNERSHIPS IN PARENTING (PS MAPP)**

818.364.7600 x7135

This program is offered through collaboration with the County of Los Angeles and The Community College Foundation. PS-MAPP offers potential foster and adoptive parents a 33-hour training course to help them explore the requirements and challenges that they will accept in the role of foster parent.

## **SUBSIDIZED TRAINING & EMPLOYMENT PROGRAM (STEP)**

818.899.1529

The purpose of the program is to enable CalWORKs participants to secure unsubsidized employment after completing one or more of the following subsidized training activities:

- Short term classroom training linked to in-demand occupations
- Subsidized employment in the form of On-The-Job Training or Paid Work Experience linked to in-demand occupations
- Pre-exit entry into unsubsidized employments (Direct Placements)
- Priority will be given to those individuals who are near the end of their CalWORKs sixty-month time limit.

### **TRIO/STUDENT SUPPORT SERVICES (SSS)**

818.364.7821 | 818.364.7629

The TRIO/Student Support Services (SSS) Program is a federally funded program designed to identify and provide resources to help students persist through college. SSS provides support services that promote and facilitate students' academic and personal success. To qualify for SSS, students must meet at least one of these requirements:

- Be a first-generation college student (neither parent has a bachelor's degree)
- Meet an income guideline
- Be a student with a disability

Students selected to participate in SSS will qualify for one-on-one academic advising and counseling, individual and group tutoring, career counseling, study skills workshops, trips to cultural sites and colleges, and grant aid through a selective process.

### **URBAN TEACHER FELLOWSHIP**

818.364.7831 | [www.lamission.edu/teacherprep](http://www.lamission.edu/teacherprep)

The goal of the Urban Teacher Fellowship is to prepare disadvantaged youth and adults for employment in the after-school workforce and create a transfer pathway leading to a teaching career. The program trains and places economically disadvantaged individuals in a two-year degree program leading to an accelerated teaching pathway at California State University, Northridge (CSUN). In addition to academic training, UTF provides guidance to each participant assists with his/her academic and social needs.

The Urban Teacher Fellowship offers the following opportunities:

- Learning Cohort
- One-on-one Academic Counseling
- Summer Bridge
- Financial Aid Assistance
- Scholarship Opportunities
- Individualized Tutoring Service

- Assistance in obtaining part-time employment in an after school program
- Guaranteed admission to CSUN (upon successful completion of program requirements)

### **WORKFORCE INVESTMENT ACT (WIA)**

818.899.1529

The purpose of the program is to link job seekers to employment opportunities at locations called Work Source California centers. The purpose of these centers is to provide a seamless, coordinated, and comprehensive referral system through a network of collaborating partners that are either physically co-located or virtually connected. Three levels of service are provided:

1. Core services: Self directed job search assistance is available only to any individuals interested in finding employment. Services include job search and placement assistance, information and referrals to programs, initial screening, eligibility for programs and Labor market information
2. Intensive services: Available for unemployed adults and dislocated workers who are unable to obtain a job because of multiple barriers to employment. Services include development of individual employment plan, career planning, specialized assessment and case management.
3. Training services: Available only to those individuals who are unable to obtain employment and other financial grant assistance.

The Centers also assist employers and the community by serving as a partner in continuing community enrichment and economic development efforts. Business services include labor market information, employment recruitment, pre-screening candidates, referrals to International Trade Centers and referrals to training providers, are available to entrepreneurs and small, medium or large businesses.

### **YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS – LOS ANGELES (YESS-LA)**

*(Formerly Independent Living Program)*

818.364.7600 x7135

The goal of the Youth Development Services –YESS program, funded through a partnership with the County of Los Angeles and the Foundation for California Community Colleges, is to motivate foster youth ages 14 to 20 to be ready for their release from the foster care system at age 18.

Services for 14 and 15 year olds include educational planning and tutoring. Services for 16 to 20 year olds include educational planning and life skills classes to discuss what is needed to succeed in the community. The program consists of 30 hours of classroom training to help the students develop skills that will enable them to locate jobs, manage money, and survive as productive citizens outside the foster care system.

## *Business & Fiscal Services*

### **EAGLES' LANDING STUDENT STORE**

(Bookstore) 818.364.7768

#### **Student Store Check Policy**

1. We accept checks if you have two forms of identification:
  - (a) A valid California driver's license or California identification card AND
  - (b) A current LAMC student registration receipt or current school ID.
2. Your current address must be imprinted on the check and verified by both your registration receipt and the California driver's license or California identification card.
3. Your check can be written for the amount of purchase only.
4. Your check cannot be a two-party or pre-signed check.
  - 4a. Students who use their parent's check must write their parent's driver's license number and expiration date on the face of the check.

# Student Information

5. Checks can be accepted from registered students only.
6. The student store charges a \$10 fee for each returned check. Los Angeles Mission College will place a hold on registration, transcripts, and all other college transactions until the fee and the amount of the returned check are paid.
7. We accept credit cards – VISA, MasterCard, Discover, and American Express.

## **Student Store Refund Policy**

1. All materials must be returned in the same condition as when purchased. This means that you must not write in or in any way mark, even with a pencil, a textbook until you are positive you are going to stay in the class and use the book. Watermarked books are “damaged” books and are non-refundable. The determination of the condition of a book is made by the student store staff. The student store manager is responsible for all decisions, approval or disapproval, concerning refunds.

2. Textbooks and required materials may only be returned between the first and tenth day of the Fall and Spring semesters and within the first week of the summer session and short-term courses.
3. Without exception, any refund, exchange, or replacement must be accompanied by a CURRENT DATED CASH REGISTER RECEIPT issued by the student store.
4. Generally, cash refunds are issued for cash purchases.
  - a. In the event that cash is limited for a particular day, a store credit is issued, which is redeemable on or after the following business day.
5. If you purchase a textbook after the tenth school day, it may only be returned within 24 hours accompanied by its dated cash register sales receipt.
6. If a textbook fails to meet the refund policy, it will be treated as a used book. This means that it can be sold by the student during the book buyback period at a maximum of 50 percent of the original purchase price.

7. Supplies may be considered for refund under the following conditions: Items required as materials in certain classes may be refunded during the first ten days of the Fall and Spring semesters and within the first five days of the Summer session. Items returned must be accompanied by their dated cash register receipt, and they must be in new condition. Athletic supporters, sweat socks, safety goggles, and other “personal items” governed by California health laws are not returnable.
8. Refunds for check purchases are subject to a twenty (20) day waiting period to allow time for bank processing.
9. No refunds will be given on books purchased during midterms and finals.

## **College Book Buy-Back Policy**

During the first week and last week of Spring and Fall semesters ONLY, the student store buys back textbooks that have been pre-adopted by instructors at 50 percent of the original purchase price.



## STUDENT PARKING REGULATIONS

1. Liability: The Los Angeles Community College District and Mission College assume no responsibility for damage to any motor vehicle, theft of a vehicle or its contents, or injury to persons operating such vehicles on or off campus.
2. Students should avoid parking in designated LAMC STAFF PARKING LOTS and areas posted NO PARKING ZONES. A valid student parking permit must be displayed to park in the student parking lot.
3. The maximum speed limit is 10 mph on all parking facilities.
4. All persons driving a vehicle on the campus are required to comply with the traffic laws of the state of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations may result in a citation being issued.
5. All vehicles must be parked clearly within a designated parking stall.
6. All vehicles shall be parked heading into parking stall.
7. "No Parking" signs must be complied with.
8. Any vehicle parked in a space designated for

"Disabled or Handicapped Only" must display a valid handicapped permit or placard issued by the Department of Motor Vehicles.

9. Persons parking illegally on campus will receive a parking citation.
10. Persons parking illegally in the "Disabled or Handicapped Only" parking area will be cited.
11. Parking citations are payable by mail to the address on the citation or online at [www.paymycite.com](http://www.paymycite.com). To appeal a citation, obtain an Administrative Review form from the college Sheriff's Office.
12. Short- term and visitor permits are available at the college Sheriff's Office.
13. The College reserves the right to remove vehicles from the campus for any of the following reasons:
  - a. Abandoned vehicles
  - b. Vehicles with no license plates
  - c. Vehicles parked in such a manner as to constitute a serious hazard
  - d. Vehicles which impede the operation of emergency equipment
  - e. Vehicles which are parked illegally on a recurring basis

*NOTE: The registered owner will be responsible for impound costs.*

## COLLEGE SHERIFF'S DEPARTMENT

818.364.7843

Sheriff's office personnel are responsible for the safety and well being of staff and students and for the security of college property and facilities.

### LOST & FOUND

Items left in classrooms or at other campus facilities should be turned in to the Sheriff's Office. Inquiries about lost belongings may be made during regular college hours. The college is not responsible for lost items. Students are advised to put their names on textbooks and other items of value.



# District Information

## *Academic Standards*

### **ACADEMIC HONORS**

#### **Chancellor's Distinguished Honor Award**

The Chancellor's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students in the Los Angeles Community College District. This certificate is awarded at the College Commencement exercises. In order to be considered for the award, a candidate must meet the following criteria:

1. Petition for the Associate Degree.
2. Achieve a grade point average of 3.70 or better in all college work attempted at the time of petition and be in good standing.
3. Complete at least 50 percent of all units utilized for the award within the Los Angeles Community College District.
4. Achieve a grade point average of 3.70 and be in good standing in all college work attempted at the end of the Fall semester if graduation requirements will not be completed until the end of the Spring semester.

Please note, Spring candidates for this award will be listed as "Candidates" in the graduation program. After the final grade point evaluation, if the student achieved a 3.70 grade point average, he or she will be awarded the Chancellor's Distinguished Honor Award. Students who possess associate, the equivalent, or advanced degrees are not eligible for this award.

### **GRADUATION HONORS**

Graduation honors and awards are to be based on the student's cumulative grade point average (GPA) for all degree applicable college work attempted. The overall GPA includes all work attempted at LAMC as well as all college-level transfer work attempted at any other regionally accredited institution, regardless of elapsed time.

#### **Summa Cum Laude**

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.90 to 4.00 in all work completed are placed on the Summa Cum Laude list of the College and are honored during graduation.

#### **Magna Cum Laude**

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.70 to 3.89 in all work completed are placed on the Magna Cum Laude list of the College and are honored during graduation.

#### **Cum Laude**

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.30 to 3.69 in all degree applicable college work completed are placed on the Cum Laude list of the College and are honored during graduation.

## CRITERIA FOR HONORS CERTIFICATES

### Definitions

- A. Full-time student: a student enrolled in twelve (12) or more graded units in the qualifying semester
- B. Part-time student: a student enrolled in six (6) to eleven (11) graded units in the qualifying semester
- C. Qualifying semester: the semester for which the student is considered for the Dean's Honors List
- D. Graded Units: courses in which grades of A, B, C, D, or F were received. Grades of "Pass," "No-Pass," and "Incomplete" will not be counted in meeting the unit requirement for the Dean's or President's Honors List.

### Dean's Honors List Requirements

- A. Full-time Dean's Honors List
  - 1. Twelve (12) or more graded units completed in the qualifying semester
  - 2. Grade point average of 3.50 or higher in the qualifying semester
- B. Part-time Dean's Honors List
  - 1. Twelve (12) or more cumulative graded units completed, student is being considered for inclusion on the Dean's Honors List
  - 2. Grade point average of 3.50 or higher in the qualifying semester
- C. Course work used in determination:  
Only the grades from courses completed at the campus where student is considered for the Dean's Honors List will be used in calculating the grade point average.

### President's Honors List

Students who have appeared on the college's full-time or part-time Dean's Honors List for three (3) consecutive semesters will be placed on the President's Honors List.

### Transcript Designation

The designation "Dean's Honors List" and "President's Honors List" will be placed on qualifying students' transcripts.

## ACADEMIC PROBATION & DISMISSAL

### Academic Standards for Probation

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 shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from probation calculations.

### Probation

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

- A. *Academic Probation* - The student has attempted a minimum of 12 semester-units of work and has a grade point average less than a "C" (2.00).
- B. *Progress Probation* - The student has enrolled in a total of at least 12 semester-units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "INC" (Incomplete), and "NP" (No-Pass) are recorded reaches or exceeds fifty percent (50%).
- C. *Transfer Student* - The student has met the conditions of (A) or (B) at another college within the Los Angeles Community College District.

### Units Attempted to Determine Probation Status

"Units Attempted," for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student is enrolled.

### Removal from Probation

A student shall be removed from probation upon meeting the criteria specified in this section.

### Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.00 or higher.

### Progress Probation

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No-Pass (NP), Incomplete (INC), and/or Withdrawal (W) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of "W," "INC," and "NP" are recorded is less than fifty percent (50%). VA students will have to get Academic Progress and Probation clarification from the Campus VA Office.

### ACADEMIC STANDARDS FOR DISMISSAL

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section.

### 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 2.00 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 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

### Progress Probation

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No-Pass (NP), Incomplete (INC), and/or Withdrawal (W) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been

enrolled for which entries of "W," "INC," and "NP" are recorded is less than fifty percent (50%). VA students will have to get Academic Progress and Probation clarification from the Campus VA Office.

### **Appeal of Dismissal**

A student who is subject to dismissal may appeal to the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

### **Dismissal**

A student who is subject to dismissal and who has not been continued on probation through the appeal process shall be notified by the College President, or designee, of dismissal, which will become effective the semester following notification. Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

### **Readmission After Dismissal**

A student who has been dismissed may request reinstatement after two (2) semesters have elapsed. The student shall submit a written petition requesting readmission to college in compliance with college procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

### **Academic Renewal**

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

- Students must have achieved a grade point average of 2.50 in their last 15 semester units, or 2.00

in their last 30 semester units completed at any accredited college or university, and

- At least two calendar years must have elapsed from the time the course work to be removed was completed. If the above conditions are met, academic renewal shall be granted, consisting of the following:
- Eliminating from consideration in the cumulative grade point average up to 18 semester units of course work, and
- Annotating the student academic record indicating where courses have been removed by academic renewal action

Academic renewal actions are irreversible.

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

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

### **ATTENDANCE**

The student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform his or her instructor of the reason for the absence.

Students who have preregistered for a class and who do not attend the first meeting of the class may forfeit their right to a place in the class. Students should call the instructor's office to inform the instructor of the circumstances related to the absence. The instructor will then decide if the reasons provided for the absence are appropriate for allowing the student to remain in class. Mitigating circumstances may be considered by the instructor.

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

It is the student's responsibility to officially drop from any class he/she does not plan to continue to attend. Any drops or exclusions that occur between the end of the 4th week and the end of the 14th week will result in a "W" on the student's record. Drops are not permitted beyond the end of the 14th week. An evaluative grade ("A," "B," "C," "D," "F," "P," or "NP") will be assigned to students who are enrolled past the end of the 14th week. After the last day of the 14th week (or 75 percent of the time the class is scheduled, whichever is less) the student may petition to withdraw from class demonstrating extenuating circumstances. For further details, refer to the "W" section of "Grading Symbols and Definitions."

### **COURSE REPETITION & ACTIVITY REPETITION**

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in art, music, physical education and theater, which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Music 341, Intermediate Piano (RPT 3). Any combination may

be used as long as the limit of four (4) enrollments in one activity is not exceeded.

Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

*NOTE: Whenever the student's record is reviewed for the purpose of determining her/his unit credits, all of the student's record is reviewed.*

### **Course Repetition to Improve Substandard Grades**

Students may petition for approval to repeat substandard grades (less than "C", 2.00) awarded. Students may repeat the same course only once for this purpose.

Upon completion of a repeated course, the highest grade earned will be computed in the cumulative grade point average, and the student's academic record will be so annotated. No specific course or categories of courses shall be exempt from course repetition.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

### **Course Repetition: Special Circumstances**

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade point average.

### **CONCURRENT ENROLLMENT**

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

Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses). Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action (See Standards of Student Conduct).

### **K to Eighth Grade Students (Young Students)**

Any Concurrent Enrollment student application for a student who has not completed eighth grade must be reviewed by the K to 8 committee. These students must submit a letter of recommendation and current transcript. The application is reviewed by committee every semester until the student completes eighth grade.

### **AWARDING CREDIT**

Los Angeles Mission College recognizes work completed at other accredited colleges and experiences outside of the traditional classroom setting.

### **CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS**

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better average, apply for up to fifteen (15) units of credit in courses which parallel the offerings of the college. The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing  
The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:
  - a. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:
    - (1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
    - (2) The student has completed at least 12 units of credit at the college to which application is made.
  - b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
  - c. Candidates for the Associate in Arts or Associate in Science Degree are exempt from Health Education as a General Education Requirement. No other general education requirements will be waived.
  - d. Additional courses in nursing may be taken for credit only upon approval of the Nursing Department.
  - e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.
2. Credit for Military Service Training  
Students who are currently serving in or have served in the military service may, after successful completion of at least one course with the Los Angeles Community Colleges or the Overseas Program, request an evaluation of credit earned through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education (ACE).

3. Credit for Law Enforcement Academy Training  
Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

- a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission. This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.
- b. Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline.
- c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed eighteen (18) semester units or their equivalent.
- d. Twelve (12) units must be completed in residence at L.A. Mission College.
- e. Students granted block credit for basic academy training may receive 1 unit of Physical Education (activity) to meet the AA/AS degree, general education requirements (area E2), at the time of graduation from LAMC.

### **CREDIT FOR COURSES COMPLETED AT FOREIGN INSTITUTIONS**

Students who have completed college-level courses at schools outside the United States may petition for an unlimited number of lower division units of credit toward an associate degree or certificate after completion of 12 units at L.A. Mission College with a "C" or better GPA. The student may petition under the following conditions:

1. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.

2. The foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.
3. No courses may be used to satisfy the associate degree's reading and written expression or oral communication requirement unless the course was taken in a country where English is the native language.
4. No course may be used to satisfy the associate degree's American Institutions requirement.
5. In cases where equivalent course credit is not granted, elective credit may be awarded.

### **PREVIOUSLY EARNED COLLEGE UNITS**

College credits earned at regionally accredited institutions of higher education will be recognized. Acknowledgement of receipt of transcripts will be posted to the student's permanent record. Students must arrange for each college previously attended to mail official, sealed transcripts to the Office of Admission and Records, directly from that institution.

### **CREDIT BY EXAMINATION**

Some courses in the college catalog are eligible for credit by examination.

1. Method of obtaining credit by examination
  - a. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog
  - b. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college
2. Determination of eligibility to take College administered examinations, students who qualify
  - a. Must be currently registered in the college, in good standing and with a minimum grade point average of 2.00 in any work attempted at the college

- b. May petition for credit by examination if they are:
  - i. eligible to take such course for credit under existing regulations, and
  - ii. have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested
- c. File a credit by examination petition with the credit clerk in Admissions and Records Office

3. Maximum credit allowable for credit by examination

The maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15) units. Credit by examination transferred from other institutions is counted toward this maximum.

4. Limitations

Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's, or social security benefits.

5. Recording of Credit

- a. If a student passes the examination, the course shall be posted on his/her cumulative recording indicating "Credit" in the "Grade" column.
- b. The number of units of credit recorded for any course may not exceed those listed in the college catalog.

6. Acceptance Toward Residence

Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.

## ADVANCED PLACEMENT INFORMATION

### Advanced Placement (AP) Exam Credit

Awarding of advanced placement exam credit is applicable based on academic goal. Every college and university has its own policy for awarding credit for passed AP exams. Credit acquired by AP examinations is not applicable toward meeting unit-load requirements for athletic eligibility, social security benefits, or Veterans Administration benefits. Please note: Transfer students must check with the college or university they plan to transfer to for the institution's Advanced Placement policy.

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

Official AP score reports must be mailed directly to the Admissions Office from the College Entrance Examination Board ([www.collegeboard.com](http://www.collegeboard.com)).

1. Passed Advanced Placement exams must have a score of 3 or higher, administered by the College Examination Board. Some institutions require higher scores for course credit, therefore students should check with the Transfer Center, their counselor and/or the institution to which they plan to transfer.
2. Course applicability is for Mission College Associate Degree requirements. To be eligible for course applicability for Advanced Placement exams, the student must have completed a minimum of 12 units in residence. Request must be submitted in writing to the office of Admissions and Records. It is recommended that the student meet with a counselor.

3. Students interested in transfer to a CSU or UC campus and are following the CSU GE Breadth or IGETC may count passed AP exams toward fulfillment of subject areas on each of these plans as determined by the policies of the CSU and UC systems. Students must check with the individual campus to determine if any specific course credit will be awarded. There is no relation between the credit awarded on these general education patterns and the course credit that each CSU and UC campus may award; actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. Also, there is no relation between the credit awarded on these general education patterns and the course credit awarded by L.A. Mission College (see charts, pages 46-47). *NOTE: It is rare that a college or university allow a passed AP exam to fulfill a course requirement that is necessary to meet major preparation.* Private institutions also have their own AP policies that must be researched. It is highly recommended that students consult with a Counselor for more information. CSU GE AP Policy details may be found on the CSU Chancellor's website: [www.calstate.edu/app/general-ed-transfer.shtml](http://www.calstate.edu/app/general-ed-transfer.shtml) UC AP Policy details may be found on the UC website: [www.universityofcalifornia.edu/admissions/counselors/ap-credits/index.html](http://www.universityofcalifornia.edu/admissions/counselors/ap-credits/index.html)
4. Applicability as listed, will not grant course credit for Mission College Associate Degree major requirements, certificate requirements or units awarded. All course credit applicable to Mission College major requirements, certificate requirements or unit credit are listed separately. Please consult with a counselor for more information.

*NOTE: Mission College course credit is not related to the AP policy of the CSU GE Breadth or IGETC patterns.*

### Campus Credit for AP Exams

All course credit applicable to L.A. Mission College major requirements, certificate requirements or unit credit ONLY, are listed separately in the following table (please note: applicability for LAMC areas of general education are listed in the previous table). All advanced placement exams used to fulfill LAMC requirements, as listed below, MUST have a passing score of 3, 4 or 5. All units listed as semester units only. Please consult with a counselor for more information.

*PLEASE NOTE: L.A. Mission College course credit is ONLY applicable to meet requirements for LAMC Associate Degree majors or Certificate requirements.*

*LAMC course credit is not related to the AP policy of the CSU or UC system or the granting of applicability for the CSU GE Breadth, IGETC or Certification. For more information on those policies or applicability for CSU GE, IGETC and/or Certification, please consult the grid entitled "LACCD Credit for AP Exams."*

AP Subject area	LAMC Course Credit
Art: History Studio Drawing	Art 101, 102 Art 201, 202
Biology	Biology 3
Chemistry	Chem 65
English Language & Composition	English 101
Economics	Econ 1, 2
French Language	French 1
Government & Politics: US	PolSci 1
Government & Politics: Comparative	PolSci 2
History: U.S.	Hist 11 and 12
History: World	Hist 86 + 3 elective units
Math: Calculus AB Calculus BC	Math 265 Math 265 (+5 add'l elective units if both exams taken)
Music Theory	Music 111
Physics B	Physics 6, 7
Psychology	Psych 1
Spanish Language Spanish Literature	Spanish 3 Spanish 3 (+6 add'l elective units if both exams taken)

# District Information

## LACCD Credit for Advanced Placement (AP) Exams

All AP exams used to fulfill requirements as listed below MUST have a passing score of 3, 4 or 5. All units listed as semester units only. Please refer to the chart for specific course

applicability. Please consult with a counselor and/or the Transfer Center for more information. For CSU GE credit, please remember to verify date exam was taken (all gray boxes indicate effective removal dates).

AP Subject Area	Total Units Toward Associate Degree	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	CSU GE Breadth min units (CSU Coded Memo AA-2010-09) <sup>†</sup>	CSU GE Breadth Applicability (CSU Coded Memo AA-2010-09) <sup>†</sup>	IGETC Applicability (IGETC Standards v 1.2) <sup>β</sup>
Art Studio Drawing Portfolio	6	3 units, Section C: Humanities	3	NA	
Art Studio 2D Design	6	3 units, Section C: Humanities	3	NA	
Art Studio 3D Design	6	3 units, Section C: Humanities	3	NA	
Art History	6	3 units, Section C: Humanities	6	3 units, Area: C1 or C2	3 units, Area: 3A or 3B
Biological Sciences	8	3 units, Section A: Natural Science	6	4 units, Area: B2 and B3	4 units, Area: 5B with lab
Chemistry	8	3 units, Section A: Natural Science	6	4 units, Area: B1 and B3	4 units, Area: 5A with lab
			6	6 units, Area: B1 and B3 (removal fall 09 <sup>#</sup> )	
Chinese Language & Culture	6	3 units, Section C: Humanities	6	3 units, Area: C2	3 units, Area: 3B and 6A
Computer Science Exam A	3	3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	3	NA*	
Computer Science Exam AB	6	3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	6	NA*	
Economics – Macro	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D2	3 units, Area: 4
Economics - Micro	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D2	3 units, Area: 4
†English Language & Comp	6	6 units, Section D1: Lang & Rationality - English Comp	6	3 units, Area: A2	3 units, Area: 1A
†English Literature & Comp	6	6 units, Section D1: Lang & Rationality - English Comp	6	6 units, Area: A2 and C2	3 units, Area: 1A or 3B
Environmental Science	4	3 units, Section A: Natural Science	4	4 units, Area: B1 and B3	3 units, Area: 5A with lab
			4	4 units, Area: B2 and B3 (removal fall 09 <sup>#</sup> )	
French Language	6	3 units, Section C: Humanities	6	3 units, Area: C2	3 units, Area: 3B and 6A
			6	6 units, Area: C2 (removal fall 09 <sup>#</sup> )	
French Literature	6	3 units, Section C: Humanities	6	3 units, Area: C2 (removal fall 09 <sup>#</sup> )	3 units, Area: 3B and 6A
German Language	6	3 units, Section C: Humanities	6	3 units, Area: C2	3 units, Area: 3B and 6A
			6	6 units, Area: C2 (removal fall 09 <sup>#</sup> )	
*Government & Politics: U.S.	3	3 units, Section B1: American Institutions	3	3 units, Area: D8+US-2	3 units, Area: 4 and US-2
Government & Politics: Comparative	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D8	3 units, Area: 4
History: European	6	6 units, Section B2: Social & Behavioral Sciences AND Section C: Humanities	6	3 units, Area: C2 or D6	3 units, Area: 3B or 4

√ Areas of GE Breadth (A1-E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at ASSIST.org.

β IGETC Policy: There is no limit on the number of external exams that can be applied to IGETC. External exams may be used regardless of when the exam was taken.

# Students seeking CSU GE Breadth Certification must have passed the AP exam prior to this date. Students who passed the Environmental Science AP and tested PRIOR to Fall 2009 may apply 4 units of credit to either B1+B3 or B2+B3 of CSU GE Breadth. After Fall 2009, credits may only be applied to B1+B3.

† Reading and Written Expression Competency Satisfied [Fulfillment of Graduation Competency, BR Chap VI: 6201.12]

+ American Institutions Satisfied [Fulfillment of Title 5: American Institutions, BR Chap VI: 6201.14]

\* CSU Policy: if more than one AP exam in Calculus or Computer Science is passed, only one examination may be applied to the baccalaureate.



LACCD Credit for Advanced Placement (AP) Exams - continued

AP Subject Area	Total Units Toward Associate Degree	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	CSU GE Breadth min units (CSU Coded Memo AA-2010-09)	CSU GE Breadth Applicability (CSU Coded Memo AA-2010-09) <sup>†</sup>	IGETC Applicability (IGETC Standards v 1.2) <sup>β</sup>
<sup>†</sup> History: U.S.	6	6 units, Section B1: American Institutions	6	3 units, Area: C2 or D6 + US-1	3 units, Area: 3B or 4 and US-1
History: World	6	6 units, Section B2: Social & Behavioral Sciences	6	3 units, Area: C2 or D6	3 units, Area: 3B or 4
Human Geography	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D5	3 units, Area: 4
Italian Language & Culture	6	3 units, Section C: Humanities	6	3 units, Area: C2 (removal fall 10 <sup>#</sup> )	3 units, Area: 3B and 6A
Japanese Language & Culture	6	3 units, Section C: Humanities	6	3 units, Area: C2	3 units, Area: 3B and 6A
Latin Literature	6	3 units, Section C: Humanities	6	3 units, Area: C2 (removal fall 09 <sup>#</sup> )	3 units, Area: 3B and 6A
Latin: Vergil	6	3 units, Section C: Humanities	3	3 units, Area: C2	3 units, Area: 3B and 6A
‡Mathematics – Calculus AB	6	6 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	3	3 units, Area: B4*	3 units, Area: 2A
‡Mathematics – Calculus BC	6	6 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	6	3 units, Area: B4*	3 units, Area: 2A
‡Mathematics – Calculus BC/AB subscore	6	6 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	3	3 units, Area: B4*	3 units, Area: 2A
Music Theory	6	3 units, Section C: Humanities	6	3 units, Area: C1 (removal fall 09 <sup>#</sup> )	
Physics B	6	3 units, Section A: Natural Science	6	4 units, Area: B1 and B3** 6 units, Area: B1 and B3** (removal fall 09 <sup>#</sup> )	4 units, Area: 5A with lab
Physics C Mechanics	4	3 units, Section A: Natural Science	4	4 units, Area: B1 and B3**	3 units, Area: 5A with lab
Physics C Electricity & Magnetism	4	3 units, Section A: Natural Science	4	4 units, Area: B1 and B3**	3 units, Area: 5A with lab
Psychology	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D9	3 units, Area: 4
Spanish Language	6	3 units, Section C: Humanities	6	3 units, Area: C2 6 units, Area: C2 (removal fall 09 <sup>#</sup> )	3 units, Area: 3B and 6A
Spanish Literature	6	3 units, Section C: Humanities	6	3 units, Area: C2 6 units, Area: C2 (removal fall 09 <sup>#</sup> )	3 units, Area: 3B and 6A
‡Statistics	3	3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	3	3 units, Area: B4	3 units, Area: 2A

<sup>√</sup> Areas of GE Breadth (A1-E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at ASSIST.org.

<sup>β</sup> IGETC Policy: There is no limit on the number of external exams that can be applied to IGETC. External exams may be used regardless of when the exam was taken.

<sup>#</sup> Students seeking CSU GE Breadth Certification must have passed the AP exam prior to this date. Students who passed the Environmental Science AP and tested PRIOR to Fall 2009 may apply 4 units of credit to either B1+B3 or B2+B3 of CSU GE Breadth. After Fall 2009, credits may only be applied to B1+B3.

<sup>+</sup> American Institutions Satisfied [Fulfillment of Title 5: American Institutions, BR Chap VI: 6201.14]

<sup>‡</sup> Mathematics Competency Satisfied [Fulfillment of Graduation Competency, BR Chap VI: 6201.12]

<sup>\*</sup> CSU Policy: if more than one AP exam in Calculus or Computer Science is passed, only one examination may be applied to the baccalaureate.

<sup>\*\*</sup> CSU Policy: if more than one AP exam in Physics is passed, only one exam may be applied to the baccalaureate and only 4 units of credit may be applied to GE Breadth Certification.

## **CLEP INFORMATION** (COLLEGE-LEVEL EXAMINATION PROGRAM)

### **CLEP Credit**

Awarding of CLEP exam credit is applicable based on academic goal. Every college and university has its own policy for awarding credit for passed CLEP exams. CLEP exams shall be used to meet general education requirements and graduation competency for the Associate Degrees (BR Chapter VI, Article II). Please note: For more information, students should check with the Transfer Center, a counselor and/or the college or university they plan to transfer to for the institution's CLEP policy.

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

Official CLEP score reports must be mailed directly to the Admissions Office from the College Entrance Examination Board ([www.collegeboard.com](http://www.collegeboard.com)).

1. Most CLEP exams must have a passing score of 50, except for Foreign Language level 2 which requires a higher score.
2. Course applicability is for LAMC Associate Degree requirements. To be eligible for course applicability for CLEP exams, the student must be enrolled at LAMC during the semester in which credit is to be granted and have completed a minimum of 12 units in residence. It is recommended that the student meet with a counselor prior to filing a petition with the Admissions and Records office.
3. Students interested in transfer to a CSU or UC campus and are following the CSU GE Breadth or IGETC may count passed CLEP exams toward fulfillment of subject areas on each of these plans as determined by the policies of the CSU and UC systems. Students must check with the individual campus to determine if any specific course credit will be awarded. There is no relation between the credit awarded on these general education patterns and the course credit that each CSU and UC campus may award; actual CLEP transfer

credit awarded for these and other CLEP exams for admission is determined by the CSU and UC. Private institutions also have their own AP policies that must be researched. It is highly recommended that students consult with a Counselor for more information.

CSU GE CLEP Policy details may be found on the CSU Chancellor's website: <http://www.calstate.edu/app/general-ed-transfer.shtml>  
CLEP exams cannot be used on IGETC.

4. Applicability as listed, will not grant course credit for L.A. Mission College Associate Degree major requirements, certificate requirements or units awarded; course equivalency does not award unit credit. For the purpose of granting unit credit to meet general education and graduation competency requirements, the guidelines set by the American Council on Education (ACE) should be followed:
  - 3 semester hours are recommended in the case of a half-year course.
  - 6 semester hours for most full-year courses.
  - 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college level foreign language course work.

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

All CLEP exams used to fulfill requirements as listed below **MUST** have a passing score of 501 unless otherwise noted. The scores and credit hours that appear in this table (and on next page) are the credit-granting scores and semester hours recommended by the

American Council on Education (ACE). The scores listed are equivalent to a grade of "C" in the corresponding course. All units listed as semester units only.

Please consult with a counselor and/or the Transfer Center for more information.

CLEP Exam		Total Units Toward Associate Degree	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	CSU GE Breadth min units (CSU Coded Memo AA-2010-09)	CSU GE Breadth Applicability (CSU Coded Memo AA-2010-09) <sup>y</sup>
Business	Financial Accounting	3	NA	3	NA
	Information Systems and Computer Applications	3	3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	3	NA
	Introductory Business Law	3	NA	3	NA
	Principles of Management	3	NA	3	NA
	Principles of Marketing	3	NA	3	NA
Composition & Literature	American Literature	6	3 units, Section C: Humanities	3	3 units, Area: C2
	Analyzing and Interpreting Literature	6	3 units, Section C: Humanities	3	3 units, Area: C2
	College Composition (replaces English Composition w/essay, effective 07/01/10)	6	6 units, Section D1: Lang & Rationality - English Comp	0	NA
	College Composition Modular (replaces English Composition and Freshman College Composition exams, effective 07/01/10)	6	6 units, Section D1: Lang & Rationality - English Comp	0	NA
	English Literature	6	3 units, Section C: Humanities	3	3 units, Area: C2
	Humanities	6	3 units, Section C: Humanities	3	3 units, Area: C2
Foreign Languages	French Language, Level 1	6	3 units, Section C: Humanities	6*	NA
	French Language, Level 2 <sup>A</sup>	12	3 units, Section C: Humanities	12*	3 units, Area: C2
	German Language, Level 1	6	3 units, Section C: Humanities	6*	NA
	German Language, Level 2 <sup>A</sup>	12	3 units, Section C: Humanities	12*	3 units, Area: C2
	Spanish Language, Level 1	6	3 units, Section C: Humanities	6*	NA
	Spanish Language, Level 2 <sup>A</sup>	12	3 units, Section C: Humanities	12*	3 units, Area: C2

Level 1 – equivalent to the first 2 semesters (6 semester hours) of college-level foreign language course work

Level 2 – equivalent to the first 4 semesters (12 semester hours) of college-level foreign language course work

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

CLEP Exam		Total Units Toward Associate Degree	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	CSU GE Breadth min units (CSU Coded Memo AA-2010-09)	CSU GE Breadth Applicability (CSU Coded Memo AA-2010-09) <sup>†</sup>
Science and Mathematics	<b>Biology</b>	6	3 units, Section A: Natural Science	3	3 units, Area: B2
	‡ <b>Calculus</b>	3	3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	3	3 units, Area: B4
	<b>Chemistry</b>	6	3 units, Section A: Natural Science	3	3 units, Area: B1
	‡ <b>College Algebra</b>	3	3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	3	3 units, Area: B4
	‡ <b>College Mathematics</b>	6	3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	0	N/A
	‡ <b>Precalculus</b>	3	3 units, Section D2: Lang & Rationality - Communication and Analytical Thinking	3	3 units, Area: B4
	<b>Natural Sciences</b>	6	3 units, Section A: Natural Science	3	3 units, Area: B1 or B2
	<b>College Algebra – Trigonometry</b>			3	3 units, Area: B4
History and Social Sciences	<b>Trigonometry</b>			3	3 units, Area: B4
	<sup>+</sup> <b>American Government</b>	3	3 units, Section B1: American Institutions	3	3 units, Area D8
	<sup>+</sup> <b>History of the United States I: Early Colonization to 1877</b>	3	3 units, Section B1: American Institutions	3	3 units, Area: D6 +US-1
	<sup>+</sup> <b>History of the United States II: 1865 to present</b>	3	3 units, Section B1: American Institutions	3	3 units, Area: D6 +US-1
	<b>Human Growth and Development</b>	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: E
	<b>Introduction to Educational Psychology</b>	3	3 units, Section B2: Social & Behavioral Sciences	3	NA
	<b>Introductory Psychology</b>	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D9
	<b>Introductory Sociology</b>	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D0
	<b>Principles of Macroeconomics</b>	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D2
	<b>Principles of Microeconomics</b>	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D2
	<b>Social Science and History</b>	3	3 units, Section B2: Social & Behavioral Sciences	0	NA
	<b>Western Civilization I: Ancient Near East</b>	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: C2 or D6
	<b>Western Civilization II: 1648 to Present</b>	3	3 units, Section B2: Social & Behavioral Sciences	3	3 units, Area: D6

<sup>†</sup>The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE).

<sup>‡</sup>Areas of GE Breadth (A1-E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at ASSIST.org.

<sup>^</sup>Level 2 Languages require the following minimum, passing score: French Level 2 = 59, German Level 2 = 60 (this is the recommended score for exams administered after June 30, 2008), Spanish Level 2 = 63. [Sources: <http://www.collegeboard.com/student/testing/clep/about.htm>]

<sup>\*</sup>CSU Policy: if a student passes more than one CLEP exam in the same language other than English, only one exam may be applied to the baccalaureate.

‡**Mathematics Competency Satisfied [Fulfillment of Graduation Competency, BR Chap VI: 6201.12]**

<sup>+</sup>**American Institutions Satisfied [Fulfillment of Title 5: American Institutions, BR Chap VI: 6201.14]**

## CREDIT FOR PREREQUISITES

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course. Violation of this regulation will result in exclusion from class and denial of course credit.

## PASS/NO-PASS OPTION

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

### 1. Usage for Single Performance Standard

The Pass/No-Pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Credit (CR) shall be assigned for meeting that standard, and a grade of No-Credit (NC) shall be assigned for failure to do so.

### 2. Acceptance of Credits

All units earned on a Pass/No-Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

### 3. Recording of Grade

A student who is approved to be evaluated on the Pass/No-Pass basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a No-Credit (NC) grade.

### 4. 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 No-Credit (NC) is recorded shall be considered in probationary and dismissal procedures.

### 5. Standards of Evaluation

The student who is enrolled in a course on a Pass/No-Pass basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation, which are identical for all students.

### 6. Conversion to Letter Grade

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

### 7. Course Repetition

A student who has received a grade of No-Credit (NC) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

## Campus Procedure on Pass/No-Pass Option

A maximum of fifteen (15) units on a Pass/No-Pass basis may be applied toward the Associate Degree. Courses taken for Pass/No-Pass may not be a requirement of the student's major.

Unit and course credit will be granted on a Pass/No-Pass basis under the following conditions:

1. A student wishing to take a course on a Pass/No-Pass basis will go to the Admissions and Records Office before the end of the 6th week of a semester (the 2nd week of a Summer session or the 3rd week of a nine-week short-term session) and record her/his choice by completing the proper form.
2. A student who elects to be evaluated on a Pass/No-Pass basis does not have the option of reversing her/his decision at a later date.
3. Veteran students will not receive VA payment for No-Credit grades.

The general practice at most four-year colleges is to not accept Pass/No-Pass grades for courses required in the major or preparation for the major. The student at Mission College has the option of taking the majority of the courses available on a Pass/No-Pass basis or for a letter grade. English 101 is NOT available on a Credit/No-Credit basis.

The following is a list of courses which are available only as Pass/No-Pass:

- Developmental Communications (all courses)
- English 21
- English as a Second Language (all courses)

## FINAL EXAMINATIONS

Final examinations are held in all subjects according to the published final examination schedule. No student will be excused from the final examinations. Should any circumstance develop requiring a special examination at a time other than the scheduled time, special authorization must be secured from the Office of the Vice President of Academic Affairs.

## GRADING SYMBOLS & DEFINITIONS

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license.

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

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least equal to a "C" grade or better – units awarded are not counted in GPA)	
NC	No-Credit (equal to a "D" or "F" grade – units are not counted in GPA) CR and NC grades may be given only in courses authorized by the District Credit/No-Credit Option and Credit by Examination Policies	

The following non-evaluative symbols may be entered on a student's record:

SYMBOL: CR/NCR

DEFINITION: Credit or Pass (at least satisfactory-units not counted on GPA)/No-Credit or No-Pass (less than satisfactory – units not counted in GPA)

SYMBOL: INC

DEFINITION: Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "INC" symbol being entered in the student's record. The condition for removal

of the "INC" shall be stated by the instructor in a written record.

This record shall contain the condition for removal of the "INC" and the grade assigned in lieu of its removal. This record shall be given to the student with a copy on file in the college Admissions and Records Office until the "INC" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for the work has passed.

The "INC" symbol shall not be used in calculating units attempted nor for grade points. **THE "INC" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.** The student may petition for a time extension due to unusual circumstances.

*NOTE: Courses in which the student has received an Incomplete ("INC") may not be repeated unless the "INC" is removed and has been replaced by a grade of "D" or "F". This does not apply to courses which are repeatable for additional credit.*

SYMBOL: IP

DEFINITION: In Progress

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. "IP" indicates that work is "in progress," and that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work from the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period,

the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

SYMBOL: P/NP

DEFINITION: Pass and No-Pass

SYMBOL: RD

DEFINITION: Report Delayed

SYMBOL: W

DEFINITION: Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the 14th week of instruction or 75 percent of the time the class is scheduled to meet, whichever is less.

No notation ("W" or other) shall be made on the record of the student who withdraws during the first 4 weeks, or 30 percent of the time the class is scheduled, whichever is less.

Withdrawal between the end of the 4th week (or 30 percent of the time the class is scheduled to meet, whichever is less) and the last day of the 14th week of instruction (or 75 percent of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the 14th week or 75 percent of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

After the last day of the 14th week (or 75 percent of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions and Records Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the 14th week (or 75 percent of the time the class is scheduled, whichever

is less) which has been recorded as "W." The "W" shall not be used in calculating units attempted nor for the student's grade point average. "W"s will be used as factors in progress probation and dismissal.

**Military Withdrawal:** The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a "W" or, if necessary to distinguish military withdrawals, may be a "MW." Military withdrawals shall not be counted in progress probation and dismissal calculations. "W"s incurred during the period between January 1, 1990, and the effective date of this paragraph that meet the definition of military withdrawal herein shall not be counted in progress probation and dismissal calculations and may be changed to "MW"s.

### **GRADES & GRADE CHANGES**

The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

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

No grade may be challenged by a student more than one year from the end of the term in which the course was taken; however, if a college's academic

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

### **NOTAS DE CALIFICACION Y CAMBIOS EN LAS NOTAS**

El instructor de cada curso determinará la nota de calificación de cada estudiante de acuerdo a la Regla 6702. Las notas reflejan primordialmente el nivel de dominio logrado en relación con el material expuesto en clase. La determinación de la nota por el instructor es permanente a menos que se haya cometido un error, ocurra fraude, mala fe o exista incompetencia. La eliminación o el cambio de notas incorrectas solo se autorizará por el instructor de ese curso. Si existió fraude, mala fe o incompetencia, el estudiante podrá completar una Petición para el Cambio de Nota. La petición deberá ser entregada al Decano de Asuntos Estudiantiles. La determinación final se hará por el presidente del Colegio.

### **PREREQUISITES, COREQUISITES & ADVISORY**

Many courses listed in the Schedule of Classes will indicate Prerequisite, Corequisite, or Advisory courses listed after the name of the course. These recommendations were made after careful consideration by the faculty of that discipline. Our faculty has determined that each prerequisite, corequisite, or advisory will prepare you to be successful when you are ready to enroll in the next level course. Mission College follows the Los Angeles Community College District Policy on Prerequisites and state regulations that were designed to help you reach your goal.

### **TRANSCRIPTS**

Upon written request from the student a copy of the student's academic record shall be forwarded to the student or his designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record

or to two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3. Students may request rush processing to expedite their request for a total fee of \$10. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be obtained in the Office of Admissions and Records. Transcripts from another institution are not available for copying.

The student's transcript may be withheld if any library books or other library materials are charged to the student and are unreturned or if there are any unpaid fees or charges due to the College. The transcript may be withheld until these obligations of the student to the College are discharged.

## *District Policies*

### **STUDENTS' STATEMENTS**

Falsification of any record or signed statement or the withholding of information subjects the student to immediate suspension or expulsion.

### **INSTRUCTIONAL MATERIALS**

Students may be required to provide instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

### **WITHDRAWAL**

Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions and Records Office or use the telephone system. Failure to withdraw officially may result in an "F" grade. Students must withdraw on or before the 11th week (75 percent) in order to receive a "W." Students in short-term classes must withdraw before 75 percent of the course is completed. After the 11th week or 75 percent completion of the course, a student is assigned a letter grade ("A"

through "F"). Instructors are not obligated to exclude a student for non-attendance. **IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.**

## **How to Drop Classes or Withdraw from College**

1. Dropping classes or withdrawing from the college must be done by the drop date deadline.
2. To drop classes, use the STEP telephone system, or fill out a "drop card" and present it with your registration fee receipt at the Admissions and Records Office. To drop ALL classes (withdrawal), use the STEP System or check item number one on the drop card.
3. The clerk processes the forms and gives you a receipt. Keep your receipt for your records.
4. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the end of the second week.
5. In order to request a complete withdrawal by mail, your request must be sent by certified mail with a receipt.
6. You may also withdraw by using the telephone system on or before the 11th week or 75 percent completion of the course is completed.

Students in PACE or other special programs must check withdrawal deadlines with the appropriate program director.

## **Withdrawal from Classes**

**THROUGH THE 3rd WEEK:** No notation ("W" or other) will appear on the student's record if the class is dropped during the first three weeks of the semester (or 30 percent of the class for short-term classes).

**THROUGH THE 11TH WEEK:** A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 4th through the 11th week of the semester.

**AFTER THE 11TH WEEK:** Students who remain in class beyond the 11th week (or 75 percent of the class for short-term classes) are given a grade by the instructor. **THAT GRADE CANNOT BE A "W" (withdrawal).**

## **ACCESS TO RECORDS**

The California Legislature passed S.B. 182 (Stull), which codifies provisions of the Education Code and the Federal statutes implementing the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This permits students to inspect their personally identifiable records maintained by the College and permits access to these records only upon the student's request (other than to certain specified categories). Information on these laws and college procedures in implementing them may be obtained from the Associate Dean of Admissions, who serves as the College Records Officer. Copies of pertinent state and federal legislation are available for inspection.

Los Angeles Mission College considers the following information relating to a student to be directory information: student's name, city of residence, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students who do not wish any or all of the above categories of information to be given out should so indicate on their application at time of enrolling. Los Angeles Mission College uses the social security number as a student identification number. Students are asked to voluntarily provide their social security number for this purpose.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) NOTIFICATION**

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 educational records, including discipline records, within 45 days from the date the College receives a request for access.
  - Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.
  - Educational records are those records that are directly related to students and are maintained by the College. Students may not inspect educational 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 that 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 educational 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 notify the College Admissions Office authorizing said release with a specific list of the information to be released.
    - Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.
  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 College Admissions Office requesting that some or

all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

- Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:
  - a. The student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent 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 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 conditional upon the 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 the student 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 conditional 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 S.W.
  - Washington, DC 20202-4605

### **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 the Los Angeles Community College District and Los Angeles Mission College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1996 a cohort of all certificate, degree, and transfer-seeking first-time, full-time students was 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 all California community colleges, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 28.2 percent attained a certificate, degree, or became "transfer-prepared" during a three-year period from Fall 1997 to Spring 2000. Students who are transfer-prepared have completed 56 transferable units with a GPA of 2.00 or better.

Based upon the cohort defined above, 29.8 percent transferred to another post-secondary institution (CSU, UC, or another California community college) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period from Spring 1998 to Spring 2000.

Further information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges Chancellor's Office Student Right-To-Know Disclosure website located at <http://srtk.cccco.edu/index.asp>

## **STUDENT GRIEVANCE PROCEDURE**

The Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by a student or group of students who reasonably believe that he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. The grievance procedure is detailed in District Administrative Regulation E-55, which is available to any student or applicant to the college in the Student Services Office and from the Campus Ombudsperson.

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, or physical or mental disability; an appeal for residency decision; or to eligibility, disqualification, or reinstatement of financial aid.

In addition, Section 76224 of the California Education Code provides the following:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

The following steps should be taken to begin the grievance procedure:

### **Step I - Informal Resolution**

All parties involved in a potential grievance should be encouraged to seek an informal remedy. The student shall make a reasonable effort to resolve the matter on an informal basis by:

1. Meeting with the person with whom the student has a grievance
2. Meeting with that person's immediate supervisor
3. Meeting with the College administrator of the area
4. Meeting with the College ombudsperson to explore student rights and responsibilities, receive assistance with an informal resolution, and submit a written "Statement of Grievance"

### **Step II - Formal Resolution**

Students unable to resolve their grievance through the informal process may file a "Formal Grievance Hearing Request Form" with the College ombudsperson. The College ombudsperson will provide students with information about the formal grievance hearing process and their rights and responsibilities in this process.

Students pursuing a formal grievance have the right to be represented by a student advocate who will assist students in the formal grievance process.

Additional information and assistance with the Student Grievance Procedure may be obtained from the Student Services Office or the OCC.

## **RECORDING DEVICES IN THE CLASSROOM**

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

## **COMPLIANCE OFFICER**

If students feel they have grounds for a grievance, they may contact the college President, who will help explain college rules and regulations, and, if a problem is resolvable, suggest the best method for resolving the problem. For additional information and a copy of Administrative Regulation E-55 (Student Grievance Procedures), see the College President, 818.364.7795.

## **OFICIAL DE ARBITRAJE**

Si un estudiante cree que tiene motivos para formular una acusación, puede comunicarse con el presidente del colegio que le ayudara dándole una explicación de las reglas y procedimientos de la institución. Si el problema puede ser resuelto, le dara una sugerencia de cual es la mejor manera de resolverlo. Para obtener información adicional y para conseguir la formula E55 de las regulaciones administrativas (student grievance procedure), por favor de comunicarse a la oficina del presidente, 818.364.7795.

## **STANDARDS OF STUDENT CONDUCT & DISCIPLINARY ACTION**

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible,

non-violent manner. Students shall respect and obey civil and criminal laws, and they shall be subject to legal penalties for violation of laws of the city, county, state, and nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations.

Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Each of the Los Angeles Community Colleges shall establish due process of law for administration of the penalties enumerated here. Penalties are listed in degree of severity but not as chronological administration. College authorities will determine which type of penalty is appropriate.

#### 1. *WARNING*

Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

#### 2. *REPRIMAND*

Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in formal action against the student.

#### 3. *REMOVAL BY INSTRUCTOR*

An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a Summary Investigation should take place as to determine the length of the suspension. Any classes missed during this process will be considered excused absences.

#### 4. *DISCIPLINARY PROBATION*

Exclusion from participation in privileges or extracurricular college activities set forth in the

notice of disciplinary probation for a specified period of time.

The imposition of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

#### 5. *RESTITUTION*

Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

#### 6. *SUMMARY SUSPENSION*

A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to insure that the purposes of the summary suspension are accomplished, and in any case, no more than a maximum of ten school days.

Summary suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he/she deems it necessary for the safety and welfare of the college.

#### 7. *DISCIPLINARY SUSPENSION*

Disciplinary suspension follows a hearing based on due process of law. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

#### 8. *EXPULSION*

An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The President of the college and/or the Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. The President shall submit periodic reports on all expulsion cases to the Superintendent and the Board of Trustees.

#### **Violations of the Standards of Student Conduct are as follows:**

9803.10 Willful Disobedience: Willful disobedience to directions of college officials acting in the performance of their duties.

9803.11 Violation of College Rules and Regulations: 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.

9803.12 Dishonesty: Dishonesty, such as cheating or knowingly furnishing false information to colleges.

9803.13 Unauthorized Entry: Unauthorized entry to or use of the college facilities.

9803.14 College Documents: Forgery, alteration, or misuse of college documents, records, or identification.

9803.15 Disruption of Classes or College Activities: Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

9803.16 Theft of or Damage to Property: Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

9803.17 Interference with Peace of College: The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community

# District Information

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.

9803.18 Assault or Battery: Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

9803.19 Alcohol and Drugs: Any possession of controlled substances which would constitute a violation of Health and Safety Code Section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, includes, but is not limited to, the following drugs and narcotics:

- a. Opiates, opium, and opium derivatives
- b. Mescaline
- c. Hallucinogenic substances
- d. Peyote
- e. Marijuana
- f. Stimulants and depressants
- g. Cocaine

9803.20 Lethal Weapons: Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.

9803.21 Discriminatory Behavior: 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

discrimination on the basis of race, color, natural origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, or veteran status.

9803.22 Unlawful Assembly: Any assemblage of two or more persons to do an unlawful act, or do a lawful act in a violent, boisterous or tumultuous manner.

9803.23 Conspiring to Perform Illegal Acts: Any agreement between two or more persons to perform an illegal act.

9803.24 Threatening Behavior: A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions (such as stalking) that 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.

9803.25 Disorderly Conduct: Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, or aiding or inciting other persons to breach the peace of college premises or functions.

9803.26 Theft or Abuse of Computer Resources: Theft or abuse of computer resources including but not limited to the following:

- a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose
- b. Unauthorized transfer of a file
- c. Unauthorized use of another individual's identification or password
- d. Use of computing facilities to interfere with the work of a student, faculty member, or college official or to alter college or District records
- e. Use of unlicensed software
- f. Unauthorized copying of software
- g. Use of computing facilities to access, send,

or engage in messages which are obscene, threatening, or defamatory; present a clear and present danger; violate a lawful regulation; and/or substantially disrupt the orderly operation of a college campus

h. Use of computing facilities to interfere with the regular operation of the college or District computing system

9804 Interference with Classes: 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 exceeding one year, or by both such fine and imprisonment.

9805 Interference with Performance of Duties of Employees: Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

9805.10 Assault or Abuse of an Instructor: Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel or students, and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

9806 Unsafe Conduct: Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: unsafe conduct in connection with a

Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard of safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

#### **POLICY ON ILLEGAL FILE SHARING**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

#### **NON-DISCRIMINATION POLICY**

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic group identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, physical or mental disability (including AIDS), or veteran status (Reference: Board Rule 1202).

##### **Non-Discrimination Policy Compliance Procedure**

In order to ensure nondiscrimination policy compliance at Los Angeles Mission College, please direct inquiries to the President of the college, 818.364.7795. Matters involving Section 504 may be directed to the Director of Disabled Students Programs and Services at 818.364.7734. In addition, inquiries may be directed to the District Office of Diversity Programs at 213.891.2315.

#### **POLITICA NO DISCRIMINATORIA**

Todos los programas y actividades de los colegios de la comunidad de Los Angeles se administrarán de una manera que no discrimine respecto a la identidad de grupos étnicos, raza, color, nacionalidad, origen, ascendencia, religión, credo, sexo, embarazo, estado civil, condición médica (relacionada con cáncer), preferencia sexual, edad, incapacidad mental o física (incluyendo SIDA) o el ser veterano.

##### **Política De Acuerdo Con Los Procedimientos De Igualdad De Oportunidades**

Para cumplir con la póliza no discriminatoria en Los Angeles Mission College, dirija sus preguntas a la oficina del Presidente, 818.364.7795. Para la Sección 504, dirijase al Coordinador del Programa de Personas Incapacitadas, al 818.364.7734. Además, puede dirigir sus preguntas a la oficina "Diversity Programs," 213.891.2315.

#### **SEXUAL ASSAULT**

The Los Angeles Community College District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any victim of a sexual assault who is one of the District's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the

consent of the victim. Victims of sexual assault may obtain a list of referrals to community agencies from the College Sheriff's office.

#### **POLITICA DE ABUSO SEXUAL**

El "Community College District," se compromete a proveer un ambiente seguro a los estudiantes, visitantes y personal. Cualquier incidente de abuso sexual debe ser reportado de inmediato al departamento de policía del colegio al 818.364.7843. La palabra "abuso sexual," que se encuentra registrada bajo el código de educación de California en la sección 67385(d), incluye amenazas de violencia sexual. Cualquier persona acusada de abuso sexual en el colegio puede ser sujeto a penalización bajo las leyes de California. Los estudiantes también pueden ser sujetos a disciplina bajo los procedimientos disciplinarios para estudiantes. La política de acoso sexual puede ser aplicada y se puede comunicar con el presidente del colegio al número de teléfono 818.364.7795. Esta información se mantendrá confidencial.

#### **SEXUAL HARASSMENT POLICY**

The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Officer by calling 818.364.7701 or by calling the District Office of Diversity Programs at 213.891.2315. It is the policy of the Los Angeles Community College District to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

## **POLITICA DE ACOSO SEXUAL**

La política de "Los Angeles Community College District," es proveer un ambiente educativo, de empleo y de trabajo excmpto de avances sexuales, sollicitación de favores sexuales o cualquier otra conducta inapropiada física o verbal o comunicación que se envuelva en acoso sexual. Los empleados, estudiantes u otras personas que representen el Distrito y que acosen a alguien sexualmente pueden ser de acuerdo a la política de discriminación sexual o del Estado o la ley federal sujetos a disciplina que puede incluir: despido, expulsión o finalización del contrato. Las reglas y procedimientos específicos para reportar acusaciones de acoso sexual que buscan una solución, se encuentran en el libro "Board of Rules" en el capítulo quince. "Los Angeles Community College District," tiene una política que provee procedimientos formales e informales para resolver quejas. Copias de esta política y sus procedimientos pueden obtenerse del presidente del colegio, al número de teléfono 818.364.7795, también puede comunicarse con el "Senior Director" de educación y apoyo a los servicios del estudiante (Educational and Student Support Services) al teléfono 213.891.2279 o a la oficina de diversificación de programas (Diversity Programs) al teléfono 213.921.2315. Cualquier miembro del "Community College" y que incluye: estudiantes, profesorado y personal y que cree, percibe o en realidad experimenta un comportamiento que pudiera significar acoso sexual, tiene el derecho de pedir ayuda del colegio. Todo empleado tiene la responsabilidad de reportar tal conducta cuando envuelve al estudiante al oficial de arbitraje. Se les informa a los posibles denunciantes que soluciones por la ley civil y administrativas y que incluyen pero no se limitan a interdictos judiciales, órdenes de restricción u otras órdenes pueden estar disponibles.

## **Academic Freedom**

Academic freedom insures the faculty's right to teach and the student's right to learn. The discussion of sexual ideas, taboos, behavior, or language which is an intrinsic part of the course content does not constitute sexual harassment. The Board of Trustees reaffirms its commitment to academic freedom but recognizes that academic freedom does not allow discriminatory or harassing conduct.

### **Definition of Sexual Harassment**

Harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. Is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or progress
2. Has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment
3. Is used as the basis for employment or academic decisions or any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District, regardless of submission to or rejection of such conduct

For the purpose of further clarification, sexual harassment may include, but is not limited to, the following types of conduct:

- Making unwelcome, unsolicited written, verbal, physical, and/or visual contact with sexual overtones
- Verbal harassment or abuse
- Unwelcome pressure for dates
- Disparaging remarks about one's gender
- Sexist jokes about one's clothing, body, or sexual activities

- Deliberate blocking of physical movement
- Obscene gestures
- Demands for sexual favors accompanied by implied or overt threats
- Display of sexually suggestive objects, cartoons, or posters
- Request for sex in exchange for grades, earned or deserved; letters of recommendation; or employment opportunities
- Making reprisals, threats of reprisal, or implied threats of reprisal following rejection of harassment by suggesting or actually withholding grades, a promotion recommendation, scholarship recommendation, or a poor performance evaluation

### **Complaint Procedure**

When an employee, student, or other individual feels, perceives, or has actually experienced conduct that may constitute sexual harassment, it is that person's responsibility to inform the individual engaging in such conduct that the behavior being demonstrated is offensive and must stop. When it is not possible or practical to confront the person directly, or if the situation continues, the conduct must be reported to the Sexual Harassment Compliance Officer at the work site. Complaints may be filed by persons other than the person who is the recipient of the unwanted conduct.

The Sexual Harassment Compliance Officer shall receive the complaint, make notes, conduct a preliminary investigation, and notify the alleged offender, the appropriate college President or District administrator, and the Director of the Office of Affirmative Action Programs within five (5) business days of a potential violation of this policy. During the process of the investigation, the complainant/victim and the alleged offender have the right to be represented, at all times, by a representative of their choice.

Each college President shall designate a Sexual Harassment Compliance Officer. The Chancellor shall designate the SHCO at the Educational Services Center. The District shall provide annual notice of the summary of this policy to each District employee. A summary of the policy shall be published in each college catalog and class schedule.

The Director of Diversity Programs shall be assigned the responsibility of District compliance. The Director shall provide mandatory education and training programs on sexual harassment as stipulated in this policy.

Necessary forms to file a complaint of sexual harassment may be obtained from the Sexual Harassment Compliance Officer at the site and from the Office of the Vice President of Student Services. Anyone who believes that he/she is a victim of sexual harassment may also call 213.891.2315.

The entire policy and procedures shall be prominently posted with other official District announcements.

#### **Pre-Complaint Questionnaire**

Prior to filing a formal complaint, the complainant must pursue informal resolution by filing a pre-complaint questionnaire. This process is limited to 30 days.

#### **False Allegations**

Anyone who files a pre-complaint questionnaire or a complaint in which he/she knowingly makes false allegations of facts shall also have violated this policy and shall be subject to applicable disciplinary action.

#### **Formal Complaint**

If an informal resolution is not reached within thirty (30) days, the formal process will begin at the request of the complainant. In conducting the investigation, the Sexual Harassment Compliance Officer (SHCO) will take every reasonable step to ensure due process for all parties. The Compliance Officer shall, within the prescribed time frame, make appropriate notification to the complainant, the

alleged offender, and to the District administration.

Within sixty (60) calendar days, the SHCO shall complete the investigation and provide a written report to the college President at his/her college site, or at the District office, the Vice Chancellor or the Chancellor. A copy of the report shall be sent to the Director of Diversity Programs.

The College President or, at the District office, the Vice Chancellor or the Chancellor, shall independently assess the investigative report and render a decision. Prior to making the decision, the alleged offender with a representative of his/her choice shall have the opportunity to make an oral statement within fifteen (15) calendar days from the receipt of the SHCO report.

By certified mail, a written decision shall be mailed to the complainant and to the alleged offender, with a copy to the Director of Diversity Programs.

#### **Appeal**

If the complainant/victim is not satisfied with the Written Decision he/she may appeal to the District's Board of Trustees by submitting a written appeal to the Chancellor's Office within fifteen (15) days. The appeal shall state with particularity the basis for the appeal.

The Chancellor shall present the written appeal, the Written Decision and the investigative report to the Board of Trustees in closed session.

The Board of Trustees' decision shall be the District's Final Written Decision. The complainant/victim has the right to file a written appeal with the State Chancellor's Office of the California Community Colleges within thirty (30) days of this Final District Decision.

#### **Additional Remedies**

The complainant or alleged victim may pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. An individual who believes that he/she is

the victim of sexual harassment may also file a complaint with the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the Office for Civil Rights, or the United States Department of Education, whether or not the complainant chooses to utilize the District's internal procedure.

#### **Confidentiality**

All persons involved in investigation of complaints shall maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District. A complete record of each complaint and investigation shall be kept by the Director of Diversity Programs. The Written Decision regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender or alleged victim or complainant.

#### **Disciplinary Procedure**

Disciplinary action, if any, shall be pursued in accordance with the alleged offender's due process rights, as defined by law, the Board Rules, the Personnel Commission, and/or any applicable collective bargaining agreement or Memoranda of Understanding.

Disciplinary action shall include, without limitation, verbal warning, probation, suspension or expulsion, letters of reprimand, Notices of Unsatisfactory Service, suspensions, demotions, or dismissals.

#### **Retaliation**

Anyone who makes a complaint or participates in any action authorized under this policy shall not be subject to retaliatory action of any kind by any employee or student of the Los Angeles Community College District.

## **OMBUDSPERSON'S ROLE**

The President of each college appoints an ombudsperson to assist students with resolving problems, concerns, and complaints through informal means. If a problem cannot be resolved informally, the student may file a grievance under Administrative Regulation E-55 (Student Grievance Procedures). The ombudsperson will assist the student to prepare a case under this policy and present it to the Grievance Hearing Committee.

An ombudsperson handles complaints (hears and informally addresses problems, concerns, and complaints; opens channels of communication; serves as a neutral third party in conflict resolution; and seeks fair and equitable solutions to problems), provides information, and makes referrals to other campus resources as necessary.

## **DIVERSITY PROGRAM**

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), 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. Inquiries regarding equal opportunity practices at Los Angeles Mission College should be directed to the college Compliance Officer located in the Campus Center (818.364.7701).

## **DRUG-FREE ENVIRONMENT**

Los Angeles Mission College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

### **Standards of Conduct**

On September 5, 1990, the Board of Trustees adopted the following standards of conduct: Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on district premises, in district vehicles, or as part of any activity of the Los Angeles Community College District.

### **Legal Sanctions**

Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

### **Health Risks**

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

### **Other Risks**

Personal problems include diminished self-esteem, depression, alienation from reality, and thoughts of suicide. Social problems include loss of friends, academic standing, and co- and extracurricular 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.

Students should contact the Student Health Center or the campus Counseling Office for assistance

and referrals; employees should contact the Los Angeles Community College District Employee Assistance Program.

### **Disciplinary Action**

Violation of Board Rule 9803.19 shall result in student discipline, imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

### **Counseling, Treatment & Rehabilitation**

The following resources are available for the treatment of alcohol and drug dependence and abuse:

- Los Angeles Community College District Employee Assistance Program  
818.907.7701 or 800.521.9944
- National Council on Alcoholism and Drug Dependence  
213.384.0403 or 818.997.0414
- Los Angeles County Drug Abuse Program  
213.624.DRUG
- Alcoholics Anonymous  
213.387.8316 or 818.988.3001
- Cocaine Anonymous  
213.839.1141 or 818.988.1777
- Narcotics Anonymous  
213.283.1745 or 818.997.3822
- Families Anonymous  
800.736.9805



### **SMOKING POLICY**

In accordance with Board Rule 9804, smoking is permitted in designated areas only.

### **CAMPUS CRIME REPORT**

Los Angeles Mission College's general statistics and crime can be viewed at the following URLs:

#### **General Information**

<http://nces.ed.gov/ipeds/cool/InstDetail.asp?UNTID=117867>

#### **Crime**

<http://ope.ed.gov/SECURITY/instDetail.asp?UNTID=117867> then click on Criminal Offenses, Hate Offenses, or Arrests.

### **CAMPUS SECURITY**

The campus Sheriff's office personnel are responsible for the safety and well being of staff, faculty, and students and for the security of college property and facilities (818.364.7843).

### **CAMPUS SECURITY ESCORT**

Escorts can be arranged 24-hours a day through the Sheriff's office.



# Graduation Information

## *Graduation Requirements*

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

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



**The following requirements apply to all students.**

Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer and winter sessions, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment (catalog rights). A continuing student is one who has completed a minimum of one course per semester, except that completion with a "W" will be accepted for one semester only. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

**LATE PETITIONS:** Students, who petition to graduate after the deadline, will receive a graduation date of the semester that the petition is received. The permanent record and diploma will reflect the semester date when the student petitioned. A transcript memo will reflect the date that the A.A. degree was granted.

**I. Unit Requirement** - A minimum of 60 degree-applicable units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

**II. Scholarship Requirement** - A "C" (2.00) grade point average or better in all work attempted.

**III. English and Math Competency Requirement (Title 5)** - Students must demonstrate competence in reading, and written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree in Board Rule 6201.12:

**A.** The competency requirement in reading and written expression may be met by completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:

1. English 101
  2. In meeting the reading and written expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.
- B.** The competency requirement in mathematics may be met by completion of one of the following:
1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: Mathematics 123C, 125, 134B or any higher level mathematics course with a prerequisite of Mathematics 125 or its equivalent
  2. A passing score on the District (Intermediate Algebra) Mathematics Competency Examination
  3. A score of 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC, Statistics
  4. Completion of the college assessment exam in Mathematics and achieve a score determined comparable to satisfactory completion of Intermediate Algebra (that is, placement in a Math course above Math 125 level)
- IV. Competency Requirement in American Institutions and U.S. History** - Students must demonstrate competency in their understanding of American Institutions and U.S. History. Students must successfully complete an appropriate course or courses in American Institutions and U.S. History.
- V. Residence Requirement** - Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.
- VI. Course Requirements** - Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation

Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B. Students interested in transfer to a 4-year institution and interested in receiving their AA/AS degree, may follow Plan A or the transfer general education requirements (for the Liberal Arts major ONLY). Please see a counselor to determine the best option.

**LOS ANGELES MISSION COLLEGE  
ASSOCIATE IN ARTS/ASSOCIATE IN  
SCIENCE DEGREE REQUIREMENTS**

Los Angeles Mission College offers three types of Associate Degrees: Plan A designated majors, Plan B designated majors, and a Transfer Associate Degree in Liberal Arts . Each of these degree options must satisfy the following requirements:

1. Students must complete a minimum of 60 semester units.
  2. Students must complete all work with a cumulative grade point average of 2.00 ("C") or better.
  3. Students must demonstrate competency in English and Mathematics.
  4. Students must complete at least 12 units in residence at Los Angeles Mission College and be in attendance at the college during the semester in which graduation requirements are completed.
- Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer and winter sessions, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment (catalog rights). A continuing student is one who has completed a minimum of one course per calendar year; completion with a "W" will be accepted. Students who interrupt their attendance become subject to any new requirements that are in effect at the time of re-enrollment.

Los Angeles Mission College offers three types of associate (AA/AS) degrees:

- Plan A or B designated majors,
- Broad AA Degree in General Studies (non-transfer) or Liberal Arts (for transfer-bound), and
- Transfer AA Degrees (Communications, Math, Sociology)

Each of these degree options MUST satisfy the following requirements:

1. Students must complete a minimum of 60 degree-applicable, semester units.
2. Students must complete all work with a minimum cumulative grade point average of 2.00 ("C").

3. Students must demonstrate competency# in English\* and Mathematics\*\* (see next page for more information).
4. Students must complete at least 12 units at Los Angeles Mission College and be in attendance at the college during the semester in which graduation requirements are completed.

ASSOCIATE DEGREE PLAN A DESIGNATED MAJORS	ASSOCIATE DEGREE PLAN B DESIGNATED MAJORS	LIBERAL ARTS DEGREE	TRANSFER DEGREE
<ul style="list-style-type: none"> <li>• Minimum of 30 GE units (as outlined)</li> <li>• Minimum of 18 units in a single or related discipline(as listed in the catalog)</li> <li>• Minimum 60 degree-applicable units completed</li> <li>• Administration of Justice</li> <li>• Art (Art, Drawing, Painting, Sculpture)</li> <li>• Biology</li> <li>• Chicano Studies</li> <li>• Computer Science</li> <li>• English</li> <li>• Family &amp; Consumer Studies (Consumer Ed &amp; Mgmt, Foods &amp; Nutrition, Gerontology, Marriage &amp; Family Life)</li> <li>• General Studies (with Emphasis)</li> <li>• Health Science</li> <li>• Liberal Studies (teaching track)</li> <li>• History</li> <li>• Humanities</li> <li>• Mathematics</li> <li>• Philosophy</li> <li>• Physical Science</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Sociology</li> <li>• Spanish</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 18 GE units(as outlined)</li> <li>• Minimum of 36 units in a single or related discipline (as listed in the catalog)</li> <li>• Minimum 60 degree-applicable units completed</li> <li>• Accounting</li> <li>• Business Administration</li> <li>• Child Development</li> <li>• Computer Applications &amp; Office Technologies</li> <li>• Computer Science (Business Emphasis)</li> <li>• Finance</li> <li>• Food Service Management (Food Mgmt Prod Services &amp; Related Technologies)</li> <li>• Interior Design</li> <li>• Law (Legal Assisting)</li> <li>• Management</li> <li>• Marketing</li> <li>• Multimedia Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of IGETC or CSU GE Breadth requirements</li> <li>• A minimum of 18 units in ONE area of Concentration (as listed in the catalog)</li> <li>• One Health course</li> <li>• One Physical Education course (or appropriate waiver)</li> <li>• One course in American History and Institutions (see CSU GE area D box)</li> <li>• Minimum of 60 total transferable units completed</li> </ul> <p><i>Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of Summer and Winter sessions, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per calendar year; completion with a "W" will be accepted. Students with interrupted attendance become subject to any new requirements that are in effect at the time of re-enrollment.</i></p>	<ul style="list-style-type: none"> <li>• Completion of IGETC or CSU GE Breadth requirements</li> <li>• Completion of Major requirements as listed in the catalog</li> <li>• Minimum of 60 transferable units completed</li> </ul> <p><i>Local Associate Degree criteria not required to receive this degree</i></p> <p><b>Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements.</b></p> <p><b>PETITION FOR GRADUATION</b> (to receive an AA/AS Degree):</p> <ul style="list-style-type: none"> <li>• Schedule an appointment with a counselor each semester to check progress towards your degree.</li> <li>• If applicable, have an official copy of all transcripts (including those from College Board for AP exams) from other institutions SENT directly to the Admissions Office (by the institution via US Mail ONLY) reflecting grades of all coursework completed.</li> <li>• Schedule an appointment with your counselor during your final semester for a graduation check (to verify that all degree requirements have been met) and to complete a Graduation Petition (deadlines for graduation petitions are posted each term). Student must be in attendance at the college during the semester in which graduation requirements are completed.</li> <li>• Submit your petition with all supporting documents to the Admissions Office.</li> </ul>
<p><i>NOTE: Completion of the General Education and Major Requirements for an Associate Degree (A.A.) do NOT make the student eligible to transfer to a four-year college or university. Consult the college catalog, your counselor and ASSIST (www.assist.org) regarding transfer requirements.</i></p>			

**The student interested in a General Studies or Liberal Arts AA Degree** must complete courses within an area of concentration.

Areas of concentration include...

Liberal Arts:

Arts & Humanities, Business, Communication, Literature & Languages, Natural Sciences, Social & Behavioral Sciences

General Studies:

Arts & Humanities, Communication, Literature & Languages, Natural Sciences, Self-Development, Social & Behavioral Sciences

For a full description of each Degree, AND a complete list of course content required for each concentration, please review the information under the Disciplines, Educational Programs & Course Descriptions section of the catalog (pages 77-147).

#### **GRADUATION PLAN TRANSFER**

Transfer students may earn an Associate Degree by completing Transfer General Education Requirements as well as graduation requirements. For further information, please see a counselor.

#### **ASSOCIATE DEGREE & CERTIFICATE PROGRAMS**

Los Angeles Mission College offers several educational options. By completing the general education and major preparation requirements, students may earn an Associate in Arts (A.A.) or Associate in Science (A.S.) Degree. The Associate in Arts or Associate in Science Degree may also be earned in a specific occupational discipline. To earn the Associate Degree, students must complete the general education pattern fitting the LAMC major chosen. Major coursework must be completed as listed in the catalog in effect at the time of enrollment (catalog rights) or thereafter.

Students interested in earning a certificate in a specific area must complete the designated courses as listed in the catalog under that area of study in effect at the time of enrollment (catalog rights) or thereafter.

#### **U.S. Department of Education Disclosure Regulations Regarding Programs Leading to Gainful Employment**

To qualify for federal financial aid students must declare participation in a program that leads to a degree (associate, bachelor, graduate or professional) or in a certificate program that prepares students for employment. Effective July 1, 2011, the U.S. Department of Education (Federal Regulations 75-FR66832) has established guidelines requiring that community colleges disclose specific information regarding programs that lead to gainful employment in a recognized occupation. Information includes but is not limited to occupational profiles, program costs, employment projections, number of students who complete the program and time to completion of the program. In accordance with these regulations, a website is provided by Los Angeles Mission College which provides this information: [www.lamission.edu/careers/programs.aspx](http://www.lamission.edu/careers/programs.aspx)

#### **ADDITIONAL ASSOCIATE DEGREE REQUIREMENTS**

Any student who contemplates acquiring a second Associate Degree must discuss this matter with a counselor to determine whether the student's goal would better be met by either a Baccalaureate Degree or an Occupational Certificate. The Student must petition for a second Associate Degree with a counselor's recommendation.

The requirements for a second Associate in Arts or Associate in Science Degrees are as follows:

1. Completion of a minimum of 18 NEW units for Plan A or 36 NEW units for Plan B, including those required by the new major. Major course requirements completed in previous degrees awarded can be used again for the second degree.
2. Additional coursework completed must be approved by a counselor to meet degree requirements AND be related to the major in which the degree is sought.
3. A ("C") 2.00 grade point average or better in all work attempted for the second degree.
4. Completion of at least 12 units of work in residence at LAMC.
5. Student must be attending one or more classes during the semester in which the degree is earned.
6. The graduation petition must be filed in the Admissions Office by the deadline date posted in the class schedule. Official transcripts of all colleges attended, including transcripts and documentation from first degree must be submitted to the Admissions Office.

*NOTE: Students who wish to substitute or waive a required course for a Los Angeles Mission College certificate or degree requirement may petition for Exception of Academic Requirements. The petition may be obtained from the Counseling Department or online via the Counseling Department website. For more information, please see a counselor (or visit the Counseling Department website at [www.lamission.edu/counseling](http://www.lamission.edu/counseling)).*



# ASSOCIATE DEGREE - PLAN A

## A. Natural Sciences

Lab courses are underlined.

3 semester/4 quarter units

Anatomy	<u>1</u>
Anthro	101
Astron	1, <u>5</u>
Biology	<u>3, 6, 7, 40</u>
Chem	<u>51, 52, 65, 101, 102</u>
EnvSci	2
Fam&CS	21
Geog	1, 7, 14, <u>15</u>
Geology	1
Micro	<u>20</u>
Ocean	1
PhysSc	1, <u>14</u>
Physics	<u>6, 7</u>
Physiol	<u>1</u>
Psych	2

## B. Social & Behavioral Sciences

9 semester/12 quarter units

B1. American Institutions

3 semester units

AfroAm	4
Chicano	7, 8
Econ	10
History	11, 12, 13, 52
PolSci	1

B2. Social Sciences

(3 semester units)

Afro Am	2, 4
AdmJus	1
Anthro	102
Bus	1, 5
Chicano	2, 7, 19, 20, 44, 47
ChDev	1
Econ	1, 2, 10
Educ	203
Fam&CS	6, 31, 91
Geog	2, 7, 14
History	1, 2, 11, 12, 13, 20, 52, 86
Law	1
PolSci	2, 5, 7
Psych	1, 13, 14, 41
Soc	1, 2, 3, 4, 7, 11, 22, 24, 28
Spanish	10

B3. Minimum 3 additional semester units from B1 or B2 above.

## C. Humanities

3 semester/4 quarter units

AfroAm	2
Anthro	104, 121
Art	101, 102, 103, 109, 201, 300, 501, 502
Chicano	37, 42, 44, 52, 54, 58
Chinese	1
Cinema	3, 4
English	102, 127, 203, 205, 206, 208, 240
Fam&CS	16
French	1, 2, 3, 4
History	86
Human	1, 2, 3, 30, 31, 54
Intrdgn	104
Italian	1, 2, 3, 4
Linguistics	1
Music	111
Philos	1, 20, 33
Photo	10, 11, 47
Spanish	1, 2, 3, 4, 5, 6
Theater	100

## D. Language & Rationality

12 semester/16 quarter units

D1. English Composition\*#

(Min. 3 semester units)

ESL	8
English*	28, 101

D2. Communication &

Analytical Thinking\*\*#

(Min. 6 semester units)

CoSci	401
English	102, 103
Journal	100, 101
LibSci	101
Math**	115, 123B, 123C, 125, 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275
Philos	5, 6, 20
Speech	101, 102, 151

D3. Minimum 3 additional semester units from D1 or D2 above.

## E. Health & Physical Education

3 semester/4 quarter units

1. Health Education

(Min. 2 semester units)

Health	8, 11
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2. Physical Education Activity

(Min. 1 semester unit)

PhysEd	96-724
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\* English competency can be met by completing English 101 with a "C" (2.0) or better.

\*\*Math competency can be met by completing Math 123C, 125 or a higher Math course with a grade of "C" (2.0) or better OR Math placement above intermediate algebra level.

# English and Math competency requirements changed effective with the F'09 academic year. Please consult a counselor.

## ASSOCIATE DEGREE - PLAN B

### A. Natural Sciences

Lab courses are underlined.

3 semester/4 quarter units

Anatomy	<u>1</u>
Anthro	101
Astron	1, <u>5</u>
Biology	<u>3, 6, 7, 40</u>
Chem	<u>51, 52, 65, 101, 102</u>
EnvSci	2
Fam&CS	21
Geog	1, 7, 14, <u>15</u>
Geology	1
Micro	<u>20</u>
Ocean	1
PhysSc	1, <u>14</u>
Physics	<u>6, 7</u>
Physiol	<u>1</u>
Psych	2

### B. Social & Behavioral Sciences

3 semester/4 quarter units

AfroAm	4
Chicano	7, 8
Econ	10
History	11, 12, 13, 52
PolSci	1

### C. Humanities

3 semester/4 quarter units

AfroAm	2
Anthro	104, 121
Art	101, 102, 103, 109, 201, 300, 501, 502
Chicano	37, 42, 44, 52, 54, 58
Chinese	1
Cinema	3, 4
English	102, 127, 203, 205, 206, 208, 240
Fam&CS	16
French	1, 2, 3, 4
History	86
Human	1, 2, 3, 30, 31, 54
Intrdgn	104
Italian	1, 2, 3, 4
Linguistics	1
Music	111
Philos	1, 20, 33
Photo	10, 11, 47
Spanish	1, 2, 3, 4, 5, 6
Theater	100

### D. Language & Rationality

6 semester/8 quarter units

D1. English Composition*#	(Min. 3 semester units)
ESL	8
English*	28, 101
D2. Communication & Analytical Thinking**#	(Min. 3 semester units)
CoSci	401
English	102, 103
Journal	100, 101
LibSci	101
Math**	115, 123B, 123C, 125, 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275
Philos	5, 6, 20
Speech	101, 102, 151

### E. Health & Physical Education

3 semester/4 quarter units

1. Health Education	Health 8, 11
2. Physical Education Activity	(Min. 1 semester unit)
PE	96-742

*\* English competency can be met by completing English 101 with a "C" (2.0) or better.*

*\*\*Math competency can be met by completing Math 123C, 125 or higher Math course with a grade of "C" (2.0) or better OR Math placement above intermediate algebra level.*

*# English and Math competency requirements changed effective with the F'09 academic year. Please consult a counselor.*

# DEGREES & CERTIFICATES

DISCIPLINES	AA	AS	Plan A/B	Cert	Skill Cert
ACCOUNTING	X		B		
ADMINISTRATION OF JUSTICE		X	A		
Probation/Correction Officer Candidate				X	
Basic Police Academy Prep				X	
ART	X		A		
Painting & Drawing	X		A		
BIOLOGY		X	A		
BUSINESS ADMINISTRATION	X		B		
CHICANO STUDIES	X		A		
CHILD DEVELOPMENT	X		B	X	X
Bilingual/Bicultural Preschool	X		B	X	
Family Child Care	X		B	X	X
Infant/Toddler	X		B	X	
Preschool	X		B	X	
School-Age Care	X		B	X	
Teacher Assistant	X		B	X	
Teacher's Assistant: Bicultural/Bilingual	X		B	X	
Child Dev Administration					X
COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES	X		B		X
Office Assistant				X	
Business Communications					X
Communications					X
Computer Applications					X
Keyboarding					X
COMPUTER SCIENCE – INFORMATION TECHNOLOGY	X		A		
CSIT - Business Emphasis	X		B		
Microcomputer Applications					X
Microcomputer Apps Mgmt				X	
Microcomputer Programming				X	

DISCIPLINES	AA	AS	Plan A/B	Cert	Skill Cert
CSU Certificate of Achievement				X	
ENGLISH	X		A		
FAMILY & CONSUMER STUDIES					
Dietary Services Supervisor					X
Consumer Education & Mgmt	X		A	X	
Foods & Nutrition	X		A		
Gerontology	X		A	X	
Marriage & Family Life	X		A		
Nutrition					X
Family Development					X
Family Dev/Gerontology					X
Introduction to Hospitality					X
Lodging Management					X
Restaurant Management					X
Travel & Tourism					X
FINANCE	X		B		
FOOD SERVICE MANAGEMENT					
Baking					X
Food Management Production Services & Related Techniques	X		B		
Culinary Arts				X	
Food Service Management					X
Restaurant Management					X
GENERAL STUDIES					
Arts & Humanities	X		A		
Communication & Literature	X		A		
Natural Sciences	X		A		
Social & Behavioral Sciences	X		A		
HEALTH SCIENCES		X	A		
HUMANITIES	X		A		
IGETC Certificate of Achievement				X	

DISCIPLINES	AA	AS	Plan A/B	Cert	Skill Cert
INTERIOR DESIGN	X		B	X	
Introduction to Interior Design					X
Introduction to Space Planning					X
Technology & Interior Design					X
LAW					
Legal Assisting (Paralegal)	X		B	X	
LIBERAL ARTS	X		A		
Arts & Humanities	X				CSU/IGETC
Business	X				CSU/IGETC
Communication & Literature	X				CSU/IGETC
Natural Sciences	X				CSU/IGETC
Social & Behavioral Sciences	X				CSU/IGETC
LIBERAL STUDIES	X		A		
MANAGEMENT	X		B		
Retail Management				X	
MARKETING	X		B		
MATHEMATICS	X		A		
MULTIMEDIA STUDIES					
Animation & 3D Design	X		B	X	X
Graphic & Web Design	X		B	X	X
Video Production	X		B	X	X
PHILOSOPHY	X		A		
PHYSICAL SCIENCE	X		A		
POLITICAL SCIENCE	X		A		
PSYCHOLOGY	X		A		
SOCIOLOGY	X		A		
SPANISH	X		A		





# Transfer Information

Students who plan to earn a Bachelor's Degree should take a pattern of courses designed to complete the general education pattern and the lower division preparation for their major of the college to which they will transfer. Los Angeles Mission College can provide the lower division preparation for most majors at most universities. For purposes of classification, students who are paralleling the work of four-year colleges and universities are indicated as "transfer students."

## *Transfer Center*

818.364.7827 | [www.lamission.edu/transfercenter](http://www.lamission.edu/transfercenter)

The Transfer Center helps students prepare to continue their education at a four-year college or university. Counselors and the Transfer Center Staff are your link to transfer to UC, CSU and private institutions. Consult with a counselor regarding general education course requirements needed to transfer. The counselor will help you develop an educational plan to facilitate the process. Transfer center staff will help establish specific goals and objectives.

Transfer Center resources include online/traditional application filing, opportunities to meet with representatives from four-year institutions, a resource library, workshops on transfer issues and information regarding articulation agreements. Students are encouraged to begin planning for transfer as early as possible. Transfer students can earn an Associate Degree while completing transfer requirements.

Essential information for transfer students can be accessed via the following websites:

**Articulation Agreements: [www.assist.org](http://www.assist.org)**  
ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is a computerized information system. It provides students with detailed course transfer and articulation information to help them plan their academic careers. The system facilitates a seamless transfer process, and reduces the number of redundant courses a student may take as they transition from the community college to the university. ASSIST is available for free to all students, faculty and staff via the Internet. It is the official statewide source for course articulation information and includes:

- Articulation agreements between the California Community Colleges and UC or CSU
- List of UC and CSU transferable courses
- List of IGETC approved courses for the advising form
- List of CSU GE approved courses for the advising form

### **CSU: [www.csumentor.edu](http://www.csumentor.edu)**

CSU Mentor is a free online resource designed to help students learn about the CSU system. Students will be able to select a CSU campus, apply for admission and plan how to finance their higher education. The student will only pay the application fee charged directly by the CSU campus when an application for admission is submitted. Personal data entered by the user is not released without the user's express consent and direction.

## UC: [www.ucop.edu](http://www.ucop.edu)

University of California Pathways is a free online resource designed to help students learn about the UC system. Students will be able to use one online application to apply to various UC campuses. The student will only pay the application fee for each university when an application for admission is submitted. UC Pathways provides Answers for Transfers, Financial Aid Information, Campus Publications, Directories and links to all UC campus web pages. Personal data entered by the user is not released without the user's express consent and direction.

With careful planning, a student can complete the requirements for the Associate Degree while simultaneously completing the lower division preparation for most universities. Three requirements must be met in order to attain full junior standing at the UCs, the CSUs, or most independent universities to which students expect to transfer. These requirements are as follows:

1. Completion of 60 transferable units (units may vary at independent universities)
2. Completion of the specific General Education Requirements for junior standing in the proposed college or university
3. Completion of the lower division prerequisites for selected majors. These vary according to the institution in which students expect to enroll.

*NOTE: Students expecting to transfer to such institutions should contact the Los Angeles Mission College Transfer Center to see a counselor and consult the respective catalog of these institutions regarding specific requirements for upper division standing.*

### **INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**

CSU - Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay (formerly Hayward), Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino,

San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

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

### **What is the Intersegmental General Education Transfer Curriculum?**

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division General Education Requirements in either the UC or CSU system without the need to take additional lower-division general education courses after transfer.

The IGETC is NOT an admission requirement to the UC or CSU system. There is no connection between completion of the IGETC and eligibility for admission to the UC or CSU system, or admission to a specific campus or program. Existing segmental and campus-specific admission requirements for transfer students remain unchanged. Requirements for lower division courses for admission to particular majors also remain unchanged.

A minimum total of 60 transferable units must be completed before transfer, for priority admission status. It is recommended that students complete lower division (the first two years of a four-year college) major requirements and general education requirements for the UC and/or CSU prior to transfer.

It is NOT advisable for all students to follow the IGETC. Some students may be better served by taking courses that fulfill the CSU General Education Breadth requirements or those of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation, (such as engineering and computer science majors on all campuses or business majors at University of California, Berkeley) may not find the IGETC option to be advantageous. The

Eleanor Roosevelt College and Revelle College of the University of California, San Diego do not accept IGETC. Additional lower division General Education Requirements may be needed prior to transfer. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus.

If you are approaching readiness for transfer and are unable to complete one or two IGETC courses you may be eligible for Certification. "Certification" means that LAMC has verified that a student has completed the lower division General Education requirements listed in each area of the IGETC. Certification does not guarantee admission or admission eligibility. Certification is not required and is not automatic; it must be requested by the student at the time the final official transcript is sent. A student may only be granted IGETC certification once (either partial or complete) prior to their first semester at the 4-year university. Students receiving partial certification must ensure that admission criteria for the university has been met (IGETC areas I and II). Students may complete the necessary coursework at the transfer institution and may NOT return to the Community College for complete certification if partial certification was granted. Without certification, the student will be held to the specific general education requirements of the university campus of choice. Please note, the UC Berkeley, College of Letters and Science does not accept partial Certification. Courses taken at several institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern at the time the course was completed. Completion of the IGETC program will be certified by the last community college which the student attends.

## CALIFORNIA STATE UNIVERSITIES

### Transfer Requirements

Students must complete a minimum of 60 CSU transferable units with an overall 2.00 grade point average in all transferable units attempted. Applications and details are available in the Mission College Transfer Center. No more than 70 transferable units from community colleges will be counted toward the units required for the B.A. or B.S. Degree.

It is recommended that students complete lower division (the first two years of a four-year college) major requirements and general education requirements of the California State University before transferring. Note that some California State Universities and some departments may require more than a "C" average for admission.

### Requirements for the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.00. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn

a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of publication, no majors for the AA-T or AS-T have been approved. Majors are under development and pending approval from the State of California. For more information, please see a counselor for more information.

### Requirements:

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

1. Minimum of 60 CSU-transferable semester units
2. Minimum grade point average (GPA) of at least 2.00 in all CSU-transferable coursework. While a minimum of 2.00 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an AA-T or AS-T major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 section 55063)
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 77); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 75)

### What is the CSU-GE (CSU General Education)?

Los Angeles Mission College has an agreement with the California State University System through which students at Mission College can complete all lower division General Education Requirements for any of the 23 CSU campuses. If the 39 unit pattern described is completed, Los Angeles Mission College will certify to the California State University System that all lower division General Education

Requirements have been met. Students can receive partial certification in one of the categories A through E after completing the requirements for that category. However, a minimum of 12 units from the certification requirements must be completed for partial certification. CSU GE Breadth Certification may be certified by the last community college the student attends.

Students must petition for full or partial certification by seeing an LAMC counselor. With careful preparation, it is possible for a student to complete the A.A. General Education Requirements for Los Angeles Mission College while completing these certification requirements. Some courses appear in several areas, but one course may NOT be used to meet more than one General Education Requirement.

## INDEPENDENT CALIFORNIA COLLEGES & UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available for viewing at the Transfer Center.

Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

# INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR TRANSFER TO THE CSU/UC SYSTEMS & AA DEGREE

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better. These courses are based on the 2011-2012 advising form. Be advised these forms are updated each year. Please consult with a counselor and the Transfer Center to keep informed of any changes.

## I. English Communications

2-3 courses (6-9 semester/8-12 quarter units)

CSU transfer – complete all three groups.

UC transfer – complete group A and B only.

### A. ENGLISH COMPOSITION

English 101

### B. CRITICAL THINKING/ENGLISH COMPOSITION

English 102, 103

Philos 5

### C. ORAL COMMUNICATION (CSU ONLY)

Speech 101, 102

## II. Mathematical Concepts & Quantitative Reasoning

1 course (3 semester/4 quarter units)

Mathematics 227, 238\*, 245#, 260#, 265\*,  
266, 267, 270, 275

\* *Math 238 and 265 combined: max credit, one course*

# *Math 245 and 260 combined: max credit, one course*

## III. Arts & Humanities

3 courses (9 semester/12 quarter units)

Choose one course from A, one course from B, and a third course from A or B.

### A. ART

Art 101, 102, 103, 109, 201,  
300, 501, 502

Chicano 52

Cinema 3

Human 3

Music 111

Theater 100

### B. HUMANITIES

Anthro 104

Chicano 37, 42

Cinema 4

English 203, 205, 206, 208, 240

French^ 3, 4

Human 1, 2, 3, 30, 31, 54

Italian^ 3

Linguistics 1

Philos 1, 20, 33

Spanish^ 3, 4, 5, 6, 10

^ See IGETC section VI

## IV. Social & Behavioral Sciences

3 courses (9 semester/12 quarter units)

Choose three courses from at least two different disciplines.

AdmJus 1, 4

Anthro 102, 104, 121

AfroAm 2, 4\*

ChDev 1

Chicano 2, 7\*, 8#, 19, 20, 44, 47

Econ 1, 2, 10

Geog 2, 7, 14

History 1, 2, 11\*, 12#, 13, 20, 52, 86

Linguistics 1

PolSci 1, 2, 5, 7,

Psych 1, 2, 13, 14, 41, 52

Soc 1, 2, 11, 22, 24, 28

Speech 121

\* *History 11, 43, Afro Am 4 and Chicano 7 combined: max credit, one course.*

# *History 12, 44 and Chicano 8 combined: max credit, one course.*

## V. Physical & Biological Sciences

2 courses (7 semester/9 quarter units)

Choose two courses, one course from A and one course from B. At least one course must include a lab (all lab courses are underlined).

### A. PHYSICAL SCIENCE

Astron 1, 5

Chem 51°, 52°, 65°, 101, 102

Geog 1, 15

Geology 1

Ocean 1

PhysSc 1\*\*, 14\*\*

Physics 6, 7

° *Chem 51, 52, and 65 combined: max credit, one course.*

*No credit for Chem 51, 52 or 65 if taken after 101 or 102.*

\*\* *No credit for Phys Sci 1 or 14 if taken after a college level course in Physics, Chemistry or Astronomy*

## V. B. BIOLOGICAL SCIENCES

Anatomy 1

Anthro 101

Biology 3, 6, 7, 40

EnvSci 2

Micro 20

Physiol 1

## VI. Language Other Than English (UC Requirement ONLY)

Proficiency in any foreign language can be met by passing two years of a foreign language in high school, with a grade of "C" or better, two years attendance at a foreign junior high or high school, proving competency by an acceptable exam, or choosing one of the following courses at a level II or higher:

Chinese, French, Italian, Spanish

If proficiency was met in high school, transcript must be provided (no units granted for HS coursework).

^ *Students will not be granted credit in any foreign language course if any portion of HS (9th-12th) was completed in a country where the language of the institution was that language.*

## CSU Requirement only

*(NOT part of IGETC American Institutions)*

Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area IV. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses may require students to take an additional course(s) after transfer. Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area III. If a course is used to satisfy both IGETC area II and CSU, some CSU campuses may require students to take an additional course(s) after transfer.

Choose one course from A, and one course from B.

A. AfroAm 4, Chicano 8, Econ 10,

History 11, 12, 13, 52

B. PolSci 1

# CALIFORNIA STATE UNIVERSITY SYSTEM – GENERAL EDUCATION PLAN

The course requirements for each area must be completed before the CSU-GE Breadth can be certified. These courses are based on the 2011-2012 advising form. Be advised these forms are updated each year. Please consult with a counselor and the Transfer center to keep informed of any changes.

## A. English Language Communication and Critical Thinking

9 semester/12 quarter units  
Select one course from each area below.<sup>+</sup>

- A-1 Oral Communication  
Speech 101, 102, 151
- A-2 Written Communication  
English 101
- A-3 Critical Thinking  
English 102, 103  
Philos 6  
Speech 102

<sup>+</sup> All coursework in this area must be completed with a "C" or better to meet admission requirements to a CSU campus.

## B. Scientific Inquiry and Quantitative Reasoning

9 semester/12 quarter units  
Select 3 courses to include one from B1, one from B2 and one from B4. A corresponding lab course is required.

- B-1 PHYSICAL SCIENCES
  - Astron 1, 5
  - Chem 51, 52, 65, 101, 102
  - Geog 1, 15
  - Geology 1
  - Ocean 1
  - PhysSc 1, 14
  - Physics 6, 7
- B-2 BIOLOGICAL SCIENCES
  - Anatomy 1
  - Anthro 101
  - Biology 3, 6, 7, 40
  - EnvSci 2
  - Micro 20
  - Physiol 1
  - Psych 2

B-3 LABORATORY ACTIVITY  
One of the courses chosen from B-1 or B-2 must be a corresponding lab course (all labs are underlined).

- B-4 MATHEMATICS/  
QUANTITATIVE REASONING
  - Math 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275

All coursework in B-4 must be completed with a "C" or better to meet admissions requirements to a CSU campus.

## C. Arts and Humanities

9 semester/12 quarter units  
Select one course from C-1, one from C-2, and a third from C-1 or C-2.

- C-1 ARTS
  - Art 101, 102, 103, 109, 201, 300, 501, 502
  - Chicano 52
  - Cinema 3
  - English 240
  - Fam&CS 16
  - Human 1, 3, 31
  - Intrdgn 104
  - Music 101, 111, 321, 322, 323, 324, 341
  - Photo 10, 11, 12
  - Theater 100
- C-2 HUMANITIES
  - Anthro 104
  - Chicano 37, 42, 44, 46
  - Cinema 4
  - English 203, 205, 206, 208, 240
  - French 1, 2, 3, 4
  - History 86
  - Human 1, 2, 30, 31, 54
  - Italian 1, 2, 3, 4
  - Linguistics 1
  - Philos 1, 20, 33
  - Portgse 21
  - Spanish 1, 2, 3, 4, 5, 6, 10

## D. Social Sciences

9 semester/12 quarter units  
Courses must be chosen from at least two disciplines (review the following for additional options).

- The American Institutions requirement may be completed as part of the 9 units required in Area D.
  - AMERICAN HISTORY AND INSTITUTIONS REQUIREMENT  
May be met by completing Political Science 1 AND one of the following courses: AfroAm 4, Chicano 8, Econ 10, History 11, 12, 13, 52  
*It is highly recommended students complete these requirements, as it will meet 4-year, title 5, graduation requirements.*
- D-0 AdmJus 1  
Psych 13  
Soc 1, 2, 3, 7, 11, 22, 24, 28
- D-1 Anthro 102, 104, 121  
Linguistics 1
- D-2 Econ 1, 2, 10
- D-3 AfroAm 2, 4  
Chicano 2, 7, 8, 20, 47  
Soc 11
- D-4 Chicano 47  
History 52  
Soc 22
- D-5 Geog 2, 7, 14
- D-6 AfroAm 4  
Chicano 7, 8, 19, 44  
Econ 10  
History 1, 2, 11, 12, 13, 20, 52, 86
- D-7 ChDev 1, 42  
Psych 11  
Soc 22  
Speech 121
- D-8 AdmJus 1, 4  
Business 5  
Law 1  
PolSci 1, 2, 5, 7
- D-9 ChDev 1  
Psych 1, 2, 11, 12, 14, 41, 52  
Soc 24

## E. Lifelong Understanding and Self Development

- 3 semester/4 quarter units
- Chicano 47
  - ChDev 1
  - Fam&CS 6, 21, 31, 91
  - Health 8, 11
  - PhysEd\* 96-742 (Activity Courses)
  - Psych 1, 2, 3, 11, 32, 41, 52
  - Soc 22
  - Speech 121

\* Only one unit of PhysEd may be counted.

# Educational Programs & Course Descriptions **Disciplines**

The following pages provide a listing of Los Angeles Mission College's educational disciplines, faculty, educational programs, and course descriptions.

**Discipline** - A discipline is a field of study, and the permanent faculty that instruct in that field of study are provided.

**Educational Programs** - The educational programs offered at Los Angeles Mission College are varied.

**Associate Degree** - A degree (Associate in Arts, A.A., or Associate in Science, A.S.) granted which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units.

**Certificate of Completion** - A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Upon completion, students may request the issuance of a Certificate of completion.

**Skill Certificate** - A program designed for those students who have limited time or who want to limit their commitment to a particular field of study. Students may be seeking increased specialization that is job-related, advancement in their present jobs, or preparation for new employment. Skill Certificates are limited to 17 or fewer semester units. The courses that make up the Skill Certificate often apply toward the Certificate Program and Associate Degree. Always consult a counselor for verification.

**Course Descriptions** - Also found in the following pages are descriptions of the courses offered in the various disciplines at Los Angeles Mission College. The title of the course is shown on the first line. In addition, the following code letters will be found before the number of units:

**UC** - This course is acceptable for credit by all University of California campuses. UC has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate UC catalog for information. Also acceptable at CSU.

**CSU** - This course is acceptable for credit by all California State Universities. CSU has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate CSU catalog for information.

**NDA** - AB 1725 establishes a new category called Non-Degree Applicable. These classes are marked (NDA) in the schedule. Credit for these classes does not apply towards the A.A. or A.S. Degree. These classes are not transferable.

**RPT** - This indicates that the course may be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

**Prerequisite** - A class or skill that you must have prior to enrolling in the target class. The faculty of that discipline requires the prerequisite because they feel it is necessary for you to succeed in the target course.

**Corequisite** - A class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade ("C" or better) prior to enrollment in the target course.

**Advisory** - A class or skill you are advised to have, but not required to have, prior to enrolling in the target course

# Accounting

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Steven Nerud

## EDUCATIONAL PROGRAM

### ASSOCIATE IN ARTS - Accounting

The specialization in Accounting is designed to provide a basic background in business and to meet the general requirements for graduation. It is also designed to provide sufficient preparation to enable the student to begin a career at the bookkeeper level. The training provided here will also serve as valuable preparation for other careers, both in and outside of the field of business. Additional information should be requested from a counselor or an instructor teaching in the field of accounting.



*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

#### FIRST SEMESTER

Bus 1	Introduction to Business	3
Bus 31 or CAOT 31	Business English	3
	Graduation Requirements and Electives	9
	<b>Total</b>	<b>15</b>

#### SECOND SEMESTER

Acctg 1 or Acctg 21+Acctg 22	Introductory Accounting I	5-6
CoSci 401	Introduction to Computers & Their Uses	3
Econ 1	Principles of Economics I	3
	Graduation Requirements and Electives	4
	<b>Total</b>	<b>15-16</b>

#### THIRD SEMESTER

Acctg 2	Introductory Accounting II	5
Acctg 15	Tax Accounting I	3
Econ 2	Principles of Economics II	3
Mgmt 2	Organization & Management Theory	3
	Graduation Requirements & Electives	3
	<b>Total</b>	<b>17</b>

#### FOURTH SEMESTER

Finance 1	Principles of Finance	3
Acctg 25	Automated Accounting Methods & Procedures	3
Mgmt 13	Small Business Entrepreneurship	3
	Graduation Requirements and Electives	6
	<b>Total</b>	<b>15</b>

#### Recommended Courses

Bus 5	Business Law I	3
CAOT 1	Keyboarding I	3
CAOT 82	Microcomputer Software Survey	3
	Cooperative Education (work experience) courses	2-4
Math 227	Statistics	4

#### 1 INTRODUCTORY ACCOUNTING I (UC:CSU) 5 UNITS

Prerequisite: None | Lecture 5 hours

Acctg 21 and Acctg 22 together equal Acctg 1

The student will learn basic accounting theory and procedures. Students will prepare books of original entry and post to general and subsidiary ledgers. Students will perform accounting procedures using the voucher system, and will prepare adjusting entries, closing entries, and financial statements.

#### 2 INTRODUCTORY ACCOUNTING II (UC:CSU) 5 UNITS

Prerequisite: Acctg 1 | Lecture 5 hours

Introductory course in accounting, applying basic accounting principles to specialized business operations and organizations including partnerships, corporations, and manufacturing enterprises. Students will perform job order cost accounting, process cost accounting, budgeting and an analysis of the source and application of funds statement.

#### 15 TAX ACCOUNTING I (CSU) 3 UNITS

Prerequisite: Acctg I or Acctg 21 and Acctg 22

Lecture 3 hours

A study of Federal and California State Income Taxes as they apply to individuals and sole proprietorships and an analysis of laws, consideration of appropriate accounting procedures, and preparation of reports and returns.

#### 21 BOOKKEEPING & ACCOUNTING I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Acctg 21 and 22 together equal Acctg 1

An introductory course on how to perform double entry bookkeeping, work with special journals, and post entries to the general ledger accounts. In addition, students will learn how to prepare trial balances, work sheets, income statements, balance sheets, and adjusting and closing journal entries.



**22 BOOKKEEPING & ACCOUNTING II** (UC:CSU) 3 UNITS

Prerequisite: Acctg 21 | Lecture 3 hours

Acctg 21 and 22 together equal Acctg I

Review of the fundamentals of bookkeeping and accounting and the preparation of adjusting, closing, and reversing entries, work sheets and financial statements for a sole proprietorship. Application of accounting principles to partnership and corporation accounting records.

**25 AUTOMATED ACCOUNTING METHODS & PROCEDURES** 3 UNITS

Prerequisite: Acctg 1 or Acctg 21 and Acctg 22

Course is designed for hands-on experience using computer application for accounting. Emphasis will be to learn computerized accounting with special emphasis on sales, receivables, payables, purchases, general accounting, end-of-period procedures, payroll and merchandising.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3

**Prerequisite:** Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

# Administration of Justice

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Kelly Enos

## EDUCATIONAL PROGRAMS

Associate in Science – Administration of Justice  
Students completing the following program will be awarded an Associate in Science Degree in Administration of Justice.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### REQUIRED COURSES

	UNITS
AdmJus 1 Introduction to Administration of Justice	3
AdmJus 2 Concepts of Criminal Law	3
AdmJus 3 Legal Aspects of Evidence	3
AdmJus 4 Principles & Procedures of the Justice System	3
AdmJus 5 Criminal Investigation	3
AdmJus 14 Report Writing for Peace Officers	3
AdmJus 75 Introduction to Corrections	3
AdmJus 160 Police Organization & Administration	3
<b>Total</b>	<b>24</b>

### Recommended Courses

AdmJus 104 Introduction to Forensic Science	3
AdmJus 150 Understanding Street & Prison Gangs	3

## CERTIFICATES OF COMPLETION

Students completing the following programs will be awarded a Certificate of Completion. These Certificates are designed primarily for those students who have a limited amount of time to pursue their career goals and wish to specialize in a particular aspect of the Administration of Justice. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career.

### Probation/Correction Officer Candidate

REQUIRED COURSES	UNITS
AdmJus 1 Introduction to Administration of Justice	3
AdmJus 8 Juvenile Procedures	3
AdmJus 39 Probation & Parole	3
AdmJus 75 Introduction to Corrections	3
AdmJus 150 Understanding Street & Prison Gangs	3
AdmJus 385 Directed Studies (Internship)	3
<b>Total</b>	<b>18</b>

### Basic Police Academy Preparation

REQUIRED COURSES	UNITS
AdmJus 1 Introduction to Administration of Justice	3
AdmJus 2 Concepts of Criminal Law	3
AdmJus 6 Patrol Procedures	3
AdmJus 14 Report Writing for Peace Officers	3
PE 666 Body Conditioning	1
<b>Total</b>	<b>13</b>

**1 INTRODUCTION TO ADMINISTRATION OF JUSTICE** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

The history and philosophy of Administration of Justice in the United States, including identification of the various subsystems such as the police, courts and corrections. Includes the theories of crime, punishment, rehabilitation, ethics, education and training for professionalism in the justice system.

# Disciplines • Educational Programs • Course Descriptions

- 2 CONCEPTS OF CRIMINAL LAW** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
The historical development, philosophy and origins of today's criminal law. The course looks at Definitions and classifications of crimes and their applications to the system of administration of justice.
- 3 LEGAL ASPECTS OF EVIDENCE** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
A study of the origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence, and rules governing admissibility; judicial decisions interpreting individual rights and case studies.
- 4 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
A study of the different aspects of the criminal justice system with an emphasis on the courts. Reviews the different procedures in court settings and how the courts decisions impact society as a whole.
- 5 CRIMINAL INVESTIGATION** (CSU) 3 UNITS  
Prerequisites: None | Lecture 3 hours  
Course covers police procedures in criminal investigations and legal aspects and procedures. Students will become familiar with techniques in processing crime scenes, interviewing suspects, witnesses and victims.
- 6 PATROL PROCEDURES** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
This course presents the history and development of patrol philosophy and planning for field activities. The topics considered include the functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.
- 8 JUVENILE PROCEDURES** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
The organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.
- 14 REPORT WRITING FOR PEACE OFFICERS** (CSU) 3 UNITS  
Prerequisite: None | Advisory: English 21 or ESL 6A | Lecture 3 hours  
The study of effective report writing in police work, including crime scene investigative reports and arrest reports. Students will become familiar with many of the reports and writing styles used by local law enforcement agencies.
- 39 PROBATION AND PAROLE** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Course covers examination of community treatment in the correctional process, contemporary usage of presentence investigation, selection, and of probationers and parolees.
- 41 OFFICER SAFETY** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
The study of techniques of protection against persons armed with dangerous and deadly weapons. Students examine the moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms and other weapons.
- 62 FINGERPRINT CLASSIFICATION** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation, and classification of fingerprints, the taking of fingerprints, searching and filing procedures and laboratory work in the classroom.
- 67 COMMUNITY RELATIONS** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Examination of the complex relationship between the community and the justice system, primarily the police, with emphasis on the challenges of dealing with the role of race, ethnicity, gender relations, sexual orientation, social class, language, and culture in shaping these relations.
- 72 CORRECTIONAL PROCEDURES** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Current correctional procedures are studied in relation to prison/jail management, receiving prisoners, custody and security, supervision of prisoners, staff services, prisoner activities, custodial and juvenile facilities, duties in coordinating inmates appearances in court, and human relations in correctional facilities.

- 75 INTRODUCTION TO CORRECTIONS** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Basic course dealing with the nature of correctional work; aims and objectives of correctional administration; probation and parole; skills, knowledge, and attitudes required for employment in this field; types of institutions and services; career opportunities.
- 100 BASIC TRAFFIC COLLISION INVESTIGATION** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
This course provides Officers and other students with the basic requirements for investigating a traffic collision, and for completing a standard traffic collision report.
- 104 INTRODUCTION TO FORENSIC SCIENCE** (CSU) 3 UNITS  
Prerequisites: None | Lecture 3 hours  
Assists the student in attaining an understanding of the role of forensic science in Administration of Justice. Several different categories of evidence will be looked at including fingerprints, impression evidence and blood stain pattern analysis.
- 150 UNDERSTANDING STREET & PRISON GANGS** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Provides an introduction to the history and sociology of a gang. Topics include the organization and structure of a street gang, recruitment into a gang, gang attire, hand signs, tattoos, body language, graffiti, and their effect on society. The organizational structure of a prison gang and the relationship with organized crime are also covered.
- 160 POLICE ORGANIZATION & ADMINISTRATION** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
The effect of organizational structure and administrative procedure on the implementation of police functions; assessment of processes of recruitment, career advancement, and leadership; and administrative problems of staffing, supervision and morale.
- 204 HOMICIDE INVESTIGATION** 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Provides an overview of the investigative techniques and resources that are utilized when investigating a homicide or death, including forensics and criminal profiling.
- 209 DOMESTIC VIOLENCE** 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Theory of battering, kinds of battering including child abuse, elder abuse and spousal abuse. Safety plans for victims, legal responsibilities of law enforcement, and individual rights and case studies.
- 250 FORENSIC PHOTOGRAPHY** (CSU) 4 UNITS  
Prerequisite: None | Lecture 4 hours  
Provides the basics of forensic investigation. Course will demonstrate the maintenance of both physical evidence and a photographic record of a crime scene, including a chronological sequence of written and photographic evidence.
- 427 UNDERSTANDING TERRORISM** 3 UNITS  
Prerequisite: None | Lecture 3 hours  
This course studies the methods used in terrorism against persons or property in violation of criminal laws of the United States. This course covers the techniques used by terrorists such as intimidation, coercion, or ransom from domestic/international terrorism.
- 185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2  
Provides opportunity for in-depth study of a chosen area of Administration of Justice on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.
- 285 DIRECTED STUDY** (CSU) 2 UNITS  
Provides opportunity for in-depth study of a chosen area of Administration of Justice on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.
- 385 DIRECTED STUDY** (CSU) 3 UNITS  
Conference: 1 hour per unit.  
Provides opportunity for in-depth study of a chosen area of Administration of Justice on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.
- NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*
- 921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3
- 931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3
- 941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3  
Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.  
Supervised training is conducted in the form of on-the job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

# Disciplines • Educational Programs • Course Descriptions

## **A**frican-American Studies SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair

### AMERICAN HISTORY INSTITUTIONS TRANSFER REQUIREMENT

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

U.S.-1 History – History 11, 12, 13, 52,  
AfroAm 4, Chicano 8, Econ 10

U.S.-2 Constitution – PolSci 1

U.S.-3 State and local government – PolSci 1

### 2 THE AFRICAN-AMERICAN (UC:CSU) 3 UNITS IN CONTEMPORARY SOCIETY

Prerequisite: None | Lecture 3 hours

This course is a survey of the urbanization of African-Americans with emphasis on social and political contemporary problems, proposed solutions to civil rights, and equality of opportunity.

### 4 THE AFRICAN-AMERICAN (UC:CSU) 3 UNITS IN THE HISTORY OF THE UNITED STATES I

Prerequisite: None | Lecture 3 hours

A survey of U.S. history from the Colonial Era through the Civil War with emphasis on Trans-Atlantic migration. Course provides critical analysis of African-American contributions to the political and social development of the United States.

## **A**natomy LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair  
Dr. Mohamed Elkerdany

### 1 INTRODUCTION TO (UC:CSU) 4 UNITS HUMAN ANATOMY

Prerequisite: Biology 3 | Advisory: English 28  
or ESL 8 | Lecture 3 hours, lab 3 hours

This course examines cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection and microscopy used extensively in lab.

## **A**nthropology LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair

### 101 HUMAN BIOLOGICAL (UC:CSU) 3 UNITS EVOLUTION

Prerequisite: None | Advisory: English 28 or ESL 8  
Lecture 3 hours

Examination of the unifying principles of human evolution including: the basic principles of natural selection, the fossil record, the position of humans within the primate order, the features that make Homo sapiens unique.

### 102 HUMAN WAYS OF LIFE: (UC:CSU) 3 UNITS CULTURAL ANTHROPOLOGY

Prerequisite: None | Advisory: English 28 or ESL 8  
Lecture 3 hours

Comparative survey of human culture, including the study of human society, language, religion, political and economic organization, with examples drawn from contemporary preliterate, peasant, and urban societies.

### 104 HUMAN LANGUAGE (UC:CSU) 3 UNITS & CULTURE

Prerequisite: None | Lecture 3 hours  
Comparable to Linguistics 1  
(Credit for one course only)

Examines basic principles of linguistics: language components, diversity, origins, acquisition and use are explored, with emphasis on communication and sociocultural factors.

### 121 ANTHROPOLOGY OF (UC:CSU) 3 UNITS RELIGION, MAGIC & WITCHCRAFT

Prerequisite: None | Lecture 3 hours

Focuses on religious beliefs and practices around the world. Overview of forms of religious belief; variety of gods and supernatural forces; use of myth, ritual, religious ceremony; shamans, priests, and religious specialists. Topics: symbolism, ritual, magic, divination, witchcraft, religious syncretism, death and the afterlife; ghosts, souls, and reincarnation.

# Art

ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair | Barbara Kerwin

## EDUCATIONAL PROGRAMS

NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

## ASSOCIATE IN ARTS - Art

This curriculum is designed to provide an opportunity to complete an undergraduate major in Art.

REQUIRED COURSES	UNITS
(Select two from the following four Art History courses)	6
Art 101 Survey of Art History I	
Art 102 Survey of Art History II	
Art 109 History of Arts of Africa, Oceania & Ancient America	
Art 111 History of Contemporary Art	
Art 201 Drawing I	3
Art 202 Drawing II	3
or Art 204 Life Drawing I	
Art 300 Introduction to Painting	3
Art 501 Beginning Two Dimensional Design	3
Art 502 Beginning Three Dimensional Design	3
Multimd 100 Introduction to Multimedia Computer Applications (Photoshop)	3
<b>Total</b>	<b>24</b>



## ASSOCIATE IN ARTS - Painting and Drawing

This curriculum is designed to provide an opportunity to complete an undergraduate major in Painting.

REQUIRED COURSES	UNITS
(Select two from the following four Art History courses)	6
Art 101 Survey of Art History I	
Art 102 Survey of Art History II	
Art 109 History of Arts of Africa, Oceania & Ancient America	
Art 111 History of Contemporary Art	
Art 201 Drawing I	3
Art 202 Drawing II	3
Art 300 Introduction to Painting	3
Art 304 Acrylic Painting I	3
Art 305 Acrylic Painting II	3
Art 306 Acrylic Painting III	3
Art 501 Beginning Two Dimensional Design	3
Art 502 Beginning Three Dimensional Design	3
Multimd 100 Introduction to Multimedia Computer Applications (Photoshop)	3
<b>Total</b>	<b>33</b>

### 101 SURVEY OF ART HISTORY I (UC:CSU) 3 UNITS

Prerequisite: None | Advisory: English 101  
Lecture 3 hours

A survey of Western Art and Architecture from Pre-historic through Medieval periods; students develop perceptual and critical skills by analyzing the evolution and function of art within historical, cultural, and philosophical contexts.

### 102 SURVEY OF ART HISTORY II (UC:CSU) 3 UNITS

Prerequisite: None | Advisory: English 101  
Lecture 3 hours

A survey of Western Art and Architecture from the Renaissance through the Twentieth Century; students develop perceptual and critical skills by analyzing the evolution and function of art within historical, cultural, and philosophical contexts.

### 103 ART APPRECIATION I (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hours  
An introductory course that explores insight into the visual arts. Students will develop an understanding of the relationship of major art to culture through the study of major art movements throughout western history and the traditional art forms of non-western regions.

### 109 THE ARTS OF AFRICA, OCEANIA & ANCIENT AMERICA (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
This course is a survey of the painting, sculpture, architecture and craft of Africa, the Pacific Ocean areas and the indigenous peoples of North and South America in relation to their history, religion, and general culture.

### 111 HISTORY OF CONTEMPORARY ART (CSU) 3 UNITS

Prerequisite: None | Advisory: Eng 101  
Lecture 3 hours  
The historical development of Modern and Contemporary visual art 1840 to the present. Art produced by the global community will be considered with special concentration placed on European and North American artistic production since 1900.

### 201 DRAWING I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours  
Introduction to drawing theory and practice; great works of the human imagination will be studied in relation to drawing technique, illusion of space and composition. A variety of media will be explored while developing analytical skills and expression.

### 202 DRAWING II (UC:CSU) 3 UNITS

Prerequisite: Art 201 | Lecture 2 hours, lab 2 hours  
Continuation of Drawing I, introduces color. Students develop an intermediate ability to observe and render from life using perspective, with emphasis on the human head, hands, feet and anatomy.

# Disciplines • Educational Programs • Course Descriptions

## **203 DRAWING III** (UC:CSU) 3 UNITS

Prerequisite: Art 202 | Lecture 2 hours, lab 2 hours

Students create an advanced portfolio of drawings utilizing techniques and media which emphasize individual artistic development.

## **204 LIFE DRAWING I** (UC:CSU) 3 UNITS

Prerequisite: None | Advisory: Art 201

Lecture 2 hours, lab 2 hours

A beginning course in drawing the figure from life. Drawings with various time limitations are done to explore the relationships of movement, form, and space as they pertain to the human body. Emphasis is placed on proportion, structure and anatomy. Recommended for all art majors.

## **205 LIFE DRAWING II** (UC:CSU) 3 UNITS

Prerequisite: Art 204 | Lecture 2 hours, lab 2 hours

This is an intermediate course in drawing the human figure. Emphasis is placed on developing extended knowledge of human anatomy and acquiring enhanced skill in rendering its essential structure.

## **206 LIFE DRAWING III** (UC:CSU) 3 UNITS RPT 3

Prerequisite: Art 205 | Lecture 2 hours, lab 2 hours

This is an advance course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

## **300 INTRODUCTION TO PAINTING** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours

This is an introductory course in painting. Lectures and assignments utilize historical and contemporary styles of painting; great works of the human imagination will be studied in relation to painting techniques, illusion of space and composition, while developing analytical skills and expression.

## **304 ACRYLIC PAINTING I** (UC:CSU) 3 UNITS

Prerequisite: Art 300 | Lecture 2 hours, lab 2 hours

Course is a continuation and reinforcement of techniques and styles learned in introduction to Painting, with emphasis on exploring personal expression through a series of paintings utilizing a common theme.

## **305 ACRYLIC PAINTING II** (UC:CSU) 3 UNITS

Prerequisite: Art 304 | Lecture 2 hours, lab 2 hours

Exploration of advanced concepts and ideas in Painting. Emphasis is on composition, color, concept and a variety of materials and techniques.

## **306 ACRYLIC PAINTING III** (UC:CSU) 3 UNITS

Prerequisite: Art 305 | Lecture 2 hours, lab 2 hours

Emphasis upon individuality of response to contemporary problems in painting related to presentation or nonobjective imagery.

## **501 BEGINNING TWO DIMENSIONAL DESIGN** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours

A foundation course in design. Students apply historical concepts of the elements and principles of design utilizing the techniques of traditional art media. Emphasis is placed on compositional attributes, including the relationship between visual perception and communication.

## **502 BEGINNING THREE DIMENSIONAL DESIGN** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours

An introduction to three dimensional arts through the study of great works of the human imagination. Students will study and apply historical concepts of space and form; through drawing, visualization and construction of original works of art.

## **519 EXHIBITION DESIGN** (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 1 hour, lab 5 hours

Each semester the students enhance skills by organizing different types of exhibitions for two-dimensional, three-dimensional and time-based arts. Projects (such as curating or designing announcement cards) can be carried from one semester to the next as student skills develop and are explored more in-depth.

## **520 DESIGN WORKSHOP** (CSU) 3 UNITS

Prerequisite: Art 501 | Lecture 2 hours, lab 2 hours

This is a course in the principles of design. Emphasis is placed on individual research, experimentation, and the development of style. Students will work with a variety of art materials.

## **700 INTRODUCTION TO SCULPTURE** (UC:CSU) 3 UNITS

Prerequisite: Art 502 | Lecture 2 hours, lab 2 hours

Students explore the creation of sculptural forms while refining their artistic expression. Emphasis is placed on concept, experimentation, and development of style while applying techniques related to assemblage and nontraditional media.

## **701 SCULPTURE I** (UC:CSU) 3 UNITS

Prerequisite: Art 502 | Lecture 2 hours, lab 2 hours

Students explore the creation of sculptural forms while refining their artistic expression and technique. Emphasis is placed on concept, experimentation and development of style while exploring cultural identity and public art.

## **702 SCULPTURE II** (UC:CSU) 3 UNITS

Prerequisite: Art 502 and 700

Lecture 2 hours, lab 2 hours

Students explore the creation of sculptural forms while refining their artistic expression. Emphasis is placed on carving, mold making and casting.

**703 SCULPTURE III** (UC:CSU) 3 UNITS

Prerequisite: Art 502 and 701

Lecture 2 hours, lab 2 hours

Explores the appreciation and creation of sculptural forms in contemporary applications. Emphasis is placed on concept, experimentation, and development of style while examining signature style and site-specific installation.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Art on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

## **Astronomy** PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair | Richard Rains

**1 ELEMENTARY ASTRONOMY** (UC:CSU) 3 UNITS

Prerequisite: None | Advisory: English 21 or ESL 6A | Lecture 3 hours

Surveys the contents and workings of the universe at an introductory level designed to satisfy the general education science requirement, primarily for non-science majors. Emphasizes the physical principles essential to fundamental understanding of astronomy. Discusses historical foundations, the tools of the astronomer, the solar system, stars and stellar evolution, galaxies and deep space, cosmology, and extraterrestrial life.

**5 FUNDAMENTALS OF ASTRONOMY LABORATORY** (UC:CSU) 1 UNIT

Prerequisite: Astronomy 1 | Lab 3 hours

This course includes use of astronomical instruments, motions of the sky, the celestial sphere, star charts, spectra of stars, observations celestial objects, and classification of galaxies. Telescopic observations will be made whenever possible.

## **Basic Skills** NON-CREDIT

**7CE FOUNDATIONS: STUDY SKILLS**  
NON-CREDIT

Prerequisite: None | Lecture 1 hour

This course covers learning techniques and strategies including learning styles, note-taking, test preparation, test-taking techniques, and time management.

**8CE FOUNDATIONS: CRITICAL THINKING**  
NON-CREDIT

Prerequisite: None | Lecture 1 hour

Course provides concrete and practical applications of critical thinking in everyday situations. It also covers evaluating arguments, recognizing errors in thinking and guidelines for persuasion.

**14CE MATHEMATICS: WHOLE NUMBERS**  
NON-CREDIT & DECIMALS

Prerequisite: None | Lecture 1 hour

Provides a review of operations such as addition, subtraction, division, and multiplication on Whole Numbers and decimals. Also includes practice with order of operations and problem solving on Whole Numbers and decimals.

**15CE MATHEMATICS: FRACTIONS NON-CREDIT**

Prerequisite: None | Lecture 1 hour

Provides a review of operations such as addition, subtraction, division, and multiplication on fractions. Also includes practice with order of operations and problem solving involving fractions.

**16CE MATHEMATICS: RATIO, PROPORTION**  
NON-CREDIT & PERCENT

Prerequisite: None | Lecture 1 hour

Provides a review of ratios, proportions, and percents. Also includes practice with problem solving and applications involving ratios, proportions, and percents.

**17CE MATHEMATICS: GEOMETRY**  
NON-CREDIT & INTEGERS

Prerequisite: None | Lecture 1 hour

Provides a review of operations such as addition, subtraction, division, and multiplication on Integers. Also includes practice with order of operations and problem solving on Integers as well as square roots and geometric concepts of perimeters, areas, angles and the Pythagorean Theorem.



# Disciplines • Educational Programs • Course Descriptions

## Biology LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair  
Dr. Steve Brown | Dr. Angela Echeverri  
Dr. Mohamed Elkerdany

### EDUCATIONAL PROGRAM

### ASSOCIATE IN SCIENCE - Biology

A Biology degree is appropriate for students who want to pursue careers in the life sciences and allied health professions such as medicine, dentistry and pharmacy. In the 21st century, no field of science can compare to the biological sciences in terms of major discoveries that directly affect society and individuals. The disciplines are endless and new ones arise annually: genetic engineering, forensics, biochemistry, veterinary medicine, pathology, botany, zoology, marine biology, forestry, microbiology, conservation biology, ecology, environmental studies, and bioinformatics. An Associate of Science Degree in Biology will transfer to most colleges and universities.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Science Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

REQUIRED COURSES	UNITS
Biology 6    General Biology I - Molecular & Cellular Biology	5
Biology 7    General Biology II - Organismal, Evolutionary & Ecological Biology	5
Chem 101    General Chemistry I	5
Chem 102    General Chemistry II	5
Total 20 units	

### Recommended Courses

Math 265	Calculus with Analytic Geometry I or higher	5
Physics sequence (dependent on transfer institution and major)		
Biology 40	The Science of Biotechnology	4
Anatomy 1	Introduction to Human Anatomy	4
Physiol 1	Introduction to Human Physiology	4
Micro 20	General Microbiology	4

### 3 INTRODUCTION TO BIOLOGY (UC:CSU) 4 UNITS

Prerequisite: None | Advisory: English 28 or ESL 8 | Lecture 3 hours, lab 3 hours

This course examines the fundamental principles of biology with laboratory emphasizing hands-on investigations. Meets UC/CSU GE requirement of natural science with a lab.

### 6 GENERAL BIOLOGY I – (UC:CSU) 5 UNITS MOLECULAR & CELLULAR BIOLOGY

Prerequisite: Chemistry 65 or Chemistry 101  
Advisory: English 28 or ESL 8  
Lecture 3 hours, lab 6 hours

This course examines the unifying principles of biology through the study of biological molecules, cell structure and function, metabolism, inheritance, molecular genetics, evolution and population genetics. Together with Biology 7, this is a fundamental course for biology majors.

### 7 GENERAL BIOLOGY II – (UC:CSU) 5 UNITS ORGANISMAL, EVOLUTIONARY & ECOLOGICAL BIOLOGY

Prerequisite: Math 125 | Advisory: English 28 or ESL 8 | Lecture 3 hours, lab 6 hours

This course examines the unifying principles of biology through the study of phylogeny, taxonomy, animal and plant structure/function, population biology and ecology. Together with Biology 6, this is a fundamental course for biology majors.

### 33 MEDICAL TERMINOLOGY (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course examines medical vocabulary by examining the meanings of word components: roots, suffixes and prefixes. It is ideal for allied health professionals and allied health students. Emphasis is on words used in clinical medicine.

### 40 THE SCIENCE OF BIOTECHNOLOGY (UC:CSU) 3 UNITS

Prerequisites: Biology 6 and Chemistry 101  
Advisory: English 28 or ESL 8  
Lecture 2 hours, lab 2 hours

This course provides a comprehensive introduction to the science of biotechnology by providing both theory and hands-on experience with laboratory methods such as DNA fingerprinting, PCR, cloning DNA fragments, and Western Blotting.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

### 921 COOPERATIVE ED (CSU) 2 UNITS RPT 3

### 931 COOPERATIVE ED (CSU) 3 UNITS RPT 3

### 941 COOPERATIVE ED (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.



FACULTY: Pat Flood, Chair | Vilma Bernal

## EDUCATIONAL PROGRAM

## ASSOCIATE IN ARTS

### Business Administration

The Business Administration program is designed to give the student a basic understanding of the field of business and business administration and to meet the general requirements for graduation. Through the use of electives, it is also designed with sufficient latitude to allow the student to explore fields of his or her choice, which he or she might not otherwise be able to do. For the "undecided" student who wishes more time and information to make a choice of careers, always consult a counselor for information on graduation requirements.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

#### FIRST SEMESTER

	UNITS
Bus 1 Introduction to Business	3
Bus 31 or CAOT 31 Business English	3
Graduation Requirements and Electives	9
<b>Total</b>	<b>15</b>

#### SECOND SEMESTER

CoSci 401 Introduction to Computers & Their Uses	3
Econ 1 Principles of Economics I	3
Mgmt 2 Organization & Management Theory	3
Graduation Requirements and Electives	6
<b>Total</b>	<b>15</b>

#### THIRD SEMESTER

Acctg 1 Introductory Accounting I or Acctg 21 + Acctg 22	5-6
Bus 5 or Law 1* Business Law I	3
Econ 2 Principles of Economics II	3
Mgmt 13 Small Business Entrepreneurship	3
Graduation Requirements and Electives	1
<b>Total</b>	<b>15-16</b>

#### FOURTH SEMESTER

Acctg 2 Introductory Accounting II	5
Math 227 Statistics	4
Finance 1 Principles of Finance	3
Market 21 Principles of Marketing	3
Graduation Requirements and Electives	3
<b>Total</b>	<b>18</b>

\* Business majors are encouraged to complete courses within the Business Department.

#### Recommended Courses

CAOT 1 Keyboarding I	3
CAOT 82 Microcomputer Software Survey in the Office	3
Finance 8 Personal Finance & Investments	3
Mgmt 33 Personnel Management	3
Cooperative Education (work experience) courses	2-4

#### 1 INTRODUCTION TO BUSINESS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
The student will learn the various forms of business organizations. The student will study business management, organization, financing and marketing, and will also become acquainted with the risks involved in business and with government's role in business.

#### 5 BUSINESS LAW I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
Comparable to Law 1 (Credit for one course only)  
Study of the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments.

#### 6 BUSINESS LAW II (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
Comparable to Law 2 (Credit for one course only)  
Further study of the fundamental principles of law as they apply in the business world. Examines bailment, the rights and liabilities of agents, principles and third parties, partnerships, corporations, stockholders, negotiable instruments and securities.

#### 31 BUSINESS ENGLISH 3 UNITS

Prerequisite: None | Lecture 3 hours  
Comparable to CAOT 31 (Credit for one course only)  
Review of grammar and punctuation fundamentals with practical applications.

#### 32 BUSINESS COMMUNICATIONS (CSU) 3 UNITS

Advisory: CAOT 1 and Bus 31 or CAOT 31  
Lecture 3 hours  
Comparable to CAOT 32 (Credit for one course only)  
Emphasizes the concepts of successful written and oral communication in business in order to write effective business communications including letters, electronic communications, and short reports. Develops the ability to create and present oral presentations.

#### 38 BUSINESS COMPUTATIONS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
A course designed to cover the fundamentals of mathematics in business. Practical problems in trade and cash discounts, interest, taxes and insurance, accounting and finance, fractions and decimals, banking and payroll, and percentage applications.

#### 172 GLOBAL BUSINESS (CSU) 3 UNITS

Prerequisite: None | Advisory: English 28 or ESL 8  
Lecture 3 hours  
An overview of the key issues and emerging trends of the global business environment, national business environment, international trade and investment, international financial systems, and international business management. The challenges of globalization in business and how to successfully combat them will be explored.

# Disciplines • Educational Programs • Course Descriptions

## 173 EMERGING GREEN TECHNOLOGIES (EGT) (CSU) 3 UNITS

Prerequisite: None | Advisory: English 28 or ESL 8  
Lecture 3 hours

Examines emerging technologies that modify established means of operating for many industries. Risks and challenges of these new technologies and profitable market strategies will be evaluated. Students will be introduced to breakthroughs in scientific research that will formulate the future of new businesses.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

## 921 COOPERATIVE ED (CSU) 2 UNITS RPT 3

## 931 COOPERATIVE ED (CSU) 3 UNITS RPT 3

## 941 COOPERATIVE ED (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

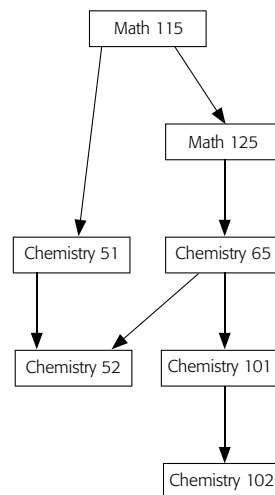
Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.



## Chemistry PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair | Dr. Mike Fenton

### CHEMISTRY COURSE SEQUENCE



## 51 FUNDAMENTALS OF CHEMISTRY I (UC:CSU) 5 UNITS

Prerequisite: Math 115 or 123B  
Lecture 3 hours, lab 3 hours and discussion 1 hour

This course is intended for nursing, nutrition, dietetics, food science, and environmental and occupational health majors. It provides an introduction to chemistry for the student with no previous background in chemistry.

## 52 FUNDAMENTALS OF COLLEGE CHEMISTRY II (UC:CSU) 4 UNITS

Prerequisite: Chem 51 or Chem 65  
Lecture 3 hours, lab 3 hours

A continuation of Chemistry 51 required of the Allied Health Science and Environmental and Occupational Health majors. Along with Chemistry 51 satisfies the chemistry course requirement for an Associate in Science - Health Science degree at Los Angeles Mission College.

## 65 INTRODUCTORY GENERAL CHEMISTRY (UC:CSU) 4 UNITS

Prerequisite: Math 125  
Lecture 3 hours, lab 3 hours

This course covers the principles of general chemistry at an elementary level with special emphasis on the application of chemical principles to everyday life and the development of a basic chemical vocabulary.

## 101 GENERAL CHEMISTRY I (UC:CSU) 5 UNITS

Prerequisites: Chem 65 and Math 125  
Lecture 3 hours, lab 6 hours

The course covers fundamental chemical principles and theories with special emphasis on stoichiometry, atomic structure, periodic table, chemical bonding, solutions, acids and bases, oxidation-reduction, and properties of gases.

## 102 GENERAL CHEMISTRY II (UC:CSU) 5 UNITS

Prerequisite: Chem 101  
Lecture 3 hours, lab 6 hours

Topics include kinetics, general, ionic, acid-base and solubility equilibria, thermodynamics, electrochemistry, transition metals and introductory organic nomenclature. Laboratory work reviews kinetics, equilibria, thermodynamics, electrochemistry and qualitative analysis of selected cations.

# Chicano Studies

## CHICANO STUDIES

FACULTY: John J. Morales Jr., Chair  
Jose A. Maldonado

### EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Chicano Studies.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### AMERICAN HISTORY INSTITUTIONS TRANSFER REQUIREMENT

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

U.S.-1 History – History 11, 12, 13, 52,  
AfroAm 4, Chicano 8, Econ 10

U.S.-2 Constitution – PolSci 1

U.S.-3 State and local government – PolSci 1

## ASSOCIATE IN ARTS Chicano Studies

REQUIRED COURSES	UNITS
Chicano 2 The Mexican-American in Contemporary Society	3
Chicano 7 The Mexican-American in the History of the US I	3
Chicano 8 The Mexican-American in the History of the US II	3
Chicano 37 Chicano Literature	3
Spanish 2 Elementary Spanish II, or higher	5
(Select one from the following three Chicano courses)	3
Chicano 42 Contemporary Mexican Literature	
Chicano 47 Mexican-American Woman in Contemporary Society	
Chicano 52 Mexican Art - Modern	

Total 20

### 2 THE MEXICAN-AMERICAN (UC:CSU) 3 UNITS IN CONTEMPORARY SOCIETY

Prerequisite: None | Lecture 3 hours

This course introduces students to the major characteristics of the Chicano community, with special emphasis on culture, ethnicity, gender, language, nationality, race, religion, and social class distinctions which differentiate Chicanos from other ethnic groups in the present-day United States.

### 7 THE MEXICAN-AMERICAN IN (UC:CSU) 3 UNITS THE HISTORY OF THE UNITED STATES I

Prerequisite: None | Lecture 3 hours

United States history viewed through the experience of Mexican-descended peoples. Traces their evolution from pre-Columbian times to the end of the US War against Mexico. Examines the contributions of Mexican communities to the development and growth of the United States.

### 8 THE MEXICAN-AMERICAN IN (UC:CSU) 3 UNITS THE HISTORY OF THE UNITED STATES II

Prerequisite: None | Lecture 3 hours

This course examines the Mexican-American historical experience from the nineteenth century to the present. It discusses the impact of U.S. Constitutional Law on the social, economic and political conditions of Mexican-Americans living in the United States.

### 19 HISTORY OF MEXICO (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A survey of the history of Mexico from Pre-Columbian times to the present. Covers ancient Mexican civilizations, the European invasion and Spanish colonial period, Independence, the War with the US, the Mexican Revolution, Zapatistas, the 20th century, to the present.

### 20 THE MEXICAN AMERICAN (UC:CSU) 3 UNITS IN CALIFORNIA

Prerequisite: None | Lecture 3 hours

A survey of the political, economic, social, cultural and intellectual history of Mexicans on the Pacific Coast from Pre-Columbian times, through the Spanish Colonial era, the Mexican period, and to the Euro-american presence. Special emphasis will be placed on California.

### 37 CHICANO LITERATURE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Same as Spanish 46 (Not offered at LAMC)

An analysis of the literary, social, and historical aspects of essay, novel, drama, short story, and poetry written by Chicano writers who seek to define themselves and their communities within an American social context.

### 42 CONTEMPORARY MEXICAN (UC:CSU) 3 UNITS LITERATURE

Prerequisite: None | Lecture 3 hours

Same as Spanish 12 (Not offered at LAMC)

This course reviews the major literary trends in Mexico from the Mexican Revolution through the early 21st century. The course covers contemporary literary trends from Indigenismo to Postmodernism, and genres including poetry, theater, fiction, literary theory, biography and autobiography.

### 44 MEXICAN CIVILIZATION (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Same as Spanish 16 (Not offered at LAMC)

This course examines the origins, establishment, and expansion of civilization and culture in Mexico and Meso-America. Course analyzes its evolution from pre-Columbian times to the early twenty-first century, and assesses the impact of the European and Euro-american invasions.

# Disciplines • Educational Programs • Course Descriptions

## 46 CHICANO & MEXICAN FOLKLORE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course is an introduction to conventional studies of folklore. The various folklore genres: myths, legends, folktales, folk medicine, folk speech, and related topics are evaluated, analyzed in the context of historical and contemporary issues.

## 47 MEXICAN-AMERICAN WOMAN IN CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

The social-historical development of the Mexican American woman. Analyzes the forces and problems which have contributed to defining her role in Mexican American culture and as an integral part of society, as well as the role she has played in the development of our society. There will be discussions concerning future alternatives for a new role for her in America.

## 52 MEXICAN ART – MODERN (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A survey of the art of Mexico from the nineteenth century to the present, including the renaissance of indigenous Mexican art, the evolution of a Mexican-American art, and the cultural interplay between the United States and Mexico.

## 54 MEXICAN-AMERICAN ARTS IN AMERICAN CULTURE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course focuses on Mexican and Mexican-American arts, literature and music. Particular emphasis is given to the identification and the discussion of their contributions to the contemporary culture of the United States.

## 58 LATIN-AMERICAN DANCE CULTURES (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This class focuses on Latin-American folk dance appreciation, studying dance as culture, how each region manifests its traditions, history, and lifestyles through movement. Students explore and analyze folk dances and how they reflect the worldview of people who practice them.

## 71 THE CHICANO IN LOS ANGELES (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

The course surveys the role of the Chicano in Los Angeles in relation to political, economic, social, cultural, and intellectual history from the Native American era, the colonial era, the Mexican years and lastly the European presence. Emphasis is placed on events in the twentieth century.

## Child Development CHILD DEVELOPMENT

FACULTY: Lilamani de Silva, Chair | Gloria Daims  
Julie Ruelas | Janice Silver

### EDUCATIONAL PROGRAMS

The Child Development Program offers options including earning a Skill Certificate, Certificate of Completion or an Associate Degree. The Child Development Program is planned to meet the needs of those preparing for employment or presently employed in private or public early childhood programs, elementary schools, Head Start and Early Education Centers, special education programs, family child care homes, school age, as well as infant and toddler programs. The choice of program is dependent on the student's career goals, and as described below, some Child Development positions are guided by state, local and Title V and Title 22 guidelines.

It is important that students make an appointment with a full-time Child Development faculty member to get one-on-one advising to help navigate the Child Development career paths. The order for completion of courses is suggested for each program but can be modified to meet the needs of individual students. Those students interested in transferring to a four-year college or university should meet with a counselor to discuss transfer requirements.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. Please consult a counselor for information on graduation requirements and transfer information.*

### COURSE AND PROGRAM RECOMMENDATIONS

To gain a better understanding of career and academic option within the field of Child Development, students are highly encouraged to enroll in Child Development 172 during the first or second semester of studies.

- If working with school age children in before and after school programs, Child Development 46 is recommended as a substitute for Child Development 2. Child Development 15 may be substituted for Child Development 4. Please refer to the Child Development Skill Certificate below. These substitutions do not apply to the Child Development Certificates described in the pages that follow.

In order to meet Title 5 regulations to teach in a publicly funded program, (e.g., Head Start, Early Education Center) a Child Development Permit is required, which has 3 components:

1. 24 units of Child Development: included in the completion of a Child Development Certificate.
2. 16 units of General Education: Choose courses from each of the following areas in Graduation Plan A or B: English, Social Sciences, Math or Science, Humanities.

3. Experience: Some of which may be fulfilled by the completion of Child Development 22 and 23

*NOTE: If a student with a Bachelor's Degree wants to earn a Child Development Permit, the student needs to complete 12 units in the Child Development core (Child Development 1, 2, 3, or 4, 11) AND a practicum course, Child Development 22 or 23 (a student with a Bachelor's Degree and completion of the Child Development core courses, may waive the prerequisite of Child Development 22 to enroll in Child Development 23).*

Please check the Child Development permit matrix for further information: [www.childdevelopment.org](http://www.childdevelopment.org) or call 209.572.6080.

*NOTE: All Child Development courses must be completed with a grade of "C" or better.*

Students completing a Child Development Skill Certificate are qualified to teach in a private child development program as licensed under Title 22 of the Department of Social Services.

To earn a Skill Certificate, all 12 units must be from Los Angeles Mission College. All courses must have been completed within eight (8) years of Certificate completion date.

## SKILL CERTIFICATE

Students completing a Child Development Skill Certificate are qualified to teach in a private child development program as licensed under Title 22 of the Department of Social Services.

### Child Development Skill Certificate

REQUIRED COURSES	UNITS
ChDev 1 Child Growth & Development	3
ChDev 11 Child, Family & Community	3
and ChDev 3 Creative Experiences for Children I	3
or ChDev 4 Creative Experiences for Children II	
or ChDev 15 Creative Curriculum in Bilingual/Bicultural Programs	
and ChDev 2 Early Childhood: Principles & Practices	3
or ChDev 30 Infant & Toddler Studies I	
or ChDev 46 School Age Programs I	
<b>Total</b>	<b>12</b>

### Child Development Skill Certificate in Administration

Students completing a Child Development Skill Certificate in Administration have completed a specialization in the administration and supervision of programs and staff that provide for the care and education of young children.

REQUIRED COURSES	UNITS
ChDev 38 Administration & Supervision of Early Childhood Programs I	3
ChDev 39 Administration & Supervision of Early Childhood Programs II	3
ChDev 65 Early Childhood Mentoring & Adult Supervision	2
ChDev 22 Practicum in Child Development I	4
or ChDev 23 Practicum in Child Development II	
<b>Total</b>	<b>12</b>

### Family Child Care Skill Certificate

Students completing a Family Child Care Skill Certificate are prepared with a specialization in providing care and education for children in a family child care setting under the regulation of Title 22 of the Department of Social Services.

REQUIRED COURSES	UNITS
ChDev 1 Child Growth & Development	3
ChDev 10 Health, Safety & Nutrition	3
ChDev 60 Introduction to Family Child Care I	1
ChDev 61 Introduction to Family Child Care II	1
ChDev 62 Developmental Profiles: Pre-Birth through Eight	2
ChDev 63 Creative Curriculum in a Family Child Care Setting	2
<b>Total</b>	<b>12</b>



## ASSOCIATE IN ARTS Child Development

Students interested in earning an Associate in Arts Degree must complete the required coursework from one of the following eight Certificate programs, as well as follow Graduation Plan B for General Education.

Requirements include Fam&CS 31 Marriage & Family (3 units). The California Department of Education and the Department of Social Services Licensing Division require that all Child Development units be completed with a grade of "C" or higher.

*NOTE: Courses do not have to be completed within 8 years for an AA Degree in Child Development or for a Child Development Permit.*

## CERTIFICATE OF COMPLETION Child Development

No substitutions will be accepted for the following Certificates. All Child Development courses must have been completed within eight (8) years of Certificate completion date.

### Preschool

REQUIRED COURSES	UNITS
ChDev 1 Child Growth & Development	3
ChDev 2 Early Childhood: Principles & Practices	3
ChDev 3 Creative Experiences for Children I	3
ChDev 4 Creative Experiences for Children II	3
ChDev 10 Health, Safety & Nutrition	3
ChDev 11 Child, Family & Community	3
ChDev 42 Teaching in a Diverse Society	3
ChDev 22 Practicum in Child Development I	4
ChDev 23 Practicum in Child Development II	4
Eng 28 or ESL 8 Intermediate Reading & Composition or higher	3
Psych 1 General Psychology I	3
<b>Total</b>	<b>35</b>

*NOTE: An A.A. Degree in Child Development will also require Fam&CS 31.*

# Disciplines • Educational Programs • Course Descriptions

## Bilingual/Bicultural Preschool

### REQUIRED COURSES

ChDev 1	Child Growth & Development	3
ChDev 2	Early Childhood: Principles & Practices	3
ChDev 3	Creative Experiences for Children I	3
ChDev 10	Health, Safety & Nutrition	3
ChDev 11	Child, Family & Community	3
ChDev 14	Bilingual/Bicultural Programs	3
ChDev 15	Creative Curriculum in Bilingual/ Bicultural Programs	3
ChDev 22	Practicum in Child Development I	4
ChDev 23	Practicum in Child Development II	4
Spanish 1-3	Spanish I, II, or III (5 units required)	5
Eng 28 or ESL 8	Intermediate Reading & Composition or higher	3
		<b>Total 37</b>

### Recommended Courses

ChDev 42	The Child in a Diverse Society	3
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*NOTE: An A.A. Degree in Child Development will also require Fam&CS 31.*

## Infant & Toddler

### REQUIRED COURSES

ChDev 1	Child Growth & Development	3
ChDev 3	Creative Experiences for Children I	3
ChDev 10	Health, Safety & Nutrition	3
ChDev 11	Child, Family & Community	3
ChDev 22	Practicum in Child Development I	4
ChDev 23	Practicum in Child Development II	4
ChDev 30	Infant and Toddler Studies I	3
ChDev 31	Infant and Toddler Studies II	3
ChDev 42	Teaching in a Diverse Society	3
Eng 28 or ESL 8	Intermediate Reading & Composition or higher	3
Psych 1	General Psychology I	3
		<b>Total 35</b>

*NOTE: An A.A. Degree in Child Development will also require Fam&CS 31.*

## School-Age Care

This Certificate is for persons seeking employment or who are employed in school age childcare programs.

### REQUIRED COURSES

ChDev 1	Child Growth & Development	3
ChDev 3	Creative Experiences for Children I	3
ChDev 10	Health, Safety & Nutrition	3
ChDev 11	Child, Family & Community	3
ChDev 22	Practicum in Child Development I	4
ChDev 23	Practicum in Child Development II	4
ChDev 42	Teaching in a Diverse Society	3
ChDev 46	School Age Programs I	3
ChDev 47	School Age Programs II	3
Eng 28 or ESL 8	Intermediate Reading & Composition or higher	3
Psych 1	General Psychology I	3
		<b>Total 35</b>

*NOTE: An A.A. Degree in Child Development will also require Fam&CS 31.*

## Family Child Care Provider

This Certificate is designed for current or prospective family child care providers (individuals who operate a licensed child care program in their homes).

### REQUIRED COURSES

ChDev 1	Child Growth & Development	3
ChDev 10	Health, Safety & Nutrition	3
ChDev 11	Child, Family & Community	3
ChDev 60	Introduction to Family Child Care I	1
ChDev 61	Introduction to Family Child Care II	1
ChDev 62	Developmental Profiles: Pre-Birth through Eight	2
ChDev 63	Creative Curriculum in a Family Child Care Setting	2
ChDev 30	Infant & Toddler Studies I	3
or ChDev	46 School Age Programs I	
and ChDev 15	Materials & Media in Bilingual/ Bicultural Programs	3
or ChDev 35	Fostering Literacy Development in Young Children	
or ChDev 42	Teaching in a Diverse Society	
ChDev 22	Practicum in Child Development I	4

ChDev 23	Practicum in Child Development II	4
Eng 28 or ESL 8	Intermediate Reading & Composition or higher	3
Psych 1	General Psychology I	3
		<b>Total 35</b>

*NOTE: An A.A. Degree in Child Development will also require Fam&CS 31.*

## Teacher's Assistant

This Certificate will support paraprofessionals in elementary classrooms and provide a foundation for those interested in working as elementary school teachers.

### REQUIRED COURSES

ChDev 1	Child Growth & Development	3
ChDev 3	Creative Experiences for Children I	3
ChDev 4	Creative Experiences for Children II	3
ChDev 11	Child, Family & Community	3
ChDev 22	Practicum in Child Development I	4
ChDev 23	Practicum in Child Development II	4
ChDev 32	Teacher-Assistant in the Elem. Classroom	3
ChDev 42	Teaching in a Diverse Society	3
Eng 28 or ESL 8	Intermediate Reading & Composition or higher	3
Psych 1	General Psychology I	3
		<b>Total 32</b>

*NOTE: An A.A. Degree in Child Development will also require Fam&CS 31.*

## Teacher's Assistant: Bilingual/Bicultural

This Certificate will support paraprofessionals in elementary classrooms and provide a foundation for those interested in working as elementary school teachers.

### REQUIRED COURSES

ChDev 1	Child Growth & Development	3
ChDev 3	Creative Experiences for Children I	3
ChDev 14	Bilingual/Bicultural Programs	3
ChDev 15	Creative Curriculum in Bilingual/ Bicultural Programs	3
ChDev 32	Teacher Assistant-Elementary Classroom	3
ChDev 22	Practicum in Child Development I	4

Eng 28 or ESL 8	Intermediate Reading & Composition (or higher)	3
or English 101	College Reading & Composition I	
Fam&CS 31	Marriage & Family	3
Chicano 7	The Mexican-American in the History of the United States I	3
Spanish 1/2/3	Spanish I/II/III	5
	Total	33

(NOTE: Cultural History requirements may vary according to Foreign Language selected.)

NOTE: Any foreign language may be selected.

Recommended Courses		UNITS
Math 215	Principles of Mathematics	3
Chicano 37	Chicano Literature	3

NOTE: An A.A. Degree in Child Development will also require Fam&CS 31.

NOTE: A Family Development Certificate with an emphasis in Child Development is available under the Family & Consumer Studies Discipline. Please check the catalog listing for further information.

**1 CHILD GROWTH & DEVELOPMENT** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Examines the major developmental milestones for children from conception through adolescence in the physical, social, emotional, and cognitive domains. Emphasis is placed on issues that affect typical and atypical development through the study of theories, research and child observation.

**2 EARLY CHILDHOOD: PRINCIPLES & PRACTICES** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

The student will explore the history of early childhood education as well as current philosophies and practices. Early Childhood programs will be observed and examined in relation to the needs of the child, the arrangement of the environment and the role of the teacher.

**3 CREATIVE EXPERIENCES FOR CHILDREN I** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Explores the creative approach to program planning in areas of sensory, motor, manipulative, art, dramatic play, puppetry, blocks, music and

movement. Students will develop and implement creative curriculum for young children. Emphasis is on environments that promote creativity and the role of the teacher.

**4 CREATIVE EXPERIENCES FOR CHILDREN II** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

The creative approach to program planning in language arts, mathematics, social studies, science, perceptual motor and cooking will be explored. Emphasis will be on methods of presentation, values and teaching/learning styles.

**7 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION** (CSU) 3 UNITS

Prerequisite: Ch Dev 2 | Lecture 3 hours

Exploration of appropriate curriculum and environments for young children. Students examine a teacher's role in supporting development and positive learning experiences for all young children using observation and assessment strategies and emphasizing the essential role of play. Planning, implementation and evaluation of curriculum includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences.

**10 HEALTH, SAFETY & NUTRITION** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Study of the laws, regulations, standards, policies, procedures and early childhood curriculum related to child health, safety and nutrition. The focus will be on planning and program development for all children. First Aid and CPR certificates will be earned.

**11 CHILD, FAMILY & COMMUNITY** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Introduces the student to the effects of the home, the school and the community on the development and experience of the child. Issues, challenges and concerns will be explored as well as the importance of developing partnerships.

**14 BILINGUAL-BICULTURAL PROGRAMS** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Course is a general overview of bilingual-bicultural education. An in-depth study of current bilingual-bicultural programs, curriculum philosophy and rationale is offered. Emphasis on how to research and use bilingual bicultural materials.

**15 CREATIVE CURRICULUM IN BILINGUAL/BICULTURAL PROGRAMS** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Course is an overview of materials and media available in bilingual-bicultural education for the child. Skills in research techniques to find these materials will be acquired. Curriculum development and lesson planning will be stressed.

**22 PRACTICUM IN CHILD DEVELOPMENT I** (CSU) 4 UNITS RPT 1

Prerequisite: ChDev 4 or 7, and ChDev 1, 2 & 11,

Eng 28 or ESL 8 | Lecture 2 hours, lab 6 hours

NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last two years.

Supervised experience in a preschool, child development center, elementary school, special education center, or other childcare and education setting. The student will relate all previous theory and curriculum courses to practical application in the classroom.

NOTE: Total of 90 hours of supervised field experience.

**23 PRACTICUM IN CHILD DEVELOPMENT II** (CSU) 4 UNITS RPT 1

Prerequisites: English 21 or ESL 6A, ChDev 22 and TB clearance | Lecture 2 hours, lab 6 hours

The second semester of practicum teaching experience in a different setting, if possible, under the supervision of a master teacher or college instructor/coordinator. This course provides the practical application of theories covered in prerequisite courses.

NOTE: Total of 90 hours of supervised field experience.

# Disciplines • Educational Programs • Course Descriptions

## **30 INFANT & TODDLER STUDIES I** (CSU) 3 UNITS Prerequisite: None | Lecture 3 hours

This course reviews physical, social-emotional, language and cognitive development during the period of infancy and toddlerhood. Focus is on infant/toddler group care and licensing regulations related to this age. The course also addresses the role of the caregiver in meeting the needs of infants and toddlers and their families through responsive, respectful and sensitive caregiving practices. Varying philosophies and issues of diversity are explored.

## **31 INFANT & TODDLER STUDIES II** 3 UNITS Prerequisite: None | Lecture 3 hours

The principles of inclusive and respectful caregiving for infants and toddlers within a variety of program designs will be studied and analyzed. Attention will be given to designing environments and curriculum that support current research into brain theory, language development, assessment, early intervention, and inclusion practices.

## **34 OBSERVING & RECORDING CHILDREN'S BEHAVIOR** (CSU) 3 UNITS Prerequisite: Ch Dev 2 | Lecture 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last two years.*

Appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

## **35 FOSTERING LITERACY DEVELOPMENT IN YOUNG CHILDREN** (CSU) 3 UNITS Prerequisite: None | Lecture 3 hours

Current and future early childhood teachers and caregivers will enhance their knowledge of early literacy development and acquire skills in teaching early literacy to young children from birth through age five. This course may be modularized.

## **38 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I** (CSU) 3 UNITS Prerequisite: 12 units including ChDev 1 and 11 Lecture 3 hours

The establishment and administration of early childhood programs, both half-day and full-day. Laws governing early childhood programs, budgeting practices, regulatory agencies, staff relations and dealing with parents and children are covered.

## **39 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II** (CSU) 3 UNITS Prerequisite: ChDev 38 | Lecture 3 hours

This course covers study of budget, using computer for administrative purposes, proposal writing, advocacy, staff relations, in-service training, working with parents, dealing with supervising agencies or boards, professionalism and professional activities, current research, as well as changes in laws.



## **42 TEACHING IN A DIVERSE SOCIETY** (CSU) 3 UNITS Prerequisite: None | Lecture 3 hours

Examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society.

## **44 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS** (CSU) 3 UNITS Prerequisite: None | Lecture 3 hours

Designed for students interested in working with young children with special needs and their families. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently abled children from birth to preschool.

## **45 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS** (CSU) 3 UNITS Prerequisite: None | Lecture 3 hours

Overview of programs providing special education services for children with special needs focusing on preschool through school age. Includes a study of various programs, legislation, characteristics of exceptionalities and educational implications. Observation in schools will be required.

## **46 SCHOOL AGE PROGRAMS I** (CSU) 3 UNITS Prerequisite: None | Lecture 3 hours

Students will be introduced to school-age programs. Topics will include the developmental issues of school age children, program models, creating environments, and designing appropriate and effective experiences and curriculum.



**47 SCHOOL AGE PROGRAMS II** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Students will be introduced to school-age programs. Course is designed for those planning to work in before and after school programs. Topics to be covered will include issues affecting development and behavior, guidance of children, relationships with the community and administration of programs.

**60 INTRODUCTION TO FAMILY CHILD CARE I** (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hour

Designed for family childcare providers and persons entering the profession. Course focuses on business and environmental considerations, age-appropriate activities for mixed age groups, communication with parents, and community resources. Field study of accredited programs is included.

**61 INTRODUCTION TO FAMILY CHILD CARE II** (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hour

An in-depth study of the business aspects of Family Child Care Programs: Contracts, Advertising, Budgets, Recordkeeping, Staff Relations, working with Parents and Licensing Regulations. Reviewing and utilizing the Family Home Day Care Rating Scale for facilities in evaluating and assessing the classroom and teacher effectiveness.

**62 DEVELOPMENTAL PROFILES: PRE-BIRTH THROUGH AGE EIGHT** (CSU) 2 UNITS

Prerequisite: None | Lecture 2 hours

Provides the study of concise developmental profiles from pre-birth through age eight. Key concepts in current child development literature, development of curriculum plan and children's developmental assessment tools will be examined.

**63 CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING** (CSU) 2 UNITS

Prerequisite: None | Lecture 2 hours

Designed for family childcare providers and persons entering the profession. Emphasis is on play and creative experiences in the home setting for children. Course includes dramatic play, music, art, cooking.

**65 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING** 2 UNITS

Prerequisite: ChDev 23 or 39 | Lecture 2 hours

Methods and principles of supervising adults in early childhood education settings with emphasis on the role of administrators and experienced teachers acting as mentors to new teachers. This course is required for upper levels of the California Child Development Permit, and to become a California Early Childhood Mentor.

**172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT** 1 UNIT

Prerequisite: None | Lecture 1 hour

This course introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Child Development on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Child Development on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

**385 DIRECTED STUDY** (CSU) 3 UNITS

Conference: 1 hour per unit.

Provides opportunity for in-depth study of a chosen area of Child Development on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## **Cinema** ARTS, MEDIA & HUMANITIES

FACULTY: Deborah Paulsen, Chair  
Guillermo Aviles-Rodriguez

**3 HISTORY OF MOTION PICTURES** (UC:CSU) 3 UNITS

Prerequisite: None

Lecture 2 hours, lab 2 hours

This course covers history of the development of motion pictures with examples screened from the Silent film to the present day. Emphasis is placed on American feature films.

**4 HISTORY OF THE DOCUMENTARY FILM** (UC:CSU) 3 UNITS

Prerequisite: None

Lecture 2 hours, lab 2 hours

Examines the development of the documentary as narrative film from the 1890's to present day. Includes historical, propaganda, educational, commercial, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

# Disciplines • Educational Programs • Course Descriptions

## Computer Applications & Office Technologies

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Joyce Woodmansee

EDUCATIONAL PROGRAMS

### ASSOCIATE IN ARTS

## Computer Applications & Office Technologies

The individual pursuing the two-year program in Computer Applications and Office Technologies, which leads to the Associate in Arts Degree, will receive training in both the skills and the concept knowledge necessary for success in the business world. The courses listed below are those that fulfill the requirements for the Associate in Arts Degree.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*



#### FIRST SEMESTER

CAOT 1	Keyboarding I	3
CAOT 31 or Bus 31	Business English	3
CAOT 34	Business Terminology	2
CAOT 89	Microcomputer Office Application: Windows Operating Systems	3
Graduation Requirements and Electives		6
Total		17

#### SECOND SEMESTER

CAOT 2	Keyboarding II	3
CAOT 33	Records Management & Filing	2
CAOT 84	Microcomputer Office Applications: Word Processing	3
Graduation Requirements and Electives		9
Total		17

#### THIRD SEMESTER

CAOT 3	Keyboarding III	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 91	Microcomputer Office Application: Advanced Word Processing	2
Graduation Requirements and Electives		8
Total		16

#### FOURTH SEMESTER

CAOT 7	Machine Transcription	3
CAOT 32 or Bus 32	Business Communications	3
CAOT 85	Microcomputer Office Applications: Spreadsheet	3
Graduation Requirements and Electives		8
Total		17

#### UNITS

## CERTIFICATE OF COMPLETION

At the completion of the particular program, a Certificate will be awarded to the student if the student has maintained a minimum of a C grade in all required courses. These Certificates are designed primarily for those students who have a limited time to pursue their career goals and wish to specialize in a particular aspect of Computer Applications and Office Technologies. They may seek upward mobility in their present job or they may desire to prepare themselves for a new career. Most courses taken in the program apply toward a curriculum leading to an Associate Degree in Computer Applications and Office Technologies.

## Office Assistant

This program is for the student who would like to prepare for an entry-level position in an office within one year.

#### REQUIRED COURSES

		UNITS
CAOT 1	Keyboarding I	3
CAOT 2	Keyboarding II	3
CAOT 6	Electronic Calculators	1
CAOT 31 or Bus 31	Business English	3
CAOT 33	Records Management & Filing	2
CAOT 34	Business Terminology	2
CAOT 82	Microcomputer Software Survey	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 89	Microcomputer Office Applications: Windows Operating System	3
Total		23

## SKILL CERTIFICATE

The student will be given a Skill Certificate following the completion of any of the following programs if the student has maintained a minimum of a C grade in all required courses. Skill Certificates are for students who have limited time and wish to limit their commitment but desire an increased level of Specialization. Most courses taken in the programs apply toward curriculum leading to a Certificate of Completion or the Associate Degree.

### Business Communications

REQUIRED COURSES	UNITS
CAOT 3 Keyboarding III	3
CAOT 7 Machine Transcription	3
CAOT 31 or Bus 31 Business English	3
CAOT 32 or Bus 32 Business Communications	3
CAOT 34 Business Terminology	2
CAOT 84 Microcomputer Office Applications: Word Processing	3
<b>Total</b>	<b>17</b>

### Communications

REQUIRED COURSES	UNITS
CAOT 2 Keyboarding II	3
CAOT 31 or Bus 31 Business English	3
CAOT 32 or Bus 32 Business Communications	3
CAOT 34 Business Terminology	2
<b>Total</b>	<b>11</b>

### Computer Applications

REQUIRED COURSES	UNITS
CAOT 82 Microcomputer Software Survey	3
CAOT 84 Microcomputer Office Applications: Word Processing	3
CAOT 89 Microcomputer Office Applications: Windows Operating Systems	3
CAOT 91 Microcomputer Applications: Advanced Word Processing	3
<b>Total</b>	<b>12</b>

### Keyboarding

REQUIRED COURSES	UNITS
CAOT 1 Keyboarding I	3
CAOT 2 Keyboarding II	3
CAOT 3 Keyboarding III	3
CAOT 7 Machine Transcription	3
<b>Total</b>	<b>12</b>

**1 KEYBOARDING I** (CSU) 3 UNITS  
 Prerequisite: None  
 Lecture 2 hours, lab 3 hours  
 Students will develop basic keyboarding skills on the computer using Microsoft Word.

**2 KEYBOARDING II** 3 UNITS  
 Prerequisite: None  
 Lecture 2 hours, lab 3 hours  
 Computerized keyboarding includes general and specialized business communications using Microsoft Word.

**3 KEYBOARDING III** 3 UNITS  
 Prerequisite: None  
 Lecture 2 hours, lab 3 hours  
 Students will develop speed and accuracy to at least 50 words a minute. The student will learn how to produce technical, legal, medical, government, and accounting forms.

**6 ELECTRONIC CALCULATORS** 1 UNIT  
 Prerequisite: None | Lab 2 hours  
 Skills will be developed using the basic operations of the electronic calculator to compute a variety of mathematical and business functions and to demonstrate touch-addition ability.

**7 MACHINE TRANSCRIPTION** 3 UNITS  
 Prerequisite: None | Lecture 3 hours  
 Students use keyboarding, oral and written communications, and decision-making skills in transcribing documents from a variety of industries.

**9 KEYBOARDING IMPROVEMENT** (CSU) 1 UNIT RPT 1  
 Prerequisite: None | Lab 3 hours  
 This course is designed to increase speed and accuracy through specific drills and timings.

**31 BUSINESS ENGLISH** (CSU) 3 UNITS  
 Prerequisite: None | Lecture 3 hours  
 Comparable to Business 31  
 (Credit for one course only)  
 Review of grammar and punctuation fundamentals with practical applications.

**32 BUSINESS COMMUNICATIONS** (CSU) 3 UNITS  
 Advisory: CAOT 1 and CAOT 31 or Bus 31  
 Lecture 3 hours  
 Comparable to Business 32  
 (Credit for one course only)

Emphasizes the concepts of successful written and oral communication in business in order to write effective business communications including letters, electronic communications, and short reports. Develops the ability to create and present oral presentations.

**33 RECORDS MANAGEMENT & FILING** 2 UNITS  
 Prerequisite: None | Lecture 1 hour, lab 2 hours  
 This course will provide an overview of the field of records management; alphabetic, subject, numeric, and geographic storage and retrieval systems; records management technology; and records control. Class includes records management theory using Microsoft Access.

**34 BUSINESS TERMINOLOGY** 2 UNITS  
 Prerequisite: None | Lecture 2 hours  
 Improve written and oral communication skills by strengthening spelling and increasing knowledge and use of business terminology.

**47 APPLIED OFFICE PRACTICE** 2 UNITS RPT 3  
 Corequisite: Enrollment in at least one other CAOT course | Lecture 1 hour, lab 4 hours

*NOTE: Obtain instructor's signature before enrolling.*  
 Students receive practical office experience by working on campus.

**64 COMPUTER APPLICATIONS (CSU) 1 UNIT RPT 2 & OFFICE TECHNOLOGIES LABORATORY**  
 Prerequisite: None | Corequisite: Enrollment in at least one other CAOT course | Lab 2 hours

*NOTE: Class is graded pass/no-pass*  
 This course is designed as an aid to students who need additional time and practice to increase their skills in any CAOT subject area.

# Disciplines • Educational Programs • Course Descriptions

## **76 KEYBOARDING FOR COMPUTERS** 1 UNIT

Prerequisite: None | Lab 2 hours

This course is designed to increase speed and accuracy through specific drills and timings.

## **78 MICROCOMPUTER ACCOUNTING APPLICATIONS FOR THE ELECTRONIC OFFICE** (CSU) 3 UNITS

Prerequisite: None | Advisory: Acctg 1 or 21

Lecture 1 hour, lab 4 hours

Acquaints students with the use of the microcomputer for bookkeeping and accounting applications. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using an accounting software package such as QuickBooks.

## **82 MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE** (CSU) 3 UNITS RPT 2

Prerequisite: None | Advisory: CAOT 1

Lecture 2 hours, lab 3 hours

Introduces students to the use of the computer and software used in the business Office. Provides hands on introduction to Microsoft Word, Excel, Access, and PowerPoint. Students gain basic knowledge necessary for using computers and becoming computer literate.

## **84 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (MICROSOFT WORD)** 3 UNITS RPT 2

Prerequisite: None

Lecture 2 hours, lab 3 hours

This course provides information and hands-on training on the use of Microsoft Word. Students will learn how to create, edit, and manipulate various types of documents.

## **85 MICROSOFT OFFICE APPLICATIONS: SPREADSHEET (EXCEL)** (CSU) 3 UNITS

Prerequisite: None

Lecture 2 hours, lab 3 hours

Use Excel to plan, present, manipulate, and calculate numerical data by writing formulas with mathematical operators, linking workbooks and sharing workbooks. Format worksheets with advanced techniques, visual charts, and clip art images.

## **86 MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (ACCESS)** (CSU) 3 UNITS

Prerequisite: None

Lecture 2 hours, lab 3 hours

Use Access to plan, design, create, use, and maintain databases. Use Access to create forms, reports, queries, charts, mailing labels, PivotTables, and PivotCharts. Learn to import data, export data, and create links between other Microsoft Office applications.

## **89 MICROCOMPUTER OFFICE WINDOWS APPLICATIONS: WINDOWS XP OPERATING SYSTEM** 3 UNITS RPT 2

Prerequisite: None

Lecture 1 hours, lab 4 hours

Introduction to the Windows XP Operating System.

## **91 MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING** 2 UNITS

Prerequisite: None

Lecture 1 hour, lab 2 hours

Advanced Word features with emphasis on desktop publishing terminology and concepts. Microsoft Word is used to create promotional documents, letterheads, business cards, PowerPoint presentations, Web pages, and newsletters.

## **108 PRESENTATION DESIGN FOR THE OFFICE** (CSU) 2 UNITS

Prerequisite: None | Lecture 1 hour, lab 2 hours

Provides an overview of presentation design software. Students learn to use PowerPoint templates, outlines, clip art, and Microsoft Office documents to create presentations, electronic slide shows, and websites.

## **126 INTRODUCTION TO MEDICAL CODING/BILLING** 3 UNITS

Advisory: CAOT 1 or 82 | Lecture 3 hours

Introduces students to the skills necessary to become proficient in basic medical office billing and coding procedures (Procedural Coding CPT as well as ICD-9-CM Diagnostic Coding). Includes practice processing insurance claims and managing patient insurance billing and reimbursement using medical programming software.

## **255 ELECTRONIC COMMERCE (E-COMMERCE)** (CSU) 3 UNITS

Advisory: CAOT 82 | Lecture 3 hours

Introduces the theory and practice of conducting business over the Internet and World Wide Web. Covers the key business and technology elements of electronic commerce including technology infrastructure, selling and marketing on the Web, business-to-business strategies, virtual communities and Web portals, Web server hardware and software, electronic commerce software and electronic commerce security.

## **185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Computer Applications and Office Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** (CSU) 2 UNITS  
 Provides opportunity for in-depth study of a chosen area of Computer Applications and Office Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

**385 DIRECTED STUDY** (CSU) 3 UNITS  
 Conference: 1 hour per unit.  
 Provides opportunity for in-depth study of a chosen area of Computer Applications and Office Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.



# Computer Science Information Technology

MATHEMATICS / COSCI / ENGINEERING

FACULTY: Dr. Robert Smazenka, Chair | Mari Rettke  
 Paul Kubicki

The Computer Science lab is a Microsoft Authorized Testing Center for MOS certification for both students and the general community. Practice tests are available.

The Computer Science Department is a member of the Microsoft Alliance which permits distribution of Microsoft operating systems and other programs to students enrolled in Computer Science courses.

## EDUCATIONAL PROGRAMS

Associate in Arts (Computer Science Emphasis or Business Emphasis) These courses are designed both for those students desiring to pursue a transfer curriculum in Computer Science-Information Technology, and for those students wishing a terminal program and an Associate in Arts Degree in Computer Science. Questions about the program should be taken to the Faculty Advisor - Mari Rettke at 818.609.4761.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

## ASSOCIATE IN ARTS Computer Science: PLAN A

FIRST SEMESTER		UNITS
CoSci 401	Introduction to Computers & Their Uses	3
CoSci 430	Microcomputer Applications Software I	3
CoSci 431	Microcomputer Applications Software II	3
Graduation Requirements and Electives		6
Total		15

SECOND SEMESTER		UNITS
CoSci 407	Programming Logic	3
CoSci 408	Visual Basic	3

CoSci 450	Electronic Publishing II	3
Graduation Requirements and Electives		6
Total		15

## THIRD SEMESTER

CoSci 439	Programming in C	3
CoSci 487	Introduction to Local Area Networks	3
Graduation Requirements and Electives		6
Total		12

## FOURTH SEMESTER

CoSci 440	Programming in C ++	3
CoSci 452	Programming in Java	3
Graduation Requirements and Electives		9
Total		15

## Computer Science: Business Emphasis PLAN B

FIRST SEMESTER		UNITS
CoSci 401	Introduction to Computers & Their Uses	3
CoSci 430	Microcomputer Applications Software I	3
CoSci 431	Microcomputer Applications Software II	3
Graduation Requirements and Electives		6
Total		15

## SECOND SEMESTER

CoSci 407	Programming Logic	3
CoSci 408	Visual Basic	3
Acctg 21	Bookkeeping & Accounting I	3
Graduation Requirements and Electives		6
Total		15

## THIRD SEMESTER

CoSci 452	Programming in Java	3
CoSci 487	Introduction to Local Area Networks	3
Econ 1	Principles of Economics I	3
Graduation Requirements and Electives		6
Total		15

## FOURTH SEMESTER

CoSci 439	Programming in C	3
CoSci 450	Electronic Publishing II	3
Bus 5 or Law 1	Business Law I	3
Graduation Requirements and Electives		6
Total		15

# Disciplines • Educational Programs • Course Descriptions

## CERTIFICATE OF COMPLETION Computer Science & Information Technology

At the completion of the program a Certificate will be awarded to the student who completes the course or study with a 2.00 average. These Certificates are primarily for those students who have a limited time to pursue their formal education and wish to specialize in a particular area of Computer Science that is job related.

They may seek advancement in their present job, or they may prepare themselves for different or new employment. Many courses taken in the program apply toward an Associate Degree. See Faculty Advisor – Mari Rettke – 818.609.4761 for substitutions.

## Computer Science - Microcomputer Applications Management

REQUIRED COURSES	UNITS
CoSci 401 Introduction to Computers & Their Uses	3
CoSci 407 Programming Logic	3
CoSci 408 Visual Basic	3
CoSci 430 Microcomputer Applications Software I	3
CoSci 431 Microcomputer Applications Software II	3
CoSci 450 Electronic Publishing II	3
CoSci 487 Introduction to Local Area Networks	3
Electives (Choose three [3] courses):	9
CoSci 439 Programming in C	
CoSci 440 Programming in C ++	
CoSci 452 Programming in Java	
CoSci 453 A+ Certification Preparation	

Total 30

## Computer Science - Microcomputer Programming

REQUIRED COURSES	UNITS
CoSci 401 Introduction to Computers & Their Uses	3
CoSci 407 Programming Logic	3
CoSci 408 Visual Basic	3
CoSci 430 Microcomputer Applications Software I	3
CoSci 431 Microcomputer Applications Software II	3
CoSci 439 Programming in C	3
CoSci 450 Electronic Publishing II	3
CoSci 452 Programming in Java	3
CoSci 487 Introduction to Local Area Networks	3
Electives (Choose one [1] courses):	3
CoSci 436 Introduction to Data Structures	
CoSci 440 Programming in C ++	

Total 30

## SKILL CERTIFICATE

At the completion of the following programs, a Skill Certificate will be awarded to the student who has completed the course of study with a 3.00 average. These Skill Certificates are primarily for those students who have limited time to pursue their formal education and wish to specialize in a particular area of Computer Science that is job-related. They may seek advancement in their present job, or they may prepare themselves for different or new employment. All courses in the program apply towards a full Certificate and many courses apply towards an Associate Degree.

## Computer Science - Microcomputer Applications

REQUIRED COURSES	UNITS
CoSci 401 Introduction to Computers & Their Uses	3
CoSci 430 Microcomputer Applications Software I	3
CoSci 431 Microcomputer Applications Software II	3
CoSci 450 Electronic Publishing II	3
CoSci 487 Introduction to Local Area Networks	3

Total 15

### 401 INTRODUCTION TO COMPUTERS & THEIR USES (UC:CSU) 3 UNITS

Prerequisites: None

Lecture 3 hours, lab 1 hour

Describes computer development, uses of the computer by business management, the use of major workplace applications programs, operating systems and programming. Students will analyze, design and construct technology solutions for organizations.

### 407 PROGRAMMING LOGIC (UC:CSU) 3 UNITS

Prerequisite: Math 115 | Lecture 3 hours

Introduces concepts necessary to design, code, test and document computer programs using top-down structured programming techniques. Topics include data types, data structures, control structures, algorithm plus sub-algorithm structures, parameter passing, file structures plus operations, class is machine plus language independent.

### 408 VISUAL BASIC (UC:CSU) 3 UNITS

Prerequisite: CoSci 401 | Advisory: CoSci 407

Lecture 2 hours, lab 2 hours

Introductory course in Object Oriented programming in the .NET environment. This course covers program planning, VB controls, events, objects, procedures, decision, repetition, arrays, graphics and sequential files.

**430 MICROCOMPUTER APPLICATIONS I** (CSU) 3 UNITS

Prerequisite: None

Lecture 2 hours, lab 2 hours

The student will learn how to operate a micro-computer. The student will become familiar with the use of a spreadsheet program and a database program. The student will complete a series of projects on the microcomputer. Currently popular microcomputer software will be utilized IBM PC's and compatibles.

**431 MICROCOMPUTER APPLICATIONS II** (CSU) 3 UNITS

Prerequisite: None

Lecture 2 hours, lab 2 hours

*NOTE: Prepare to become MOS certified by taking this class.*

Learn to use Windows and Word to create documents such as cover letters, resumes, term papers, sales proposals, multiple column newsletters and do mail merge operations.

**435 MICROCOMPUTER OPERATING SYSTEMS** (CSU) 3 UNITS

Prerequisite: CoSci 431

Lecture 2 hours, lab 2 hours

The student will master advanced operating system techniques using a mouse driven/graphical interface. Currently popular microcomputer operating systems programs such as DOS and Windows will be discussed, will be used. Commonly used utility programs will be discussed.

**436 INTRODUCTION TO DATA STRUCTURES** (UC:CSU) 3 UNITS

Prerequisite: CoSci 406 and CoSci 407

Lecture 2 hours, lab 2 hours

Uses PASCAL programming language as a vehicle to examine the data types and structures employed in applications programming, compilers, file management, operating systems, and databases.

**439 PROGRAMMING IN C** (UC:CSU) 3 UNITS

Prerequisite: CoSci 401 and CoSci 406

Lecture 2 hours, lab 2 hours

This is a structured-systems programming class. Students will learn types, operator's expressions, control flow, functions, arrays and file concepts. Unix system interface is also discussed. C is a highly portable structured systems programming language with widespread applications. Upon completion of the course students will be able to write programs in C, determine the suitability of C for particular applications and design C routines to be modular and compact.

**440 PROGRAMMING IN C + +** (UC:CSU) 3 UNITS

Prerequisite: None

Lecture 2 hours, lab 2 hours

Students are expected to know object oriented programming. This course covers syntax, control and data structures, software life-cycle including design, documentation, testing and maintenance, and software projects. Critical features of the language include objects, classes, encapsulations, inheritance and polymorphism.

**450 ELECTRONIC PUBLISHING II** (CSU) 3 UNITS RPT 3

Prerequisite: None

Lecture 2 hours, lab 2 hours

CSIT 450 is a beginning class where students will create WEB pages, set up their own WEB sites, upload to a WEB server and learn HTML as a foundation to Javascript, Dreamweaver, FLASH and other commercial packages.

**452 PROGRAMMING IN JAVA** (UC:CSU) 3 UNITS

Prerequisite: None

Lecture 2 hours, lab 2 hours

This course is designed to teach students to build applications in Java, the programming language designed to be written once and run effectively on almost any kind of machine connected to the Internet.

**453 A + CERTIFICATION PREPARATION** 3 UNITS RPT 3

Prerequisite: None

Lecture 2 hours, lab 2 hours

This course provides students with the workable knowledge needed for the installation, setup, troubleshooting, and optimization of hardware and software related to personal computer systems and peripheral devices. The course will cover information needed to prepare for the current A + certification test.

**487 INTRODUCTION TO LOCAL AREA NETWORKS** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours, lab 1 hour

This course will introduce students to the fundamental concepts of local area networks (LANs) as well as provide practical experience implementing a LAN. Network topology, network operating system configuration and installation of software on a network will be covered.



# Disciplines • Educational Programs • Course Descriptions

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2  
Provides opportunity for in-depth study of a chosen area of Computer Science Information Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** (CSU) 2 UNITS  
Provides opportunity for in-depth study of a chosen area of Computer Science Information Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

**385 DIRECTED STUDY** (CSU) 3 UNITS  
Conference: 1 hour per unit.  
Provides opportunity for in-depth study of a chosen area of Computer Science Information Technology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3  
Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## Developmental Communications

ESL / DEV COM / LEARNING SKILLS

FACULTY: Gary Prostack, Chair | Susan Polk  
Curt Riesberg

**1 GRAMMAR: APPLIED TO WRITING** (NDA) 3 UNITS RPT1

Prerequisite: None | Lecture 3 hours

*NOTE: Class graded pass/no-pass*

This course offers an introduction to basic grammar as it relates to writing and other communication skills. It covers parts of speech, sentence structure, types of phrases and clauses, verb tenses and agreement, pronoun usage, comparison, capitalization, and punctuation.

**22 COMMUNICATIONS LABORATORY A/B/C/D/E** (NDA) 5 UNITS RPT 2

Prerequisite: None | Lab 10 hours

*NOTE: Class graded pass/no-pass*

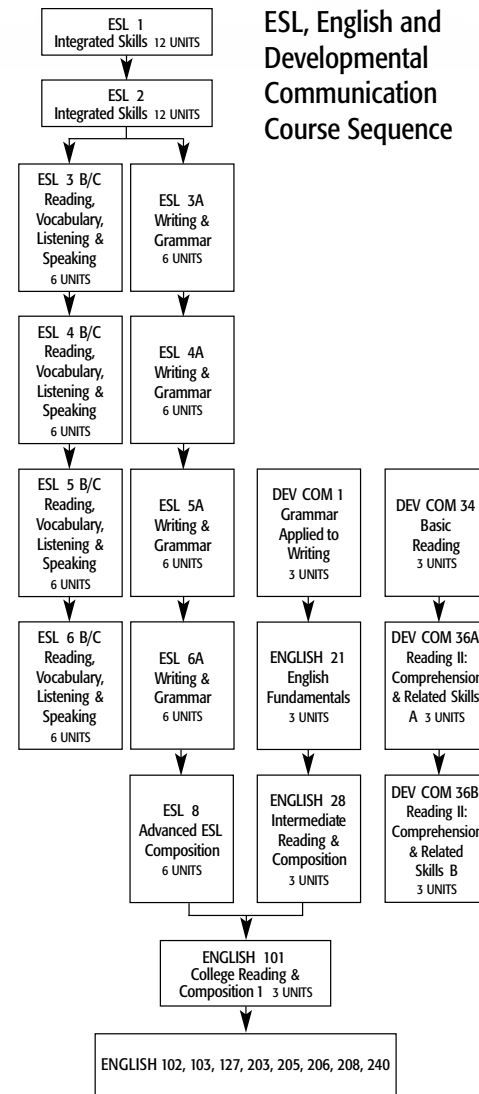
Provides students with the opportunity to improve academic skills. Recommended for students with deficiencies in specific areas such as reading, vocabulary, language skills, and study skills. Provides individualized tutoring and programmed media instruction as prescribed. May be taught in modules.

**34 BASIC READING** (NDA) 3 UNITS RPT 1

Prerequisite: None | Lecture 3 hours

*NOTE: Class graded pass/no-pass*

A basic reading course designed to improve word-attack skills, build vocabulary, improve dictionary skills, and develop comprehension and critical reading skills.





**36 READING II: (NDA) 6 UNITS RPT1  
COMPREHENSION & RELATED SKILLS**

Prerequisite: None | Lecture 6 hours

*NOTE: Class graded pass/no-pass*

**36A** - Intermediate course in reading; emphasizes finding main ideas, critical thinking, vocabulary skills, and study skills.

**36B** - Comprehensive course in advanced study skills, note-taking, and efficient study techniques. Transition from everyday reading skills to college reading skills.

## **Drafting** MATHEMATICS / COSCI / ENGINEERING

FACULTY: Dr. Robert Smazenka, Chair

**16 BLUEPRINT READING 1 (CSU) 2 UNITS**

Prerequisite: None | Lecture 1 hour, lab 2 hours

The principles and practices of blueprint reading including the study of standard symbols and their applications, and interpretation of a variety of drawings.

## **Economics** BUSINESS / LAW

FACULTY: Pat Flood, Chair

**AMERICAN HISTORY INSTITUTIONS  
TRANSFER REQUIREMENT**

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

U.S.-1 History – History 11, 12, 13, 52,  
AfroAm 4, Chicano 8, Econ 10

U.S.-2 Constitution – PolSci 1

U.S.-3 State and local government – PolSci 1

**1 PRINCIPLES OF ECONOMICS 1 (UC:CSU) 3 UNITS**

Prerequisite: None | Lecture 3 hours

Introductory course in the principles of microeconomic theory, including economic analysis of the firm and resource allocation; analysis of the laws of supply and demand; market structures of the American economy; price theory; current domestic economic problems.

**2 PRINCIPLES OF ECONOMICS II (UC:CSU) 3 UNITS**

Prerequisite: None | Lecture 3 hours

Introductory course in the principles of macroeconomic theory. Measurement of aggregate economic performance, including GNP and national income, money and banking business cycle, role of government and the Federal Reserve System (fiscal and monetary policies), economic growth and stability, international trade, and economics of under development are covered in this course.

**10 ECONOMIC HISTORY OF THE UNITED STATES (UC:CSU) 3 UNITS**

Prerequisite: None | Lecture 3 hours

Historical development of the United States: its origins, modification and performance. The relationship to political economics and history in the US. Technology, ethnic groups, major social/economic groups and geographic development as they influence the economic history of the U.S. The social changes, social movements, internal and external relationships of the United States.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED (CSU) 2 UNITS RPT 3**

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## **Education** CHILD DEVELOPMENT

FACULTY: Lilamani de Silva, Chair | Mark Pursley

**6 METHODS & MATERIALS OF TUTORING 1 UNIT RPT 3**

Prerequisite: None | Lecture 1 hour

*NOTE: Class graded pass/no-pass*

This class trains new tutors in theory and practice in tutoring techniques, group dynamics, interpersonal skills, and record-keeping. Tutors will be trained to work with self-instructional materials and will tutor students enrolled in supervised learning assistance and/or other college approved tutoring programs.

**203 URBAN EDUCATION IN AMERICAN SOCIETY (UC:CSU) 3 UNITS**

Prerequisite: None | Lecture 3 hours

Introduces the American educational enterprise, especially problems in urban multicultural schools. Employs concepts and methods from sociology, philosophy and the politics of education to analyze American schools. Includes K-12 content standards, Teaching Performance Expectations. Requires a minimum of 30 hours of observation/participation in a multicultural school.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED (CSU) 2 UNITS RPT 3**

**931 COOPERATIVE ED (CSU) 3 UNITS RPT 3**

**941 COOPERATIVE ED (CSU) 4 UNITS RPT 3**

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

# Disciplines • Educational Programs • Course Descriptions

## Engineering, General

MATHEMATICS / COSCI / ENGINEERING

FACULTY: Dr. Robert Smazenka, Chair

### 101 INTRODUCTION TO SCIENCE, ENGINEERING & TECHNOLOGY (UC:CSU) 2 UNITS

Prerequisite: None | Lecture 2 hours

Orientation to the engineering profession and related technician fields, to give students insight into the activities and rewards of engineering.

### 151 MATERIALS OF ENGINEERING (UC:CSU) 3 UNITS

Prerequisites: Chem 101 & Physics 1

Lecture 3 hours

Introduction to the engineering properties of materials, atomic and crystal structures of solids and selection and use of engineering materials.

### 152 MATERIALS OF ENGINEERING LABORATORY (UC:CSU) 1 UNIT

Prerequisite: Physics 1, Chem 101 | Lab 3 hours

Introduction to the engineering properties of materials, atomic and crystal structures of solids and selection and use of engineering materials.



### 243 STATICS & STRENGTH OF MATERIALS (UC:CSU) 4 UNITS

(Calculus based) (For Transfer Program)

Prerequisite: Physics 1

Lecture 3 hours, lab 3 hours

Examines vector and scalar methods of analyzing force systems, free body diagrams, equilibrium, structural mechanics, stress and strain, beams, columns and indeterminate structures.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

### 921 COOPERATIVE ED (CSU) 2 UNITS RPT 3

### 931 COOPERATIVE ED (CSU) 3 UNITS RPT 3

### 941 COOPERATIVE ED (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

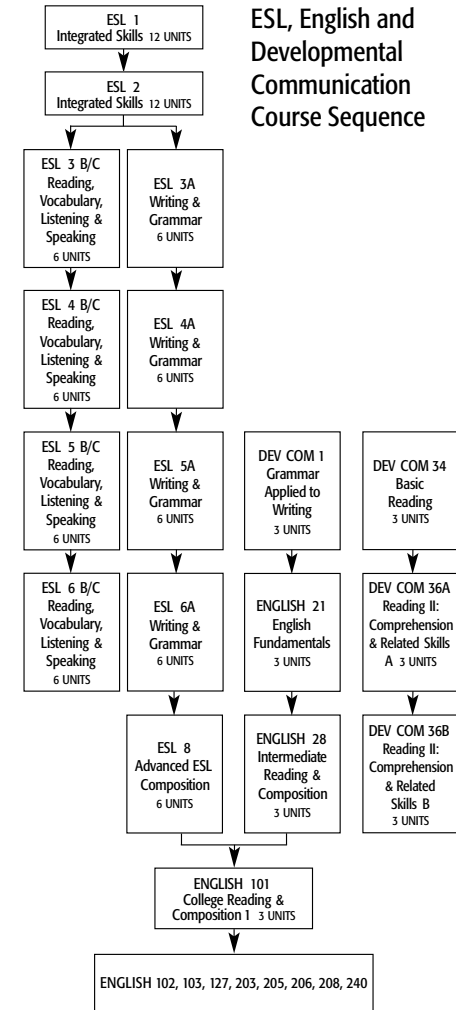
## English

ENGLISH / JOURNALISM / SPEECH

FACULTY: Dr. Louise Barbato, Chair

Dr. Carolyn Daly | Veronica Diaz-Cox

Dr. Ruthie Grant | Gina Ladinsky



EDUCATIONAL PROGRAM

**ASSOCIATE IN ARTS - English**

An English degree is appropriate for all students who want to improve written and oral expression. It also affords you the opportunity to expand your comprehension of diverse literary texts. This degree is not only for students who are interested in teaching, but it is also for students who plan to continue with graduate work in programs ranging from liberal arts to law. Consider the English major alone or as a double major with another field of study such as business.

An Associate in Arts English degree will transfer to most UCs and CSUs.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

REQUIRED COURSES		UNITS
English 101	College Reading & Composition I	3
English 102	College Reading & Composition II	3
English 205	English Literature I	3
English 206	English Literature II	3
English 208	American Literature II	3
At least one course from the following:		3
English 127	Creative Writing	
English 203	World Literature I	
English 240	Literature & the Motion Picture	
Total		18
Recommended Course		
English 103	Composition & Critical Thinking	3



**21 ENGLISH FUNDAMENTALS** (NDA) 3 UNITS  
 Prerequisite: DevCom 1 or appropriate skill level demonstrated through the ENL assessment process | Lecture 3 hours  
 Comparable to ESL 6A (Credit for one course only)

*NOTE: Class is graded pass/no-pass*

This is a course in reading and writing designed to strengthen the student's basic communication skills, including grammar, spelling, punctuation, and sentence construction. Greatest emphasis is placed on the writing of competent paragraphs and short essays.

**28 INTERMEDIATE READING & COMPOSITION** (NDA) 3 UNITS  
 Prerequisite: English 21 with a grade of "C" or better or appropriate skill level demonstrated through the ENL assessment process, or by permit | Lecture 3 hours  
 Comparable to ESL 8 (Credit for one course only)

A course in reading and writing designed to strengthen the student's ability to use basic communication skills, including grammar, punctuation, and mechanics. Instruction will include the assignment of expository and argumentative essays, online grammar and writing exercises, and a research paper.

**101 COLLEGE READING & COMPOSITION I** (UC:CSU) 3 UNITS  
 Prerequisite: English 28 or ESL 8 or appropriate skill level demonstrated through the ENL assessment process | Lecture 3 hours

Develops proficiency in college-level reading and writing through the application of the principles of rhetoric and the techniques of critical thinking. Students will write expository essays based on college level readings. Emphasis is placed on the research paper.

**102 COLLEGE READING & COMPOSITION II** (UC:CSU) 3 UNITS  
 Prerequisite: English 101 | Lecture 3 hours  
 An introduction to critical analysis of poetry, novels, short stories, and drama. A variety of analytical strategies will be used to distinguish between deductive and inductive reasoning. Emphasis is placed on writing a research paper.

**103 COMPOSITION & CRITICAL THINKING** (UC:CSU) 3 UNITS  
 Prerequisite: English 101 | Lecture 3 hours  
 Develops critical thinking and writing skills and emphasizes logical reasoning, analysis, and strategies of argumentation using expository prose as subject matter. Designed to improve critical thinking in written arguments by applying established modes of reasoning, analyzing rhetorical strategies, evaluating logical fallacies, and detecting bias.

**127 CREATIVE WRITING** (UC:CSU) 3 UNITS  
 Prerequisite: English 101 | Lecture 3 hours  
 This course is designed as an introduction to professional writing. Students write poems, plays, stories, and scripts and present them for informal discussion and peer critiques by the class and instructor. The course offers an opportunity to discover and develop talent.

**203 WORLD LITERATURE I** (UC:CSU) 3 UNITS  
 Prerequisite: English 101 | Lecture 3 hours  
 An introduction to the key literary works of the Western world, the Middle East, Africa, and Asia, from antiquity to the seventeenth century. Students will analyze readings, poetic forms, and literary themes from different cultures in reasoned analysis.

**205 ENGLISH LITERATURE I** (UC:CSU) 3 UNITS  
 Prerequisite: English 101 | Lecture 3 hours  
 An introduction to major works of English literature from the origins to the nineteenth century. Emphasis is placed on developing an understanding and appreciation of the poetry, fiction, and drama of these literary periods.

# Disciplines • Educational Programs • Course Descriptions

## 206 ENGLISH LITERATURE II (UC:CSU) 3 UNIT

Prerequisite: English 101 | Lecture 3 hours

An introduction to major works of English literature from the nineteenth century to the present. Focus will be on developing an understanding and appreciation of the poetry, fiction, and drama of these literary periods.

## 208 AMERICAN LITERATURE II (UC:CSU) 3 UNITS

Prerequisite: English 101 | Lecture 3 hours

Presents representative pieces of American literature from the Civil War to the present. The selections are taken from a wide variety of literary forms, such as essays, short stories, poems, letters, speeches, and novels.

## 240 LITERATURE & THE MOTION PICTURE I (UC:CSU) 3 UNITS

Prerequisite: English 101 | Lecture 3 hours

Examines the comparative arts of literature and the motion picture. Includes readings of literary works, both classic and modern, screenings of film versions based upon these literary sources, discussion, and writing of critical papers.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

## 921 COOPERATIVE ED (CSU) 2 UNITS RPT 3

## 931 COOPERATIVE ED (CSU) 3 UNITS RPT 3

## 941 COOPERATIVE ED (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## English as a Second Language

ESL / DEV COM / LEARNING SKILLS

FACULTY: Gary Prostack, Chair | Michael J. Climo  
Riye Park

### 1 COLLEGE ENGLISH AS A SECOND LANGUAGE I (NDA) 12 UNITS

Prerequisite: None | Lecture 12 hours

*NOTE: Class is graded pass/no-pass*

Builds basic vocabulary development and pronunciation and simple grammar through simple conversations in English, short simplified reading passages, and sentence writing skills.

### 2 COLLEGE ENGLISH AS A SECOND LANGUAGE II (NDA) 12 UNITS

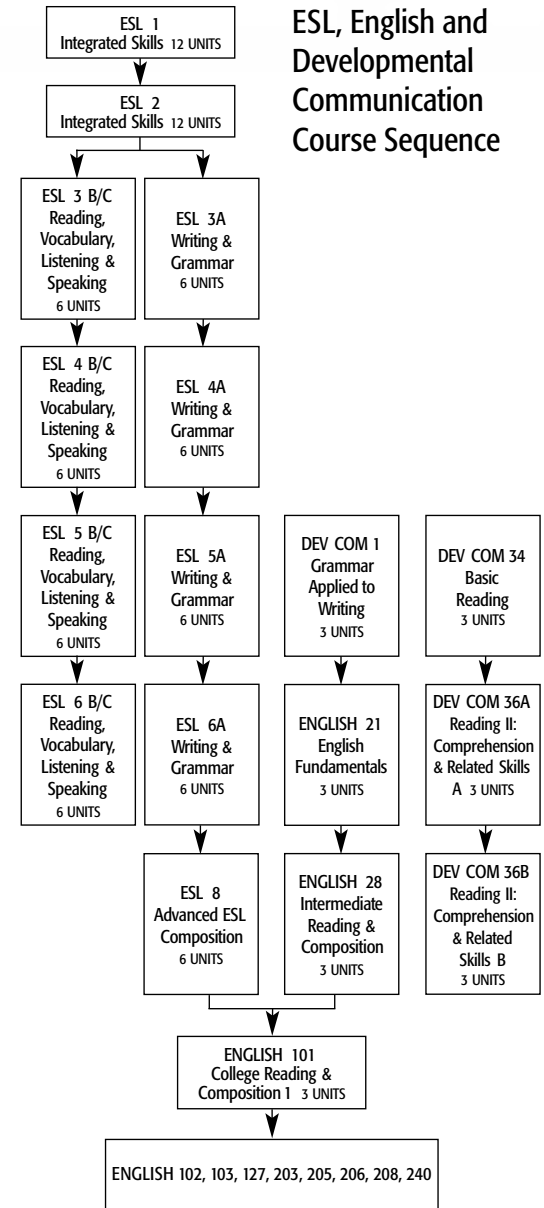
Prerequisite: ESL 1 or appropriate placement  
Lecture 12 hours

*NOTE: Class is graded pass/no-pass*

Builds grammar and vocabulary for students entering with a 500-800 word vocabulary level through conversations, listening, reading, and the development of writing simple sentences and short compositions.

*NOTE: ESL courses at levels 3, 4, 5, and 6 are divided into three sections:*

- A. Writing and Grammar
  - B. Reading and Vocabulary
  - C. Listening and Speaking
- Students are highly encouraged to enroll in all three sections (A, B, C).



- 3A COLLEGE ESL 3A: GRAMMAR/WRITING** (NDA) 6 UNITS  
Prerequisite: ESL 2 or appropriate placement  
Lecture 6 hours  
*NOTE: Class is graded pass/no-pass*  
Low Intermediate writing and grammar course for non-native speakers of English. Emphasizes vocabulary, grammar, and writing development through guided and free composition. Reading, speaking, and listening activities reinforce writing and grammar in contexts.
- 3B COLLEGE ESL 3B: READING/VOCABULARY** (NDA) 3 UNITS  
Prerequisite: ESL 2 or appropriate placement  
Corequisite: ESL 3C | Lecture 3 hours  
*NOTE: Student must take 3B + 3C together*  
*NOTE: Class is graded pass/no-pass*  
Low-Intermediate reading/vocabulary course of academic English as a Second Language for non-native speakers of English. It emphasizes the development of skills leading to college-level proficiency.
- 3C COLLEGE ESL 3C: LISTENING/SPEAKING** (NDA) 3 UNITS  
Prerequisite: ESL 2 or appropriate placement  
Corequisite: ESL 3B | Lecture 3 hours  
*NOTE: Student must take 3B + 3C together*  
*NOTE: Class graded credit/no credit.*  
Low-Intermediate listening/speaking course for non-native speakers of English. It emphasizes the building of oral and listening comprehension skills, as well as the learning of new "conversational" forms.
- 4A COLLEGE ESL 4A: WRITING/GRAMMAR** (NDA) 6 UNITS  
Prerequisite: ESL 3A or appropriate placement  
Lecture 6 hours  
*NOTE: Class is graded pass/no-pass*  
Emphasizes the development of skills necessary for college-level reading and writing proficiency.
- 4B COLLEGE ESL 4B: READING/VOCABULARY** (NDA) 3 UNITS  
Prerequisite: ESL 3B or appropriate placement  
Corequisite: ESL 4C | Lecture 3 hours  
*NOTE: Student must take 4B + 4C together*  
*NOTE: Class is graded pass/no-pass*  
Emphasizes the development of college level reading skills and academic vocabulary.
- 4C COLLEGE ESL 4C: LISTENING/SPEAKING** (NDA) 3 UNITS  
Prerequisite: ESL 3C or appropriate placement  
Corequisite: ESL 4B | Lecture 3 hours  
*NOTE: Student must take 4B + 4C together*  
*NOTE: Class is graded pass/no-pass*  
Emphasizes the development of listening and speaking skills necessary for academic success at the college level.
- 5A COLLEGE ESL 5A: WRITING/GRAMMAR** (NDA) 6 UNITS  
Prerequisite: ESL 4A or appropriate placement  
Lecture 6 hours  
*NOTE: Class is graded pass/no-pass*  
Designed to provide exposure to, and practice with, written academic language used in classroom and formal situations. Students will improve their writing and grammar skills to better able to participate in academic discussions.
- 5B COLLEGE ESL 5B: READING/VOCABULARY** (NDA) 3 UNITS  
Prerequisite: ESL 4B or appropriate placement  
Corequisite: ESL 5C | Lecture 3 hours  
*NOTE: Student must take 5B + 5C together*  
*NOTE: Class is graded pass/no-pass*  
Designed to provide exposure to, and practice with, academic language used in the college classroom, textbooks and formal situations. Students will improve their reading and vocabulary skills to be better able to participate in academic discussions.
- 5C COLLEGE ESL 5C: LISTENING/SPEAKING** (NDA) 3 UNITS  
Prerequisite: ESL 4C or appropriate placement  
Corequisite: ESL 5B | Lecture 3 hours  
*NOTE: Student must take 5B + 5C together*  
*NOTE: Class is graded pass/no-pass*  
Designed to provide exposure to and practice with, oral academic language and used in classroom and formal situations. Students will improve their listening and speaking skills to better able to participate in academic discussions.
- 6A COLLEGE ESL 6A: WRITING/GRAMMAR** (NDA) 6 UNITS  
Prerequisite: ESL 5A or appropriate placement  
Lecture 6 hours  
Comparable to English 21 (Credit for one course only)  
*NOTE: Class is graded pass/no-pass*  
Emphasizes skills leading to college-level reading and writing proficiency. There is intensive practice in writing and critical thinking skills that students need in college courses.
- 6B COLLEGE ESL 6B: READING/VOCABULARY** (NDA) 3 UNITS  
Prerequisite: ESL 5B or appropriate placement  
Corequisite: ESL 6C | Lecture 3 hours  
*NOTE: Student must take 6B + 6C together*  
*NOTE: Class is graded pass/no-pass*  
Designed for second-language students who wish to develop college reading skills. Special emphasis is given to the development of vocabulary and to analytical thinking skills.
- 6C COLLEGE ESL 6C: LISTENING/SPEAKING** (NDA) 3 UNITS  
Prerequisite: ESL 5C or appropriate placement  
Corequisite: ESL 6B | Lecture 3 hours  
*NOTE: Student must take 6B + 6C together*  
*NOTE: Class is graded pass/no-pass*  
Designed for ESL students who wish to improve listening skills especially as regards to comprehension of lectures and communication where there are few contextual clues. Students will improve their oral skills in order to participate more effectively in the classroom.

# Disciplines • Educational Programs • Course Descriptions

- 8 ADVANCED ESL COMPOSITION (UC:CSU) 6 UNITS**  
Prerequisites: ESL 6A or appropriate placement  
Lecture 6 hours  
Comparable to English 28 (Credit for one course only)

*NOTE: Student receives a letter grade*

This course is tailored for the English as a second language student who is preparing to take English 101. Emphasis is on advanced language development, grammar skills, critical reading, and the writing essays and research papers.

*NOTE: ESL 52 & 53 are only offered during Winter and Summer intersession.*

ESL 52 is for students in ESL levels 1, 2, and 3.  
ESL 53 is for students in ESL levels 4, 5, and 6.

- 52 ESL READING & CONVERSATION A** (NDA) 3 UNITS

Prerequisite: None | Lecture 3 hours

*NOTE: Class is graded pass/no-pass*

This course builds reading, vocabulary and conversation skills for low to low-intermediate ESL students in ESL 1, 2 and 3.

- 53 ESL READING & CONVERSATION B** (NDA) 3 UNITS  
Prerequisite: ESL 3 or appropriate placement  
Lecture 3 hours

*NOTE: Class is graded pass/no-pass*

Builds reading, vocabulary and conversation skills for intermediate and advanced ESL students.

## **E** *Environmental Science* LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair

Dr. Steve Brown | Dr. Angela Echeverri  
Dr. Mohamed Elkerdany

- 2 THE HUMAN ENVIRONMENT: (UC:CSU) 3 UNITS**  
**BIOLOGICAL PROCESSES**

Prerequisite: None | Advisory: English 28 or  
ESL 8 | Lecture 3 hours

This course examines the biology of the planet's major ecosystems, especially the impact of man on the environment.

## **F** *Family & Consumer Studies* PROFESSIONAL STUDIES

FACULTY: Louis Zandalasini, Chair

### EDUCATIONAL PROGRAMS

This curriculum is designed to provide an opportunity for the student to complete lower-division courses that may lead to an occupational Certificate, an Associate in Arts Degree, and/or transfer to a four-year college or university. A student completing the Family and Consumer Studies major (formerly Home Economics) is eligible for entry level jobs that may lead to a career as a consumer consultant, test kitchen home economist, (product and equipment demonstrators), nutrition (nutrition consultant, dietitian for institutions or individuals), interior design, consumer education (credit department employee, money management specialist, savings bank home economist, family financial economist, appliance specialist, credit counselor), marriage and family life, radio and television, journalism, advertising, gerontology (aide in home for senior citizens, community recreation programs and public housing projects, consultant in rehabilitation specialist, welfare home economist). Specialized programs are available in nutrition, consumer education, marriage and family, and gerontology as part of a two-year curriculum leading to an Associate in Arts Degree with a major in Family and Consumer Studies, or a Certificate in the various options. For further information, consult professors in the area.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*



## ASSOCIATE IN ARTS

### Consumer Education & Management

#### FIRST SEMESTER

	UNITS
Fam&CS 1 Professional Career Opportunities or IntrDgn 101	2
Fam&CS 70 Development of Community Projects	2
Fam&CS 91 Life Management	3
Graduation Requirements and Electives	

Total 15

#### SECOND SEMESTER

Fam&CS 109 Supervision & Management	3
Fam&CS 21 Nutrition	3
CAOT 82 Microcomputer Software Survey in the Office	3
Graduation Requirements and Electives	9

Total 18

#### THIRD SEMESTER

Fam&CS 15 Introduction to Interior Design or IntrDgn 102	3
Fam&CS 22 Nutrition & the Consumer	3
Graduation Requirements and Electives	9

Total 15

#### FOURTH SEMESTER

Fam&CS 17 Textiles or IntrDgn 105	3
Fam&CS 31 Marriage & Family Life	3
Graduation Requirements and Electives	9
Recommended Courses	
Fam&CS 25 Meal Planning & Purchasing or FSMgmt 103 Menu Planning	3
	2

Total 15

### Foods & Nutrition

#### FIRST SEMESTER

	UNITS
Fam&CS 50 Sanitation & Safety or FSMgmt 50	3
Fam&CS 91 Life Management	3
Fam&CS 101 Food Production I or FSMgmt 101	4
Graduation Requirements and Electives	6

Total 16

#### SECOND SEMESTER

Fam&CS 22 Food, Nutrition & the Consumer	3
Fam&CS 25 Meal Planning & Purchasing or FSMgmt 103 Menu Planning	3-2
Fam&CS 21 Nutrition	3
Graduation Requirements and Electives	7

Total 15-16

#### THIRD SEMESTER

Fam&CS 26 Modified Diets	3
CAOT 82 Microcomputer Software Survey in the Office	3
Graduation Requirements and Electives	9

Total 15

#### FOURTH SEMESTER

Fam&CS 23 Nutritional Aspects of Weight Control	2
Fam&CS 108 Internship (2 semesters*) or FSMgmt 108	2+2
Graduation Requirements and Electives	9

Total 15

\*2 unit Internship class must be taken two times to obtain a total of 4 units.

### Gerontology PLAN A

#### FIRST SEMESTER

	UNITS
Fam&CS 6 Challenges of Aging	3
Fam&CS 31 Marriage & Family Life	3
Fam&CS 37 Training for Gerontological Services	3

Total 9

#### SECOND SEMESTER

Fam&CS 21 Nutrition	3
or Fam&CS 36 Nutrition for Older Adult	
Fam&CS 38 In-Home Care	3
Fam&CS 50 Sanitation & Safety	3
or FSMgmt 50	
HSO 65/99E Physiology & Pharmacology: Alcohol & Other Drugs	3

Total 12

#### THIRD SEMESTER

Fam&CS 70 Development of Community Projects	2
Fam&CS 91 Life Management	3

Total 5

#### FOURTH SEMESTER

Fam&CS 30 Family Relationships	2
Fam&CS 109 Supervision & Management	3

Total 5

### Marriage & Family Life Studies

#### FIRST SEMESTER

ChDev 1 Child Growth & Development	3
Fam&CS 31 Marriage & Family Life	3
Psych 1 General Psychology I	3
Graduation Requirements and Electives	6

Total 15

#### SECOND SEMESTER

Fam&CS 6 Challenges of Aging	3
Fam&CS 164 Introduction to Family Development I	3
Graduation Requirements and Electives	9

Total 15

#### THIRD SEMESTER

Fam&CS 21 Nutrition	3
Fam&CS 165 Introduction to Family Development II	3
Fam&CS 39 Child/Adult Caregiving	5

Total 11

#### FOURTH SEMESTER

Fam&CS 91 Life Management	3
Graduation Requirements and Electives	12

Total 15

# Disciplines • Educational Programs • Course Descriptions

## CERTIFICATE OF COMPLETION

At the completion of the program, a Certificate will be awarded to the student. These Certificates are designed primarily for those students who have a limited time to pursue their career goals and wish to specialize in a particular aspect of Family and Consumer Studies that is job-related. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career. Most courses taken in the program apply toward a curriculum leading to an Associate Degree in Family and Consumer Studies.

## Consumer Education & Management

REQUIRED COURSES	UNITS
Fam&CS 1 Professional Career Opportunities or IntrDgn 101	2
Fam&CS 6 Challenges of Aging	3
Fam&CS 15 Introduction to Interior Design or IntrDgn 102	3
Fam&CS 17 Textiles or IntrDgn 105	3
Fam&CS 21 Nutrition	3
Fam&CS 22 Food, Nutrition and the Consumer	3
Fam&CS 25 Meal Planning & Purchasing or FSMgmt 103 Menu Planning	3-2
Fam&CS 70 Development of Community Projects	2
Fam&CS 91 Life Management	3
Fam&CS 109 Supervision & Management	3
<b>Total 27-28</b>	

### Recommended Course

CAOT 82 Microcomputer Software Survey in the Office	3
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## Gerontology

REQUIRED COURSES	UNITS
Fam&CS 6 Challenges of Aging	3
Fam&CS 21 Nutrition	3
Fam&CS 22 Food, Nutrition & the Consumer or Fam&CS 23 Nutritional Aspects of Weight Control or Fam&CS 36 Nutrition for Older Adults	2-3
Fam&CS 31 Marriage & Family Life	3
Fam&CS 37* Training for Gerontological Services	3
Fam&CS 38 In-Home Care Services	3
Fam&CS 91 Life Management	3
<b>Total 20-21</b>	

### Recommended Courses

Fam&CS 50 Sanitation & Safety or FSMgmt 50	3
Fam&CS 101 Food Production I or FSMgmt 101	4
CAOT 82 Microcomputer Software Survey in the Office	3

\*Meets State DSS RCFE requirement.

## Dietary Services Supervisor

REQUIRED COURSES	UNITS
Fam&CS 50 Sanitation & Safety or FSMgmt 50	3
Fam&CS 101 Food Production I or FSMgmt 101	4
or Fam&CS 24 Food Preparation	
Fam&CS 21 Nutrition	3
Fam&CS 26 Modified Diets	3
Fam&CS 109 Supervision & Management	3
<b>Total 15-16</b>	

## Introduction To Hospitality Skill

REQUIRED COURSES	UNITS
Fam&CS 100 Introduction to Hospitality Industries or FSMgmt 100	3
Fam&CS 112 Managing Guest Relations	3
CAOT 82 Microcomputer Software Survey in the Office	3
Fam&CS 91 Life Management	3
Fam&CS 109 Supervision & Management	3
<b>Total 15</b>	

## Lodging Management Skill

REQUIRED COURSES	UNITS
Fam&CS 108 Internship or FSMgmt 108	2
Fam&CS 110 Hotel Operations	3
Fam&CS 114 Convention Management	3
Fam&CS 113 Housekeeping Management Operations	3
Acctg 21 Bookkeeping & Accounting 1	3
<b>Total 14</b>	

## Travel & Tourism Skill

REQUIRED COURSES	UNITS
Fam&CS 100 Introduction to Hospitality Industries or FSMgmt 100	3
Fam&CS 108 Internship (2 semesters*) or FSMgmt 108	4
Fam&CS 111 Travel Agency Operations & Administration	3
Acctg 21 Bookkeeping & Accounting 1	3
<b>Total 13</b>	

\*2 unit Internship class must be taken two times to obtain a total of 4 units.

## Restaurant Management Skill

REQUIRED COURSES	UNITS
Fam&CS 109 Supervision & Management	3
Fam&CS 104 Dining Room Presentation, Service & Management or FSMgmt 104	4
Fam&CS 106 Food & Beverage Cost Control/Records or FSMgmt 106	3
Fam&CS 108 Internship or FSMgmt 108	2
FSMgmt 115 Restaurant Operations Management	3
<b>Total 15</b>	

## Nutrition Skill

REQUIRED COURSES	UNITS
Fam&CS 21 Nutrition	3
Fam&CS 23 Nutritional Aspects of Weight Control	2
Fam&CS 26 Modified Diets	3
Fam&CS 36 Nutrition for Older Adults	3
Fam&CS 34 Child Nutrition	3
<b>Total 14</b>	



## Family Development Skill

REQUIRED COURSES		UNITS
Fam&CS 164	Introduction to Family Development I	3
Fam&CS 165	Introduction to Family Development II	3
Fam&CS 91	Life Management	3
Fam&CS 31	Marriage & Family Life	3
Fam&CS 70	Development of Community Projects	2
Total		14

## Family Development/Gerontology Skill

REQUIRED COURSES		UNITS
Fam&CS 164	Introduction to Family Development I	3
Fam&CS 165	Introduction to Family Development II	3
Fam&CS 6	Challenges of Aging	3
Fam&CS 39	Child/Adult Caregiving	5
Total		14

- 1 PROFESSIONAL CAREER OPPORTUNITIES** (CSU) 2 UNITS  
Prerequisite: None | Lecture 2 hours  
Comparable to IntrDgn 101  
(Credit for one course only)

Presents an overview of career opportunities in the area of Family & Consumer Studies. Career development and planning is covered in addition to job interview techniques, and resume writing. Course includes speakers from the profession and field trips.

- 5 INTERIOR ENVIRONMENTS** (CSU) 3 UNITS  
Prerequisite: Fam&CS 15 | Lecture 3 hours  
Comparable to IntrDgn 109  
(Credit for one course only)

Covers kitchen design, including the cooking process, counters, cabinets, sinks, lighting, acoustics, flooring, safety, appliances, water quality and conservation. Includes design for social, psychological and physical aspects of body care for residential, contract, public facilities, and for aged and disabled.

- 6 CHALLENGES OF AGING** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
An analysis of the developmental changes and specific needs of the older adult. Included is investigation of everyday situations with emphasis on consumerism, housing, health, nutrition, community resources and changing family roles.

- 15 INTRODUCTION TO INTERIOR DESIGN** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Comparable to IntrDgn 102  
(Credit for one course only)  
Introduction to interior design including color selection, textiles, space planning, furniture selection, wall coverings, window treatments and accessorizing. Introduces basic drafting skills. Career Options overview. Includes field trips.

- 16 HISTORICAL & CONTEMPORARY INTERIOR DESIGN** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Comparable to IntrDgn 104  
(Credit for one course only)  
The student will learn about the major forces in society and decorative arts that led to the development of styles from prehistoric time to the present. Field trips.

- 17 TEXTILES** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Comparable to IntrDgn 105  
(Credit for one course only)  
The analysis of man-made and natural fibers, construction, weaves, dyes and finishes, relating to the selection, use and care of fabrics for residential and commercial interior design. Testing, evaluation and identification are covered. Field trips required.

- 18 SPACE PLANNING** (CSU) 3 UNITS  
Prerequisite: Fam&CS15, 16  
Lecture 2 hours, lab 3 hours  
Comparable to IntrDgn 108  
(Credit for one course only)

Continuation of design theory application to residential and commercial interiors. Emphasis on complete environmental planning including client requirements, architectural considerations, space planning and interior/exterior relationships. Includes professional presentation methods and portfolio development.

- 21 NUTRITION** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Nutrition is the science that deals with the role of nutrients in the human body. These scientific concepts are related to individual needs during the changing life cycles. Interrelationships of nutrients are evaluated for promotion of optimum health.

- 22 FOOD, NUTRITION & THE CONSUMER** (CSU) 3 UNITS  
Prerequisite: None | Lecture 2 hours, lab 2 hours  
Practical application of basic nutrition information to economical and nutritional meal planning, food purchasing and food preparation will be presented in the course. Meals will be planned, prepared and evaluated that are texture modified, low calorie, low sodium and fat controlled.

- 23 NUTRITIONAL ASPECTS OF WEIGHT CONTROL** (CSU) 2 UNITS  
Prerequisite: Fam&CS 21 and 50 | Lecture 2 hours  
Food composition and nutritional aspects of food preparation during weight control will be explored. Causes of obesity will be analyzed. Plans for weight control will be examined.

- 24 FOOD PREPARATION** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Scientific principles of food preparation are emphasized using current technology. The role of food in cultures and the economy are integrated into meal planning and production.

# Disciplines • Educational Programs • Course Descriptions

- 25 MEAL PLANNING & PURCHASING** 3 UNITS  
Prerequisite: None | Lecture 2 hours, lab 2 hours  
Analysis and construction of various types of menus based upon nutrient needs and suitability. Principles of purchasing with emphasis on specifications and cost control. Laws and regulations concerning food production and time management are emphasized.
- 26 MODIFIED DIETS** (CSU) 3 UNITS  
Prerequisite: Fam&CS 21 and Fam&CS 50 or FSMgmt 50 | Lecture 3 hours  
Modification of the normal diet to meet the needs of individuals according to age, disease, surgery and other health conditions. Current concepts of diet modification related to health are explored. Diets frequently used in health care institutions are included.
- 31 MARRIAGE & FAMILY LIFE** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Interpersonal growth and rewarding relationships are explored over the course of the family life cycle. Examines the impact of social, psychological, emotional and economic forces on family stability. Emphasis will be placed on the intergenerational nature of family relationships.
- 34 CHILD NUTRITION** (CSU) 3 UNITS  
Prerequisites: None | Lecture 3 hours  
Basic principles covering the nutritional needs of pregnant/lactating women/infants and children to promote optimum physical/mental development and disease prevention. Students will develop individual nutrition lesson projects and food, fun 'n fitness lifestyle materials for children.
- 36 NUTRITION FOR OLDER ADULTS** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
This course is an in-depth study of the unique nutritional health needs of the older adult in our society. Solutions to gerontological problems related to nutrition will be explored. Improving nutritional habits will be stressed.
- 37 TRAINING FOR GERONTOLOGICAL SERVICES** 2 UNITS  
Prerequisite: None | Lecture 2 hours  
Approved class by the California Department of Social Services for those people licensed to work in Residential Care Facilities for the Elderly. Course covers business operations, state laws, drugs used by the elderly, psychosocial and physical needs among other topics.
- 38 IN-HOME CARE SERVICES** 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Provides training for those interested in providing basic in-home care to older adults.
- 39 CHILD/ADULT CAREGIVING** (CSU) 5 UNITS  
Prerequisite: None | Lecture 3 hours, lab 2 hours, field work 3 hours  
An introductory class for an Intergenerational Caregiver Certificate program. The class covers caregiving, entrepreneurial business issues, human development/lifespan, CPR/First Aid/Safety and Wellness.
- 50 SANITATION & SAFETY** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Comparable to FSMgmt 50  
(Credit for one course only)  
An introduction to basic principles of sanitation, safety, work simplification and use and care of institutional food service equipment. Emphasis is on the importance of proper employee training practices as related to food safety.
- 70 DEVELOPMENT OF COMMUNITY PROJECTS** (CSU) 2 UNITS RPT 2  
Prerequisite: None | Lecture 2 hours  
This course involves development of awareness of community needs in relation to their buying practices, development of knowledge of public agencies available to the community to meet their needs and development of mini courses in various areas of Family and Consumer Studies to present to community groups.
- 91 LIFE MANAGEMENT** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Provides individuals with skills for understanding and using internal and external resources to function effectively in the present and future society. Techniques for improving self-understanding and interpersonal relationships that reflect decision-making, time, energy, stress, conflict and money management.
- 100 INTRODUCTION TO HOSPITALITY INDUSTRIES** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Comparable to FSMgmt 100  
(Credit for one course only)  
Overview, history, description, and interrelationships of the hospitality industries. Emphasis on the multifaceted food service industry. Topics: social and economic forces influencing hospitality industry development, market trends, food service management, prospective career opportunities and requirements.
- 101 FOOD PRODUCTION I** (CSU) 4 UNITS  
Prerequisites: Fam&CS 50 and TB Clearance  
Lecture 2 hours, lab 6 hours  
Comparable to FSMgmt 101  
(Credit for one course only)  
Study and laboratory experience of quantity food production. Introduction and application of culinary

principles and procedures for basic food preparation. Course is part of a one-year long series.

**102 FOOD PRODUCTION II** (CSU) 4 UNITS

Prerequisite: Fam&CS 101 or FSMgmt 101

Lecture 2 hours, lab 6 hours

Comparable to FSMgmt 102

(Credit for one course only)

*NOTE: Need proof of negative TB test*

Advanced study and laboratory experience of food preparation and production. Application of advanced preparation procedures requiring high production standards, attractive service and recipe standardization. American Culinary Federation competencies will be emphasized, including participation in foodservice operation.

**103 MENU PLANNING** (CSU) 2 UNITS

Prerequisite: Fam&CS 21 and 100 | Lecture 2 hours

Comparable to FSMgmt 103

(Credit for one course only)

Examines basic principles of menu planning for today's trends. Techniques of cost control and creation of interesting menus for the different types of establishments in the hospitality/food service industry.

**104 DINING ROOM PRESENTATION** (CSU) 4 UNITS

Prerequisites: Fam&CS 50 and 101

Corequisites: Fam&CS 102

Lecture 2 hours, lab 6 hours

Comparable to FSMgmt 104

(Credit for one course only)

Instruction and practical training covers all aspects of service and management in food operations.

Includes food and cash controls, styles or service and dining area merchandising. Receptions, banquets, buffets are covered from busperson to maitre d'. Special event presentations included.

**105 FOODSERVICE PURCHASING & INVENTORY MANAGEMENT** (CSU) 2 UNITS

Prerequisites: Fam&CS 21, 50, and 100

Corequisite: Fam&CS 106 | Lecture 2 hours

Comparable to FSMgmt 105

(Credit for one course only)

Provides training in duties and functions of the professional food buyer. Basic information on sources, grades, quality, and standards for selecting food items. Points stressed are specifications for: receiving storing, and issuing procedures, cost and operational expenses, and seasonal variations.

**106 FOOD & BEVERAGE COST CONTROL/RECORDS** (CSU) 3 UNITS

Advisory: Fam&CS 104 | Lecture 3 hours

Comparable to FSMgmt 106

(Credit for one course only)

Analyzing food, beverage and labor cost controls. Problem solving and solution techniques are applied by students in realistic operational situations. Areas covered include cost, volume, profit relationships, food cost determination, standard costs, forecasting, sales control and menu pricing.

**108 INTERNSHIP** (CSU) 2 UNITS

Prerequisite: None

Lecture 1 hour, lab 3 hours and field work

Comparable to FSMgmt 108

(Credit for one course only)

This class provides supervised fieldwork experience with professionals. This class offers numerous opportunities and hands on training in the field in a non paid position. 108 hours of Field work required. Beginning to advanced positions available.

**109 SUPERVISION & MANAGEMENT** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course includes procedures and problems by food service operations in developing personnel relationships. Course includes the responsibility of selection, placement, orientation, training, counseling, rating, promotion and supervision of employee.

**110 HOTEL OPERATIONS** 3 UNITS

Prerequisite: None | Lecture 3 hours

Students will be introduced to management theory and responsibilities in the hospitality industry including: food and beverage and recreation and entertainment facilities, franchises, market analysis, feasibility studies, ethics and statistics, as well as management contracts and product segmentation.

**111 TRAVEL AGENCY OPERATIONS & ADMINISTRATION** 3 UNITS

Prerequisite: None | Lecture 3 hours

Course is a comprehensive study of travel management, its principles, practices, philosophies, and systems. Included are ARC requirements, sales reports, and agency accounting.

**112 MANAGING GUEST RELATIONS** 3 UNITS

Prerequisite: None | Lecture 3 hours

Course is an investigation of the critical ingredients that lead to customer service success in a hospitality setting. Service will be examined from the perspective of those who deliver it and those who manage it.

**113 HOUSEKEEPING MANAGEMENT OPERATIONS** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course is designed to acquaint the student with housekeeping duties as they pertain to rooms and accommodations in a hotel or motel and the comfort of guest as a priority concern. Emphasis will be placed on required housekeeping reports.

**114 CONVENTION MANAGEMENT** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Course refines the scope and various segments of the convention market and explains what is required to meet individual needs. It includes company and corporate meetings, exhibitions, and trade, and rebooking.

# Disciplines • Educational Programs • Course Descriptions

## 115 PREVENTIVE PRACTICES – WELLNESS & LONGEVITY 2 UNITS

Prerequisite: None | Lecture 2 hours

This class deals with topics that promote awareness and knowledge of preventative practices leading to a healthy, vital lifestyle necessary for a quality life.

## 132 INTERIOR DESIGN PROJECT LABORATORY (CSU) 1 UNIT RPT 2

Corequisite: Any IntrDgn or Fam&CS course  
Lab 3 hours | Comparable to IntrDgn 103  
(Credit for one course only)

Students will use this lab time to work on current interior design class projects in which they are enrolled with instructor supervision.

## 133 INTERIOR DESIGN PORTFOLIO (CSU) 3 UNITS

Advisories: IntrDgn 102, or 106, or 108A, or 108B | Lecture 2 hours, lab 3 hours  
Comparable to IntrDgn 111  
(Credit for one course only)

This course presents the professional tools needed to develop a professional portfolio of your interior design work as it progresses. Projects will be created and fine-tuned to include in a portfolio to secure a job in the profession.

## 163 HOSPITALITY CULINARY EDUCATOR 5 UNITS RPT 1

Prerequisite: None | Lecture 3 hours

This course includes pedagogical issues in developing hospitality industry training programs. The course consists of educational theories/practices, teaching methodologists, learning styles, testing, evaluation, and curriculum development. This course meets requirements for the American Culinary Federation's "Culinary Educator."

## 164 INTRODUCTION TO FAMILY DEVELOPMENT I 3 UNITS

Prerequisite: None | Lecture 3 hours

This course will introduce front-line workers with the skills and competencies needed to help families identify and reach their goals for self-reliance.

Students will learn about effective communication, taking care of themselves, diversity, and strength-based assessment.

## 165 INTRODUCTION TO FAMILY DEVELOPMENT II 3 UNITS

Prerequisite: None | Lecture 3 hours

This course will continue to initiate front-line workers to the skills and competencies needed to help families identify and reach their goals for self-reliance. Students will learn how to build on the strengths of families and communities and recognize important changes needed in the systems with which family members and workers interact.

## 225 FOODS LABORATORY (NDA) 2 UNITS RPT 3

Prerequisite: None | Lab 6 hours  
Comparable to FSMgmt 225  
(Credit for one course only)

*NOTE: Class graded credit/no-credit.*

Supervised practice in college-operated food service operation, as well as food preparation in range, pantry, bakery, and short order. Offered on a credit/no credit basis.

## 325 FOODS LABORATORY 3 UNITS RPT 3

Prerequisite: Fam&CS 50 and 101 | Lab 9 hours  
Comparable to FSMgmt 325  
(Credit for one course only)

*NOTE: Class is graded pass/no-pass*

Supervised practice in college-operated food service operation, which includes food preparation in range, pantry, bakery, and short order.

## 185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Family and Consumer Studies on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

## 285 DIRECTED STUDY (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Family and Consumer Studies on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

## 385 DIRECTED STUDY (CSU) 3 UNITS

Conference: 1 hour per unit.

Provides opportunity for in-depth study of a chosen area of Family and Consumer Studies on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

## 921 COOPERATIVE ED (CSU) 2 UNITS RPT 3

## 931 COOPERATIVE ED (CSU) 3 UNITS RPT 3

## 941 COOPERATIVE ED (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

# Finance

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Steven Nerud

## EDUCATIONAL PROGRAM

The Finance and Banking curriculum provides an in-depth understanding of the operations of money and capital markets, institutions and management. The Finance and Banking curriculum is designed to prepare students for employment in such fields as investing, banking, corporate finance, insurance, savings and loans, credit unions, mortgage banking and related fields. Breadth is obtained in the program by completing all recommended or suggested electives. Always consult a counselor for information on graduation requirements.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

## ASSOCIATE IN ARTS - Finance

### FIRST SEMESTER

	UNITS
Bus 1 Introduction to Business	3
Bus 31 or CAOT 31 Business English	3
Acctg 1 Introductory Accounting or Acct 21 + 22	5-6
CAOT 82 Microcomputer Software Survey in the Office	3
Graduation Requirements and Electives	3
Total	17-18

### SECOND SEMESTER

Acctg 2 Introductory Accounting	5
Econ 1 Principles of Economics	3
Finance 1 Principles of Finance	3
Graduation Requirements and Electives	6
Total	17

### THIRD SEMESTER

Econ 2 Principles of Economic	3
Finance 8 Personal Finance and Investments	3
Market 21 Principles of Marketing	3
Acctg 25 Automated Accounting Methods & Procedures	3
Graduation Requirements and Electives	6
Total	18

## FOURTH SEMESTER

Bus 5 or Law 1 Business Law I	
Finance 2 Investments	
Mgmt 2 Organization & Management Theory	
Choose 1 course from recommended courses	
Graduation Requirements and Electives	

### Recommended Courses

Bus 32 or CAOT 32 Business Communications	3
CAOT 1 Keyboarding I	3
Math 227 Statistics	4

### 1 PRINCIPLES OF FINANCE (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

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.

### 2 INVESTMENTS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A survey of the range of investment opportunities available and their characteristics. Included are stocks, options, commodities, bonds, government securities, real estate and savings. Includes investment objectives, and personal portfolio and administration.

### 8 PERSONAL FINANCE & INVESTMENTS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Helps the individual manage, optimize and preserve personal income, expenditure and investments. Discussions will be focused on institutions that exist to serve the consumer. Attention will be given to family budgeting, consumer protection, buying on credit and borrowing money, home ownership and financing, different types of insurance, retirement planning and investments.

## UNITS

3
3
3
3
3
3
Total 15

# Food Service Management

PROFESSIONAL STUDIES

FACULTY: Louis Zandalasini, Chair  
Louis Eguaras | Rudy Garcia

## EDUCATIONAL PROGRAMS

When enrolled in Food Service Management, there are both Certificate and Associate in Arts Degree programs. Most courses at Mission College are acceptable for credit toward a Bachelor's Degree at four-year universities. Completion of either the Certificate, Associate in Arts Degree, or transfer program will provide a solid foundation upon which to build a life-long career. These programs prepare students to enter the food service field as cooks, junior chefs, restaurant managers, and hotel managers. In these positions, employees are required to prepare menus, requisition supplies, supervise equipment, maintain varied records, coordinate data with accountants and others in the organization, and serve as a liaison between senior management and employees. Always consult a counselor for information on graduation requirements.

The following culinary arts semester sequences include general education requirements for the A.A. Degree in Food Service Management and Culinary Arts, a Food Service Management Certificate, and National certification for Food Handlers required by the Los Angeles County Health Department. Culinary students may begin at the pre-culinary or culinary level. SOS is intended as a preparation semester for students needing literacy and basic skills.

### Pre-Culinary Success Orientation Courses (SOS) UNITS

FSMgmt 100 Introduction to Hospitality Industries or Fam&CS 100	3
CoSci 430 Microcomputer Applications Software I	3
Eng 21 English Fundamentals	3
Math 105 Arithmetic for College Students	3
DevCom 22 Communications Laboratory	5

Total 17

# Disciplines • Educational Programs • Course Descriptions

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

## ASSOCIATE IN ARTS Food Management Production Services & Related Technologies\*

FIRST SEMESTER		UNITS
FSMgmt 50 Sanitation & Safety or Fam&CS 50		3
FSMgmt 100 Introduction to Hospitality Industries or Fam&CS 100		3
FSMgmt 101 Food Production I or Fam&CS 101		4
Graduation Requirements and Electives		5
<b>Total</b>		<b>15</b>

SECOND SEMESTER		UNITS
FSMgmt 102 Food Production II or Fam&CS 102		4
FSMgmt 103 Menu Planning or Fam&CS 103		2
FSMgmt 105 Food Service Purchasing & Inventory Management or Fam&CS 105		2
Fam&CS 21 Nutrition		3
Graduation Requirements and Electives		4
<b>Total</b>		<b>15</b>

\*Meets L.A. County Handler Certificate

THIRD SEMESTER		UNITS
FSMgmt 104 Dining Room Presentation, Service & Management or Fam&CS 104		4
FSMgmt 106 Food & Beverage Cost Control/Records or Fam&CS 106		3
FSMgmt 108 Internship or Fam&CS 108		2
Graduation Requirements and Electives		7
<b>Total</b>		<b>16</b>

FOURTH SEMESTER		UNITS
FSMgmt 108 Internship or Fam&CS 108		2
Fam&CS 109 Supervision & Management		3
FSMgmt 110 Managing Catering Operations		4
Graduation Requirements and Electives		7
<b>Total</b>		<b>16</b>

## CERTIFICATE OF COMPLETION

Certificates of Completion are designed primarily for those students who have a limited time to pursue their career goals and wish to specialize in a particular aspect of food service management. Students may be seeking upward mobility in their present job, or they may desire to prepare themselves for a new career. Most courses taken in the program apply toward a curriculum leading to an Associate Degree in Food Service Management.

## Culinary Arts Certificate

REQUIRED COURSES		UNITS
Fam&CS 21 Nutrition		3
FSMgmt 50 Sanitation & Safety or Fam&CS 50		3
FSMgmt 100 Introduction to Hospitality Industries or Fam&CS 100		3
FSMgmt 101 Food Production I or Fam&CS 101		4
FSMgmt 102 Food Production II or Fam&CS 102		4
FSMgmt 103 Menu Planning or Fam&CS 103		2
FSMgmt 104 Dining Room Presentation, Service & Management or Fam&CS 104		4
FSMgmt 105 Food Service Purchasing & Inventory Management or Fam&CS 105		2
FSMgmt 106 Food & Beverage Cost Control/Records or Fam&CS 106		3

FSMgmt 108 Internship (take course twice) or Fam&CS 108		4
Fam&CS 109 Supervision & Management		3
<b>Total</b>		<b>35</b>

## Food Service Management Certificate

REQUIRED COURSES		UNITS
Fam&CS 21 Nutrition		3
FSMgmt 50 Sanitation & Safety or Fam&CS 50		3
FSMgmt 100 Introduction to Hospitality Industries or Fam&CS 100		3
FSMgmt 101 Food Production I or Fam&CS 101		4
FSMgmt 104 Dining Room Presentation, Service & Management or Fam&CS 104		4
<b>Total</b>		<b>17</b>

## Restaurant Management Certificate

REQUIRED COURSES		UNITS
FSMgmt 108 Internship or Fam&CS 108		2
FSMgmt 104 Dining Room Presentation, Service & Management or Fam&CS 104		4
FSMgmt 115 Restaurant Operations Management		3
FSMgmt 106 Food & Beverage Cost Control/Records or Fam&CS 106		3
Fam&CS 109 Supervision & Management		3
<b>Total</b>		<b>15</b>

## Baking Certificate

REQUIRED COURSES		UNITS
FSMgmt 50 Sanitation & Safety or Fam&CS 50		3
FSMgmt 109 Professional Baking		4
FSMgmt 130 Cake Decoration I		3
<b>Total</b>		<b>10</b>

**50 SANITATION & SAFETY** (CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Comparable to Fam&CS 50  
(Credit for one course only)

An introduction to the basic principles of sanitation, safety, work simplification, and use and care of institutional food service equipment. Emphasis is on the importance of proper employee training practices as related to food safety.

**100 INTRODUCTION TO HOSPITALITY INDUSTRIES** (CSU) 3 UNITS  
Advisory: FSMgmt 50 or Fam&CS 50 and Fam&CS 21 | Lecture 3 hours  
Comparable to Fam&CS 100  
(Credit for one course only)

Overview, history, description, and interrelationships of the hospitality industries. Emphasis on the multifaceted food service industry. Topics: social and economic forces influencing hospitality industry development, market trends, food service management, prospective career opportunities and requirements.

**101 FOOD PRODUCTION I** (CSU) 4 UNITS  
Prerequisites: TB Clearance  
Lecture 2 hours, lab 6 hour  
Comparable to Fam&CS 101  
(Credit for one course only)

Study and laboratory experience of quantity food production. Introduction and application of culinary principles and procedures for basic food preparation. Course is part of a one-year long series.

**102 FOOD PRODUCTION II** (CSU) 4 UNITS  
Prerequisites: FSMgmt 101 or Fam&CS 101  
Lecture 2 hours, lab 6 hours  
Comparable to Fam&CS 102  
(Credit for one course only)

*NOTE: Need proof of negative TB test*  
Advanced study and laboratory experience of food preparation and production. Application of advanced preparation procedures requiring high

production standards, attractive service and recipe standardization. American Culinary Federation competencies will be emphasized, includes participation in food service operation.

**103 MENU PLANNING** (CSU) 2 UNITS  
Prerequisite: FSMgmt 100 or Fam&CS 100, and Fam&CS 21 | Lecture 2 hours  
Comparable to Fam&CS 103  
(Credit for one course only)

Examines basic principles of menu planning for today's trends. Techniques of cost control and creation of interesting menus for the different types of establishments in the hospitality/food service industry.

**104 DINING ROOM PRESENTATION** (CSU) 4 UNITS  
Prerequisites: FSMgmt 50 or Fam&CS 50, and 101  
Corequisite: FSMgmt 102 or Fam&CS 102  
Lecture 2 hours, lab 6 hours  
Comparable to Fam&CS 104  
(Credit for one course only)

Instruction and practical training covers all aspects of service management in food operations. Includes food and cash controls, styles or service and dining area merchandising. Receptions, banquets, buffets are covered from buspersons to maitre d. Special event presentations included.

**105 FOOD SERVICE PURCHASING & INVENTORY MANAGEMENT** (CSU) 2 UNITS  
Prerequisites: FSMgmt 50 or Fam&CS 50, 100 and Fam&CS 21 | Corequisite: FSMgmt 106 or Fam&CS 106 | Lecture 2 hours  
Comparable to Fam&CS 105  
(Credit for one course only)

Provides training in duties and functions of the professional food buyer. Basic information on sources, grades, quality, and standards for selecting food items. Points stressed are specifications for: receiving, storing, and issuing procedures, cost and operational expenses, and seasonal variations.

**106 FOOD & BEVERAGE COST CONTROL/RECORDS** (CSU) 3 UNITS  
Prerequisites: FSMgmt 50 or Fam&CS 50 and 100  
Corequisites: FSMgmt 105 or Fam&CS 105  
Lecture 3 hours | Comparable to Fam&CS 106  
(Credit for one course only)

Analyzing food, beverage and labor cost controls. Problem solving and solution techniques are applied by students in realistic operational situations. Areas covered include cost, volume, profit relationships, food costs determination, standard costs, forecasting, sales control and menu pricing.

**108 INTERNSHIP** (CSU) 2 UNITS RPT 2  
Prerequisite: FSMgmt 50, 101 and Fam&CS 21  
Lecture 1 hour, lab 3 hours and fieldwork  
Comparable to Fam&CS 108  
(Credit for one course only)

Provides supervised fieldwork experience in industry and gives hands-on training in a food service/hotel/restaurant establishment.

**109 PROFESSIONAL BAKING** (CSU) 4 UNITS RPT 2  
Prerequisites: None | Lecture 2 hours, lab 6 hours  
Course covers study of baking functions, practical instruction and skill development in yeast-raised products, cakes, pies, cobblers, cookies, bars, brownies, and breakfast breads.

**110 MANAGING CATERING OPERATIONS** (CSU) 4 UNITS  
Prerequisite: FSMgmt 50 or Fam&CS 50  
Lecture 2 hours, lab 4 hours  
This course is a study of catering sales and operations, including "on hands" practicum and interpersonal dynamics from production through a service.

**111 CULINARY COMPETITION** 3 UNITS  
Prerequisite: None | Lecture 1 hour, lab 4 hours  
This is a class for culinary students who desire to compete in culinary contests statewide and nationally following the rules of the American Culinary Federation.

# Disciplines • Educational Programs • Course Descriptions

## 115 RESTAURANT OPERATIONS MANAGEMENT 3 UNITS

Prerequisite: None | Lecture 3 hours  
Course provides overview of food service and restaurant industry with emphasis in operations management. Topics include labor cost, safety and sanitation, hospitality laws, food and beverage purchasing and control cycles.

## 116 BEVERAGE MANAGEMENT 3 UNITS

Prerequisite: None | Lecture 3 hours  
Challenges of managing and operating a beverage service in the hospitality industry. Includes profitability through marketing and merchandising, alcohol service, control systems, beverage service, pairing beverages to food, duties and responsibilities of staff.

## 125 FOODS LABORATORY 1 UNIT RPT 2

Prerequisite: None | Lab 3 hours  
*NOTE: Class is graded pass/no-pass*  
Supervised practice in college-operated food service operation. Food preparation is in range, pantry, bakery, and short order.

## 130 CAKE DECORATION I 2 UNITS RPT 2

Prerequisite: None | Lecture 1 hour, lab 3 hours  
Course covers a variety of techniques that emphasize the fundamentals of the American style of cake decoration. Exposure to basic equipment, procedures of cake production, coloring techniques, design transfer, cake construction, borders, and icings will be covered.

## 225 FOODS LABORATORY 2 UNITS RPT 3

Prerequisite: None | Lab 6 hours  
Comparable to Fam&CS 225  
(Credit for one course only)  
*NOTE: Class is graded pass/no-pass*

Supervised practice in college-operated food service operation, as well as food preparation in range, pantry, bakery, and short order. Offered on a credit/no-credit basis.

## 325 FOODS LABORATORY 3 UNITS RPT 3

Prerequisite: FSMgmt 50 or Fam&CS 50 and 101  
Lab 9 hours | Comparable to Fam&CS 325  
(Credit for one course only)  
*NOTE: Class is graded pass/no-pass*

Supervised practice in college-operated food service operation. Food preparation in range, pantry, bakery, and short order.

## **F**rench FOREIGN LANGUAGES

FACULTY: Yolanda Ramil, Chair | Dr. David Pardess

### 1 ELEMENTARY FRENCH I (UC:CSU) 5 UNITS

Prerequisite: None | Lecture 5 hours  
First course in understanding, speaking, reading, and writing French. Introduction to the cultures and civilization of the French-speaking world. Intended primarily for students with little or no knowledge of French.

### 2 ELEMENTARY FRENCH II (UC:CSU) 5 UNITS

Prerequisite: French 1 or equivalent  
Lecture 5 hours  
Continuation of French 1.

### 3 INTERMEDIATE FRENCH I (UC:CSU) 5 UNITS

Prerequisite: French 2 or equivalent | Lecture 5 hours  
Review and development of grammatical concepts learned in previous courses. Amplification of vocabulary and practice in composition. Introduction to literature and further study of culture and civilization through short stories.

### 4 INTERMEDIATE FRENCH II (UC:CSU) 5 UNITS

Prerequisite: French 3 or equivalent | Lecture 5 hours  
Continuation of French 3.

### 185 DIRECTED STUDIES (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of French on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

### 285 DIRECTED STUDY (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of French on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

### 385 DIRECTED STUDY (CSU) 3 UNITS

Conference: 1 hour per unit.  
Provides opportunity for in-depth study of a chosen area of French on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.



# General Studies

## GENERAL STUDIES

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program. Students are required to complete the Plan A general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA Degree must complete the following:

1. Completion of Plan A general education requirements.
2. Complete a minimum of 18 units in one area of concentration.
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

Students planning to transfer to a 4-year university are cautioned that this curriculum may not provide for completion of the lower division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if students did decide at a later date to transfer to a 4-year university, students would have a solid beginning in the transfer planning process.

Please consult with a counselor for specific information regarding your possible intended major at the colleges/universities of choice.

## ASSOCIATE IN ARTS

### General Studies Arts & Humanities Concentration

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of humanity.

Students will learn to value aesthetic understanding and incorporate these concepts when constructing value judgments through evaluating and interpreting the ways in which people in different cultures have responded to themselves and the world around them in artistic and cultural creation throughout the ages. The Arts and Humanities Concentration allows students to take courses that will prepare them for possible career within the fields of Arts, Foreign Languages, Humanities, Film, Music, Philosophy, Religious Studies and more.

Anthro 104 or Ling 1	Fam&CS 16 or IntrDgn 104
Art 101, 102, 103, 201	Human 1, 31
Chicano 37	MultiMd 100, 200, 620
Cinema 3	Music 101, 111
English 102	Philos 1, 33
Theater 100, 200	

Any foreign language courses (max 5 units in same language) listed on IGETC or CSU GE advising form.

### Communication & Literature Concentration

These courses emphasize the content and form of communications to provide in-depth comprehension and understanding of the significance of communication.

Students will be able to assess communication as the process of human symbolic interaction. Students will develop skills in the areas such as reasoning and advocacy, organization, analysis and critical evaluation, accuracy, reading and listening effectively to facilitate the decision-making process. The Communication and Literature Concentration allows students to take courses that will prepare them for possible careers within the fields of

English (including Creative Writing and Journalism), Communications and more.

Coursework selected must be completed in at least two different disciplines.

English 101, 102, 127, 208	Journal 100, 101
Math 227	Philos 5, 6
Speech 101, 121, 151	

Any Foreign Language at level II or higher (max 5 units in same language) listed on the IGETC or CSU-GE advising form.

### Natural Sciences Concentration

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. The Natural Sciences Concentration allows students to take courses that may prepare them for possible careers within the fields of Science, including the Allied Health fields, Nursing Preparation, Health Science and related fields, Physical Education and related fields, and more.

Anatomy 1	Micro 20
Anthro 101	Oceano 1
Astron 1, 5	PhysSc 1, 14
Biology 3, 6, 7, 40	Env Sci 2
Chem 51, 52, 65, 101, 102	Physics 6, 7
Fam&CS 21	Physiol 1
Geog 1, 7, 14, 15	Psych 2
Geol 1	

### Social & Behavioral Sciences Concentration

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society to stimulate critical thinking and evaluate how societies and social subgroups operate. The Social and Behavioral Sciences Concentration allows students to take courses that may prepare them for possible careers within the fields of Chicano Studies, Psychology, Sociology, History, Political Science, and more.

# Disciplines • Educational Programs • Course Descriptions

Coursework selected must be completed in at least two different disciplines.

AfroAm 2, 4	Econ 1, 2, 10
Anthro 101, 102, 121	Fam&CS 31, 91
Anthro 104 or Ling 1	Geog 1, 2, 7, 14
Biology 3	History 1, 2, 11, 12, 13, 52, 86
Bus 5 or Law 1	PolSci 1
ChDev 1	Psych 1, 2, 13
Chicano 2, 7, 8	Soc 1, 2, 11, 28
	Spanish 10

## Geography PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair

### 1 PHYSICAL GEOGRAPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course covers the changing processes within the Earth's Major Geosystems: the Atmosphere, Hydrosphere, Lithosphere and Biosphere. Units of study include, weather, climate, landforms, plate tectonics, gradation processes of mass wasting, soil formation, vegetation communities and the human impact on the environment.

### 2 CULTURAL ELEMENTS OF GEOGRAPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course covers the study of human culture systems represented on Earth. Emphasis is placed on development of culture realms, languages, economies, social and political systems and religions. Included will be human activity that leaves its culture imprint on the landscape.

### 7 WORLD REGIONAL GEOGRAPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course offers a geographical survey of the world's major realms, regions, and countries. Emphasis is focused on those features important to understanding current global concerns, problems, and conflicts.

### 14 GEOGRAPHY OF CALIFORNIA (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course of study elaborates on California's physical geography regions and natural resources in relation to patterns of population and economic activities, transportation routes and trade. Emphasis is placed on the state's history, demographics, ethnicity, land use and economy.

### 15 PHYSICAL GEOGRAPHY LABORATORY (UC:CSU) 2 UNITS

Prerequisite or Corequisite: Geog 1

Lecture 1 hour, lab 2 hours

This earth environment laboratory emphasizes the scientific method by completing exercises and graphs, solve equations, determine measurements, construct diagrams, and make field observations about Earth-Sun relations, weather systems, climate regions, soil classification, rock types and agents of landform modification.

## Geology PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair

### 1 PHYSICAL GEOLOGY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

The course offers a study of the physical elements of the earth, with emphasis on the nature, distribution, and relationships of land forms, climate, soils, vegetation, and their integrated patterns of world distribution.



# Health

HEALTH / PHYSICAL EDUCATION / ATHLETICS

FACULTY: Leslie Milke, Chair | Cindy Cooper  
John Klitsner

## 8 WOMEN'S PERSONAL HEALTH (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Presents health issues unique to women. Topics considered include physiological and psychological aspects of nutrition, exercise, hygiene, sexuality and reproduction, and diseases common to women. Open to men and women.

## 11 PRINCIPLES OF HEALTHFUL LIVING (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Offers health concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the individual's well being in personal, community, vocational and leadership roles.

## 185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Health on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

## 285 DIRECTED STUDY (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Health on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

## 385 DIRECTED STUDY (CSU) 3 UNITS

Conference: 1 hour per unit  
Provides opportunity for in-depth study of a chosen area of Health on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

# Health Science

LIFE SCIENCES

(This is an Associate in Science Program and not a discipline.)

FACULTY: J. Michael Reynolds, Chair  
Dr. Steven Brown | Dr. Angela Echeverri  
Dr. Mohamed Elkerdany | Said Pazirandeh

## EDUCATIONAL PROGRAM

This curriculum provides an orientation to the health sciences while including the general background required for the allied health fields and family environmental sciences.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Science Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

## ASSOCIATE IN SCIENCE

### Health Science

#### REQUIRED COURSES

		UNITS
Biology 3	Introduction to Biology	3
Anatomy 1	Introduction to Human Anatomy	4
Physiol 1	Introduction to Human Physiology	4
Chem 51 or Chem 65	Fundamentals of Chemistry I Introductory General Chemistry	4-5
Psych1 or Soc1	General Psychology I Introduction to Sociology	3
Math 227	Statistics or higher	4

Choose:

One Additional Required course	4-5
One Additional Elective course	3-4

Total 29-32

Required Course (choose one):

Chem 52	Fundamentals of College Chemistry II	4
Micro 1 or Micro 20	Introduction to Microbiology General Microbiology	4-5
Physics 6	General Physics I	4

Elective Courses (choose one):

Psych 1 or Soc 1	General Psychology I Introduction to Sociology	3
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Fam&CS 21	Nutrition	3
Fam&CS 24	Food Preparation	3
Physics 7	General Physics II	4

# History

SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair | D'Art Phares

## AMERICAN HISTORY INSTITUTIONS TRANSFER REQUIREMENT

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

U.S.-1 History – History 11, 12, 13, 52,  
AfroAm 4, Chicano 8, Econ 10

U.S.-2 Constitution – PolSci 1

U.S.-3 State and local government – PolSci 1

## 1 INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A survey course emphasizing the main political, social, and economic currents that shaped the development of Western Civilization from Paleolithic times through the 17th century.

## 2 INTRODUCTION TO WESTERN CIVILIZATION II (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A continuation of History 1 from the 17th Century to the present emphasizing those events and developments most significant in shaping our world today.

## 11 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A general survey of the political and social developments that shaped the history of the United States from pre-Columbian times to Reconstruction.

# Disciplines • Educational Programs • Course Descriptions

## 12 POLITICAL & SOCIAL HISTORY (UC:CSU) 3 UNITS OF THE UNITED STATES II

Prerequisite: None | Lecture 3 hours

Covers the second half of the standard survey of United States history, providing an analytical study of the 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.

## 13 UNITED STATES IN THE 20TH CENTURY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A historical survey of the major political, economic, intellectual and cultural movements and events of the American 20th century. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

## 20 HISTORY OF CALIFORNIA & THE PACIFIC COAST (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

History of California and the Pacific Coast from 1542 to the present with emphasis on Native, Spanish, and American cultures; political, economic and social developments; and California's constitution, history and role in the American system.

## 52 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course will explore the political, social, cultural, economic and intellectual history of women in the development of the United States from the early colonial era to the present.

## 86 INTRODUCTION TO WORLD CIVILIZATION I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A historical survey of the major political, economic, intellectual and cultural movements and events of Early World Civilizations from Early World History from the Paleolithic Era, through the 16th Century.

## 185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of History on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

## 285 DIRECTED STUDY (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of History on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

## 385 DIRECTED STUDY (CSU) 3 UNITS

Conference: 1 hour per unit.

Provides opportunity for in-depth study of a chosen area of History on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

## Humanities ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair

### EDUCATIONAL PROGRAM

The student in Humanities will have the opportunity to investigate the cultural, philosophical, sociological and historical trends which affect modern man. Studies of several cultures will be possible.

*NOTE: A minimum of 60 units must be completed for the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information for graduation requirements and transfer information.*

### ASSOCIATE IN ARTS - Humanities

REQUIRED COURSES	UNITS
Select four (4) courses:	12
Human 1 Cultural Patterns of Western Civilization	
Human 2 Studies in Selected Cultures	
Human 3 The Arts of Contemporary Society	
Human 30 The Beginning of Civilization	
Human 31 People in Contemporary Society	
Human 54 Studies in American Culture	
Select two (2) courses:	6
Art 101 Survey of Art History I	
Art 102 Survey of Art History II	
Music 111 Music Appreciation I	
Philos 1 Introduction in Philosophy	
Philos 33 Comparative Survey of World Religions	
	Total 18

**1 CULTURAL PATTERNS OF WESTERN CIVILIZATION** (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hours

An introduction to the general concepts of the Humanities. Mythology, music, history, philosophy, painting, drama, sculpture, architecture, and religion are studied and compared in relation to their background, medium, organization and style.

**2 STUDIES IN SELECTED CULTURES** (UC:CSU) 3 UNITS RPT 1

Prerequisite: English 28 or ESL 8 | Lecture 3 hours

The art, music, and literature of the cultures of the East, Middle East, Africa, and Ancient Americas are studied as they interrelate to reveal non-western views of philosophy, science, religion and the self.

**3 THE ARTS OF CONTEMPORARY SOCIETY** (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hours

A study of the literature, philosophy, music, art and architecture of the late nineteenth and twentieth centuries in terms of the ideas and basic needs which stimulated the artists, and the contribution of their work toward the development of contemporary society.

**30 THE BEGINNINGS OF CIVILIZATION** (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hours

A survey of cultural heritages from prehistoric times to the early civilizations of India, China, the Middle East, and Egypt; includes Classical Greek and Roman periods. Emphasis is placed on the arts, literature, religion, and cultural traditions of these civilizations.

**31 PEOPLE IN CONTEMPORARY SOCIETY** (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hours

Cultural history of the arts, philosophies, science and politics of Western civilization from the Industrial Revolution to present. Evolutionary development, interrelationships and influences on modern culture are emphasized.

**54 STUDIES IN AMERICAN CULTURE** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course will assist in the investigation of the relationship between the individual and various cultural influences in contemporary American life through examples in art, music, and literature.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## Interdisciplinary Studies

See General Studies.

# Interior Design

PROFESSIONAL STUDIES

FACULTY: Louis Zandalasini, Chair

### EDUCATIONAL PROGRAM

The Interior Design Associate in Arts Degree and Certificate Program will help students qualify for state mandated certification. To fulfill LAMC Interior Design Certificate only, disregard units for A.A Degree requirements. All classes listed by number are required for LAMC Interior Design Certificate.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

## ASSOCIATE IN ARTS

### Interior Design

#### FIRST SEMESTER

		UNITS
IntrDgn 102	Introduction to Interior Design	3
	or Fam&CS 15	
IntrDgn 103	Interior Design Project Laboratory	1
	or Fam&CS 132	
IntrDgn 104	Historical & Contemporary Interior Design	3
	or Fam&CS 16	
IntrDgn 106	Drafting for Interior Designers	4
IntrDgn 114	Materials & Components	2
	<b>Total</b>	<b>13</b>

#### SECOND SEMESTER

IntrDgn 103	Interior Design Project Laboratory	1
	or Fam&CS 132	
IntrDgn 105	Textiles	3
	or Fam&CS 17	
IntrDgn 107	Color for Interiors	3
IntrDgn 108A*	Space Planning A (Residential)	2
IntrDgn 115	Window Treatments	1
	<b>Total</b>	<b>10</b>

#### THIRD SEMESTER

IntrDgn 108B*	Space Planning B (Commercial)	2
IntrDgn 109A**	Kitchen Design	2
IntrDgn 110	Lighting	3
	<b>Total</b>	<b>7</b>

# Disciplines • Educational Programs • Course Descriptions

## FOURTH SEMESTER

IntrDgn 109B** Bath Design	2
IntrDgn 111 Interior Design Portfolio or Fam&CS 33	3
IntrDgn 113 Internship	2
<b>Total 7</b>	

\* *IntrDgn 108A together with IntrDgn 108B (4 units) equals Fam&CS 18 (3 units)*  
 \*\* *IntrDgn 109A together with IntrDgn 109B (4 units) equals Fam&CS 5 (3 units)*  
 Suggested Course  
 Drafting16 Blueprint Reading I 2

## Interior Design Certificate Only

At the completion of the program, a Certificate will be awarded to the student. This Certificate is designed primarily for those students who have a limited time to pursue their career goals and wish to specialize in a particular aspect of interior design. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career. Most courses taken in the program apply toward a curriculum leading to an Associate Degree in Interior Design.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IntrDgn 101 Professional Career Opportunities or Fam&CS 1	2
IntrDgn 102 Introduction to Interior Design or Fam&CS 15	3
IntrDgn 104 Historical & Contemporary Interior Design or Fam&CS 16	3
IntrDgn 105 Textiles or Fam&CS 17	3
IntrDgn 106 Drafting for Interior Designers	4
IntrDgn 108 A&B Space Planning or Fam&CS 18	2-3
IntrDgn 109 A&B Kitchen & Bath Design or Fam&CS 5	2-3
IntrDgn 110 Lighting	3
IntrDgn 111 Interior Design Portfolio or Fam&CS 133	3

UNITS	IntrDgn 112 Interiors Management	4
	IntrDgn 113 Internship	2
	or FSMgmt 108	
<b>Total 31-33</b>		
	Suggested Electives	
	IntrDgn 103 Interior Design Project Laboratory or Fam&CS 132	1
	IntrDgn 107 Color for Interiors	3
	IntrDgn 114 Materials & Components*	2
	IntrDgn 115 Window Treatments	1
	* <i>Required for degree</i>	

## Skill Certificate Only

The student will be given a Skill Certificate following the completion of the following program. Skill Certificates are for students who have limited time, and wish to limit their commitment, but desire an increased level of specialization. Most courses taken in the program apply toward curriculum leading to a Certificate of Completion or the Associate Degree.

## Introduction to Interior Design

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IntrDgn 101 Professional Career Opportunities or Fam&CS 1	2
IntrDgn 102 Introduction to Interior Design or Fam&CS 15	3
IntrDgn 104 Historical & Contemporary Interior Design or Fam&CS 16	3
<b>Total 8</b>	

## Introduction to Space Planning

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IntrDgn 106 Drafting for Interior Designers	4
IntrDgn 108A* Space Planning A (Residential)	2
IntrDgn 108B* Space Planning B (Commercial)	2
IntrDgn 109A** Kitchen Design	2
IntrDgn 109B** Bath Design	2
<b>Total 12</b>	

\* *IntrDgn 108A together with IntrDgn 108B (4 units) equals Fam&CS 18 (3 units)*  
 \*\* *IntrDgn 109A together with IntrDgn 109B (4 units) equals Fam&CS 5 (3 units)*

## Technology & Interior Design

<b>REQUIRED COURSES</b>	<b>UNITS</b>
IntrDgn 110 Lighting	3
IntrDgn 114 Materials & Components	2
IntrDgn 115 Window Treatments	1
GenEng 211 CADD for Engineers I	3
<b>Total 9</b>	

## 101 PROFESSIONAL CAREER OPPORTUNITIES (CSU) 2 UNITS

Prerequisite: None | Lecture 2 hours  
 Comparable to Fam&CS 1  
 (Credit for one course only)

Presents an overview of career opportunities in the area of interior design. Career development planning is covered in addition to job interview techniques and resume writing. Course includes speakers from the profession and field trips.

## 102 INTRODUCTION TO INTERIOR DESIGN (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
 Comparable to Fam&CS 15  
 (Credit for one course only)

Introduction to interior design including color selection, textiles, space planning, furniture selection, wall coverings, window treatments and accessorizing. Introduces basic drafting skills. Career Options overview. Includes field trips.

## 103 INTERIOR DESIGN PROJECT LABORATORY (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 3 hours  
 Comparable to Fam&CS 132  
 (Credit for one course only)

Students will use this lab time to work on current interior design class projects in which they are enrolled with instructor supervision.

**104 HISTORICAL & CONTEMPORARY INTERIOR DESIGN** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
Comparable to Fam&CS 16  
(Credit for one course only)

Student will learn about the major forces in society and decorative arts that led to the development of styles from prehistoric time to the present. Field trips.

**105 TEXTILES** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
Comparable to Fam&CS 17  
(Credit for one course only)

The analysis of man-made and natural fibers, construction, weaves, dyes and finishes, relating to the selection, use and care of fabrics for residential and commercial interior design. Testing, evaluation and identification are covered. Field trips required.

**106 DRAFTING FOR INTERIOR DESIGNERS** (CSU) 4 UNITS

Prerequisite: None | Lecture 2 hours, lab 4 hours  
Develops skills in documenting interior concepts through models, designs, plans and symbols. Develops awareness of current concepts and conventions in interior design through practice, discussion and direct observation. Course covers quick sketching, lettering, dimensioning, finished drawings and models.

**107 COLOR FOR INTERIORS** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
This course covers the developments and use of color as it relates to interior design. The psychology of color, textures and light effects, the historic value of color, color trends past and present, and color in residential and commercial interior design.

**108 SPACE PLANNING A + B** (CSU) 4 UNITS

Prerequisite: None | Lecture 2 hours, lab 4 hours  
Comparable to Fam&CS 18  
(Credit for one course only)

Space planning for interior design with an emphasis on complete environmental planning including client requirements, ADA compliance, architectural considerations, interior and exterior relationships to residential and commercial design. This course includes presentation methods and field trips.

**109 KITCHEN & BATH DESIGN A + B** (CSU) 4 UNITS

Advisory: IntrDgn 102 or Fam&CS 15 or IntrDgn115 | Lecture 2 hours, lab 4 hours  
Comparable to Fam&CS 5  
(Credit for one course only)

Kitchen design covers the cooking process, in relation to counters, cabinets, sinks, lighting, acoustics, flooring, safety, appliances and ergonomics. Bath design includes social, psychological and physical aspect of body care for residential, contract, public facilities and compliance with Americans with Disabilities Act.

**110 LIGHTING** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
This course includes lighting basics, sources of light, lighting hardware, lighting applications and lighting as an art. Lighting specifications are covered. Applications including residential and commercial lighting are covered. Field trips required.

**111 INTERIOR DESIGN PORTFOLIO** (CSU) 3 UNITS

Advisory: IntrDgn102, or 106, or 108A, or 108B  
Lecture 2 hours, lab 3 hours  
Comparable to Fam&CS 133  
(Credit for one course only)

This course presents the professional tools needed to develop a professional portfolio of your interior design work as it progresses. Projects will be created and fine-tuned to include in a portfolio to secure a job in the profession.

**112 INTERIORS MANAGEMENT** (CSU) 4 UNITS

Prerequisite: None | Lecture 2 hours, lab 4 hours  
This course covers business procedures, contracts and business forms, time allocation and financial planning, bookkeeping and accounting procedures, complaints and adjustments, designer-client relations, compensations and fees, public relations and publicity.

**113 INTERNSHIP** (CSU) 2 UNITS RPT 2

Prerequisite: None | Lecture 1 hour, lab 3 hours  
This class provides supervised fieldwork experience with professionals. This class offers numerous opportunities and hands on training in the field in a non paid position. 108 hours of Field work required. Beginning to advanced positions available.

**114 MATERIALS & COMPONENTS** (CSU) 2 UNITS

Prerequisite: None | Lecture 2 hours  
This course covers specifications of paints, finishes, flooring materials, both hard and soft, walls, ceilings, moldings, doors, windows and window treatments. Residential and Commercial applications will be covered. Field tips are required.

**115 WINDOW TREATMENTS** (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hour  
This course covers window history, hard and soft window treatments and installations, specialty installations, residential and commercial specifications, sources for design concepts, calculating fabric requirements, measuring techniques used by installers, workrooms, and interior designers and job costing.

**116 INTRODUCTION TO DECORATIVE INTERIOR FINISHES** 1 UNIT

Prerequisite: None | Lab 3 Hours  
Students will learn beginning techniques used by interior designers and faux finish artists. Techniques in sponging, ragging, marbleizing and dragging will be presented. Students will learn to mix paint colors and apply finishes to surfaces.

# Disciplines • Educational Programs • Course Descriptions

## **I**talian

### FOREIGN LANGUAGES

FACULTY: Yolanda Ramil, Chair | Dr. David Pardess

**1 ELEMENTARY ITALIAN I** (UC:CSU) 5 UNITS  
Prerequisite: None | Lecture 5 hours

First course in understanding, speaking, reading and writing Italian. Introduction to Italian culture and civilization. Intended primarily for students with little or no knowledge of Italian.

**2 ELEMENTARY ITALIAN II** (UC:CSU) 5 UNITS  
Prerequisite: Italian 1 or equivalent | Lecture 5 hours  
Continuation of Italian 1.

**3 INTERMEDIATE ITALIAN I** (UC:CSU) 5 UNITS  
Prerequisite: Italian 2 or equivalent | Lecture 5 hours  
Course covers review and development of grammatical concepts learned in previous Italian courses as well as amplification of vocabulary and practice in composition. Also included is introduction to literature and further study of culture and civilization through short stories.

**4 INTERMEDIATE ITALIAN II** (UC:CSU) 5 UNITS  
Prerequisite: Italian 3 or equivalent | Lecture 5 hours  
Expands the structural concepts studied in Italian 1, 2, 3. Develops additional vocabulary and related skills for comprehension and expression. Provides a wider range of reading. Encourages discussion and analysis of the material. Continues the study of Italian life, culture and civilization.

**8 CONVERSATIONAL ITALIAN** (CSU) 2 UNITS  
Prerequisite: None

Provides students the opportunity to utilize Italian and increase communication skills through readings and conversational practice in real life situations, such as introductions, asking information, giving directions, and renting an apartment.

## **J**ournalism

### ENGLISH / JOURNALISM / SPEECH

FACULTY: Dr. Louise Barbato, Chair

**100 SOCIAL VALUES IN MASS COMMUNICATION** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This general interest survey and evaluation of the mass media economic, historical, political, psychological, and social terms focuses on helping the media consumer better understand today's mass communications. Content includes relationships, ethics, rights, and responsibilities of media in society.

**101 COLLECTING & WRITING NEWS** (CSU) 3 UNITS

Prerequisite: English 21 or ESL 6A | Lecture 3 hours

Stresses instruction and practice in news gathering and news writing. As related to the campus newspaper. Includes a study of newspaper, radio and television news. Adherence to professional writing style plus legal and ethical aspects of the profession are included.



## **L**aw

### BUSINESS / LAW

FACULTY: Pat Flood, Chair | David Jordan

### EDUCATIONAL PROGRAMS

The legal profession has expressed a need for personnel to combine some of the duties of the legal secretary with those of the attorney. These personnel are highly trained in various facets of the law, and function under the supervision of the lawyer.

This new profession is the Legal Assistant, or Paralegal, who performs duties which include legal research, client interviewing, preparation of briefs and other documents, conducting investigations, drafting wills and deeds, and researching tax matters. Legal Assistants, or Paralegals, also specialize in specific areas, such as probate, torts, family law, personal injury, insurance claims, civil litigation, and real estate law. Previously these tasks were beyond the training of the legal secretary and therefore, had to be performed by the attorney. A recent survey showed that a law Office could save 50% of the cost of a simple incorporation by assigning the job to a legal assistant.

The student may choose an Associate in Arts Degree in Legal Assisting/Paralegal or a Certificate of Completion. Students interested in earning an Associate Degree must also complete General Education Requirements and total a minimum of 60 units.

Since Paralegals may find work in other career fields, electives for the A.A. Degree should be considered in accounting, business, finance, and/or real estate, although none of these disciplines is specifically required. Always consult your counselor for graduation requirements. The following classes are required for both career options.



NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.

## ASSOCIATE IN ARTS | CERTIFICATE OF COMPLETION Legal Assisting (Paralegal)

REQUIRED COURSES	UNITS
Law 1 or Bus 5* Business Law I	3
Law 2 or Bus 6* Business Law II	3
Law 10 Introduction to Legal Assistant I	3
Law 11 Introduction to Legal Assistant II	3
Law 12 Tort Law & Claims Investigation	3
Law 13 Wills, Trusts & Probate Administration	3
Law 16 Civil & Criminal Evidence	3
Law 17 Legal Writing	3
Law 18 Marriage & Family Law	3
Law 19 Property & Creditor Rights	3
Law 20 Basic Probate Procedure	3
Law 34 Legal Research Lab	3
	Total 36

\*Law majors are encouraged to complete courses within the Law Dept.

### Recommended Courses

CAOT 82	Microcomputer Software Survey	3
English 101	College Reading & Composition I	3

### 1 BUSINESS LAW I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Comparable to Bus 5 (Credit for one course only)

Study of the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments.

### 2 BUSINESS LAW II (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Comparable to Bus 6 (Credit for one course only)

Further study of the fundamental principles of law as they apply in the business world. Examines bailment, the rights and liabilities of agent, principle and liabilities of agent, principle and third parties, partnerships, corporations, stockholders, negotiable instruments and securities.

### 10 INTRODUCTION TO LEGAL ASSISTANT I (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Law 10 is an introductory course, which formalizes the career of the legal assistant. It is an introduction to law, social forces and the law, a comparison of the role of the lawyer and the legal assistant, and an introduction to legal terminology and bibliography, preparing a litigation project.

### 11 INTRODUCTION TO LEGAL ASSISTANT II (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course is a detailed examination of civil and criminal cases, including civil litigation from the filing of a suit to the conclusion of a trial.

### 12 TORT LAW & CLAIMS INVESTIGATION (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course explores the fundamental principles of the law of torts, including insurance law, and an examination of the techniques of investigation involved in the handling of tort and insurance claims.

### 13 WILLS, TRUSTS & PROBATE ADMINISTRATION (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Study of the law of wills and trusts, including simple wills, codicils, trust forms, living trusts, pour over wills, advance directives, powers of attorney, guardianship, conservatorship, caretakers, basic estate planning, life estates, disposition of property outside probate, tax issues, and life insurance trusts.

### 16 CIVIL & CRIMINAL EVIDENCE (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Study of the rules of civil and criminal evidence and the admissibility of such evidence in court including relevancy, hearsay, hearsay exceptions, character evidence, habit and custom, witness & competency, impeachment, authentication and identification of documents, constitutional restraints, and common law privileges. Students analyze

evidentiary objections to trial transcripts, and other legal documents.

### 17 LEGAL WRITING (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course explores legal drafting and writing, including legal memoranda, motions, pleadings, demand letters, a research brief, and special projects.

### 18 MARRIAGE & FAMILY LAW (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Study of marriage and family law with emphasis on dissolution of marriage, California community property laws, jurisdiction, forms completion, calendaring, discovery, support and custody issues, restraining orders, and domestic disputes.

### 19 PROPERTY & CREDITOR RIGHTS 3 UNITS

Prerequisite: None | Lecture 3 hours

Study of property and creditor rights including real and personal property, joint tenancy, leases, deeds, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms, landlord-tenant, secured transactions, collateral, purchase money security interests, liens, attachments, garnishments, and other creditor's remedies.

### 20 BASIC PROBATE PROCEDURES (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course explores the fundamental principles and methods of fact gathering, Office procedures, and required court work involved in the handling of probates of both testate and intestate decedents, as well as the administration of estates in California Probate Courts.

### 34 LEGAL RESEARCH LABORATORY 3 UNITS

Prerequisite: None | Lecture 3 hours

This course explores legal research. The student learns how to do legal research using primary and secondary legal resources and how to do federal and state law reporting.

# Disciplines • Educational Programs • Course Descriptions

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## **L**earning Skills

ESL / DEV COM / LEARNING SKILLS

FACULTY: Gary Prostack, Chair

**1 READING A/B/C** (NDA) 3 UNITS RPT 3

Prerequisite: None | Lab 6 hours

*NOTE: Class is graded pass/no-pass*

Based on assessment, the student receives group and individualized instruction aimed at success in college/vocational coursework. Some examples include word attack, main ideas, inference, supporting sentences, intent, attitude, bias, tone and mood, and a writing sample critique.

**2 ENGLISH FUNDAMENTALS A/B/C** (NDA) 3 UNIT RPT 3

Prerequisite: None | Lab 6 hours

*NOTE: Class is graded pass/no-pass*

Based on diagnostic assessment, the student will receive group and individualized English instruction with emphasis on grammar, punctuation, and sentence structure. Paragraph structure will be introduced.

**3 VOCABULARY DEVELOPMENT A/B/C** (NDA) 5 UNITS RPT 3

Prerequisite: None | Lecture 5 hours

*NOTE: Class is graded pass/no-pass*

This is a lecture course focused on continued vocabulary growth and development, as well as providing helpful strategies for understanding complex vocabulary words in order to better function in an academic environment.

**4 THE MECHANICS OF SPELLING** (NDA) 1 UNIT RPT 3

Prerequisite: None | Lab 2 hours

*NOTE: Class is graded pass/no-pass*

Based on diagnostic assessment, the student will receive group and individualized spelling instruction designed to improve spelling skills to the level at which the student will be able to succeed in college/vocational coursework.

**10 MATHEMATICS FUNDAMENTALS A/B/C** (NDA) 3 UNITS RPT 3

Prerequisite: None | Lab 6 hours

*NOTE: Class is graded pass/no-pass*

Based on diagnostic assessment, the student receives group and individualized instruction in math fundamentals so that he/she can succeed in college vocational courses requiring computation skills. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions.

**20 EFFECTIVE NOTE TAKING** (NDA) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

*NOTE: Class is graded pass/no-pass*

This course will survey a variety of study techniques designed to maximize the student's learning potential. The topics will include memory enhancement, note taking, testing strategies, study reading, and library research.

**40 INTRODUCTION TO LEARNING DISABILITIES** (NDA) 1 UNIT RPT 3

Prerequisite: None | Lecture 2 hours

*NOTE: Class is graded pass/no-pass*

Based on diagnostic assessment, the student receives group and individualized instruction in math fundamentals so that he/she can succeed in college vocational courses requiring computation skills. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions.

**73 GRAMMAR & WRITING LAB** (NDA) 1 UNIT

Prerequisite: None | Lab 3 hours

*NOTE: Class is graded pass/no-pass*

This course provides students with an introduction to verb usage and grammar while completing short personal and impersonal writings. Students will have access to online writing labs and will be required to submit written assignments for peer and instructor review.

**185 DIRECTED STUDY** 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Learning Skills on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** 2 UNITS

Conference: 1 hour per unit.

Provides opportunity for in-depth study of a chosen area of Learning Skills on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

# Liberal Arts

LIBERAL ARTS

The Liberal Arts AA degree is intended for students who are planning to transfer to a 4-year university, including a California State University (CSU) or University of California (UC). Students are required to complete the general education requirements listed on the IGETC or CSU GE Breadth advising forms, along with a minimum of 18 units in one area of concentration. Each concentration is listed below. Students interested in achieving a Liberal Arts AA degree must complete the following:

1. Completion of a Certificate of Achievement – CSU GE Breadth or IGETC general education requirements.
2. Complete a minimum of 18 units in one area of concentration. Each area list courses needed to meet major requirements for transfer.\*
3. Complete one Health and one Physical Education Course.
4. Complete one course in American History and Institutions (see CSU GE requirement areas D)
5. Complete a minimum of 60 total transferable units (electives may be necessary to total the 60 required units).

Upon completion of the IGETC or CSU GE Breadth Certificate of Achievement, 18 units in a concentration, a Health and a PE course, AND a total of 60 transferable units, students may petition for an AA degree in Liberal Arts.

*\*Please consult with a counselor and the Transfer Center for specific information regarding your intended major at the colleges/universities of choice to facilitate a seamless transition.*

## ASSOCIATE IN ARTS - Liberal Arts Arts & Humanities Concentration

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of humanity. Students will learn to value aesthetic understanding and incorporate these concepts when constructing value judgments through evaluating and interpreting the ways in which people in different cultures have responded to themselves and the world around them in artistic and cultural creation throughout the ages. The Arts and Humanities Concentration allows students to take courses that will prepare them for possible majors within the fields of Art, Foreign Languages, Humanities, Film, Music, Philosophy, Religious Studies, and more.

Anthro 104 or Ling 1	Human 1
Art 101, 102, 201	Multimd 100, 620
Chicano 37	Music 111
Cinema 3	Philos 1, 33
English 102	
Any foreign language courses (max 5 units in same language) listed on IGETC or CSU GE advising form.	

## Business Concentration

These courses promote ethical, moral, creative, critical, and practical, solution-based thinking. The Business Concentration allows students to take courses that will satisfy lower-division coursework requirements for areas within the field of Business, including Business Administration, Accounting, Finance, Marketing, Management, and more.

Acctg 1, 2, 21+22	CoSci 401, 430
Bus 32 or CAOT 32	Econ 1, 2
Bus 5 or Law 1	English 102
CAOT 82	Math 227, 238, 260

## Communication & Literature

These courses emphasize the content and form of communications to provide in-depth comprehension and understanding of the significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will develop skills in the areas such as reasoning and advocacy, organization, analysis and critical evaluation, accuracy, reading and listening effectively to facilitate the decision-making process. The Communication and Literature Concentration allows students to take courses that will prepare them for possible majors within the fields of English, Creative Writing, Journalism, Communications and more. Coursework selected must be completed in at least two different disciplines.

English 101, 102, 127, 208	Phil 5, 6
Journal 100, 101	Speech 101, 121
Math 227	
Any Foreign Language at level II or higher (max 5 units in same language) listed on the IGETC or CSU-GE advising form.	

## Natural Sciences Concentration

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. The Natural Sciences Concentration allows students to take courses that will satisfy lower division coursework requirements for areas within the fields of Science, including the Allied Health fields, Nursing Preparation, Health Science and related fields, Kinesiology and related fields, Pre-Med and more.

Anatomy 1	Physics 6, 7
Biology 3	Physiol 1
Chem 51, 52, 65	Psych 1, 41
Fam&CS 21	Soc 1
Micro 20	

# Disciplines • Educational Programs • Course Descriptions

## Social & Behavioral Sciences Concentration

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society to stimulate critical thinking and evaluate how societies and social subgroups operate.

The Social and Behavioral Sciences Concentration allows students to take courses that may prepare them for possible majors within the fields of Anthropology, Chicano Studies, Geography, History, Political Science, Psychology, Sociology, Urban Planning and more.

Coursework selected must be completed in at least two different disciplines.

AdmJus 1	Econ 1, 2, 10
AfroAm 2, 4	Geog 1, 2, 7
Anthro 101, 102, 121	History 1, 2, 11, 12, 13, 52, 86
Biology 3	Math 227
ChDev 1	PolSci 1
Chicano 2, 7, 8	Psych 1, 2, 13
	Soc 1, 2, 4, 11

Completion of the various emphases or options in the PACE Program (Project Adult College Education) may result in the student awarded an Associate in Arts in Liberal Arts.

## Liberal Studies

### LIBERAL STUDIES

The Liberal Studies Concentration is designed for students interested in entering the Teaching Profession (Elementary and Special Education). Courses taken within this concentration will satisfy lower-division coursework requirements for Liberal Studies Majors at California State University Northridge as well as at other universities. The required courses for the Liberal Studies – Multiple Subject Teacher Prep Concentration will help prepare students for transfer, but WILL NOT meet all the Liberal Studies requirements for transfer. Please consult with a counselor and the Transfer Center for specific information regarding your intended major at the specific colleges/universities of choice.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

## ASSOCIATE IN ARTS

### Multiple Subject Teacher Prep

REQUIRED COURSES	UNITS
Biology 3	4
English 101	3
PolSci 1	3
Speech 101	3
ChDev 1	3
Math 215 or Math 227	3-4
Introduction to Biology	4
College Reading & Composition I	3
The Government of the U.S.	3
Oral Communication 1	3
Child Growth & Development	3
Principles of Math 1	3-4
Statistics	3-4

Total 19-20

and Plan A Graduation Requirements

### Recommended Courses

History 86	Introduction to World Civilization 1	3
PhysSc 1, 14	Physical Science & Lab	3-4

## Library Science

### LIBRARY

FACULTY: Sandy Thomsen, Chair | Donna Ayers  
Ed Casson | David Garza

### 101 LIBRARY RESEARCH METHODS (UC:CSU) 1 UNIT

Prerequisite: None | Lecture 1 hour

Students learn to use research tools found in most libraries to gather, organize, and evaluate information from various sources, including computer databases, catalogs, indexes, books, periodicals, microfilm, and the Internet.

### 102 INTERNET RESEARCH METHODS (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hour

This course will focus on finding and evaluating information and resources on the Internet. Principles of information access, search tools, search strategies, evaluation criteria, intellectual property, censorship and on-line publishing will be discussed.

## Linguistics

### FOREIGN LANGUAGES

FACULTY: Yolanda Ramil, Chair | Dr. David Pardess

### 1 INTRODUCTION TO LANGUAGE & LINGUISTICS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Comparable to Anthro 104

(Credit for one course only)

Examines basic linguistic concepts in cultural context. Language diversity, origins, acquisition and use are explored, with an emphasis on communication and sociocultural factors.

# Management

BUSINESS / LAW

FACULTY: Pat Flood, Chair | Vilma Bernal

## EDUCATIONAL PROGRAMS

The courses in this area of business prepare the student with the principles, basic concepts and applications underlying the management of business organizations. More specifically, the general management curriculum is for those students who want to analyze management problems and then solve them by applying relevant management theory; and to not only aspire to the middle management positions but also advance to a more responsible position of leadership in any organization.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

## ASSOCIATE IN ARTS - Management

### FIRST SEMESTER

	UNITS
Bus 1 Introduction to Business	3
Bus 31 or CAOT 31 Business English	3
CAOT 82 Microcomputer Software Survey in the Office	3
Graduation Requirements and Electives	6
<b>Total</b>	<b>15</b>

### SECOND SEMESTER

Acctg 1 Introductory Accounting I or Acctg 21+Acctg 22	5-6
Bus 32 or CAOT 32 Business Communications	3
Mgmt 2 Organization & Management Theory	3
Mgmt 31 Human Relations for Employees	3
Graduation Requirements and Electives	3
<b>Total</b>	<b>17-18</b>

### THIRD SEMESTER

Bus 5 or Law 1 Business Law I	
Econ 1 Principles of Economics I	
Mgmt 13 Small Business Management	
Finance 8 Personal Finance & Investments	
Graduation Requirements and Electives	

### FOURTH SEMESTER

Market 21 Principles of Marketing	
Mgmt 33 Personnel Management	
Graduation Requirements and Electives	

#### Recommended Courses

Bus 5 Business Law I	
CAOT 1 Keyboarding I	
Finance 1 Principles of Finance	
Psych 1 General Psychology I	
Speech 101 Oral Communication I	

## Retail Management Certificate

### REQUIRED COURSES

Mgmt 2 Organization & Management Theory	3
Bus 31 or CAOT 31 Business English	3
Bus 38 Business Computations	3
Acctg 21 Bookkeeping & Accounting I	3
Market 21 Principles of Marketing	3
Speech 101 Oral Communication I	3
Mgmt 33 Personnel Management	3
or Fam&CS 109 Supervision & Management	
Mktg 31 Retail Merchandising	3
Mgmt 31 Human Relations for Employees	3
CoSci 401 Introduction to Computers & Their Uses	3
or CoSci 430 Microcomputer Applications I	
or CAOT 82 Microcomputer Software Survey in the Office	
<b>Total</b>	<b>30</b>

UNITS	<b>2</b>	<b>ORGANIZATION &amp; MANAGEMENT THEORY</b>	(CSU) 3 UNITS
3			
3		Prerequisite: None   Lecture 3 hours	
3		A beginning course in theory and practice of management and organization. It gives a realistic account of what managers actually do and what they face. It presents various theories of management and organization. The functions of management with special emphasis on foreign operations and future trends in management are analyzed.	
3			
3			
<b>Total</b>	<b>15</b>		

UNITS	<b>13</b>	<b>SMALL BUSINESS ENTREPRENEURSHIP</b>	(CSU) 3 UNITS
6			
<b>Total</b>	<b>12</b>		

		Prerequisite: None   Lecture 3 hours	
3		This course presents a systematic approach to startup and management of small business operations. It covers personal evaluation, pre-ownership preparation, management and leadership, financing, location, record keeping, employees, purchasing, advertising, sales and credit, and emphasizes adequate planning and preparation for success.	
3			
3			
3			
3			

UNITS	<b>31</b>	<b>HUMAN RELATIONS</b>	(CSU) 3 UNITS
3			
3		Prerequisite: None   Lecture 3 hours	

3		Demonstrates the practical application of basic psychology in planning, conducting and evaluating conferences and interviews. Special emphasis on dynamics of counseling, interviewing and conference leading. Attention is given to individual and group attitudes in the occupational situation as they affect motivation, status and morale.	
3			

UNITS	<b>33</b>	<b>PERSONNEL MANAGEMENT</b>	(CSU) 3 UNITS
3			
		Prerequisite: None   Lecture 3 hours	

		This course is designed for all those interested in people working within organizations. Human Resource Management helps managers to understand the environment of managing employees so that they are in a better position to utilize this valuable organizational resource.	
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# Disciplines • Educational Programs • Course Descriptions

## 185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Management on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

## 285 DIRECTED STUDY (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Management on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

## 385 DIRECTED STUDY (CSU) 3 UNITS

Conference: 1 hour per unit.

Provides opportunity for in-depth study of a chosen area of Management on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

## 921 COOPERATIVE ED (CSU) 2 UNITS RPT 3

## 931 COOPERATIVE ED (CSU) 3 UNITS RPT 3

## 941 COOPERATIVE ED (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## Marketing BUSINESS / LAW

FACULTY: Pat Flood, Chair | Vilma Bernal

### EDUCATIONAL PROGRAM

The courses in the Marketing curriculum are designed for those students who wish to enter the field of marketing. The program not only provides training for a beginning career as a manufacturer's, wholesale or retail salesperson, retail buyer, and advertising account manager, but also helps the student see marketing through the eyes of the marketing manager.

The curriculum listed below provides an in-depth understanding of how to interact with customers, competition, suppliers, distributors and government. It is also designed to encourage the student to add breadth to the program by completing all recommended courses.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### ASSOCIATE IN ARTS - Marketing

FIRST SEMESTER		UNITS
Business 1	Introduction to Business	3
Bus 31 or CAOT 31	Business English	3
CAOT 82	Microcomputer Software Survey in the Office	3
Market 21	Principles of Marketing	3
Graduation Requirements and Electives		3
Total		15

### SECOND SEMESTER

Acctg 1	Introductory Accounting I	5-6
or Acctg 21+Acctg 22		
Mgmt 2	Organization & Management Theory	3
Econ 1	Principles of Economics I	3
Graduation Requirements and Electives		6

Total 17-18

### THIRD SEMESTER

		UNITS
Bus 32 or CAOT 32	Business Communications	3
Finance 1	Principles of Finance	3
Mgmt 31	Human Relations for Employees	3
Graduation Requirements and Electives		6
Total		15

### FOURTH SEMESTER

Bus 5 or Law 1	Business Law I	3
Finance 8	Personal Finance & Investments	3
Mgmt 13	Small Business Management	3
Graduation Requirements and Electives		6
Total		15

### Recommended Courses

CAOT 1	Keyboarding I	3
or CAOT 84	Microcomputer Office Applications	3
Market 31	Retail Merchandising	3
Mgmt 33	Personnel Management	3
Psych 1	General Psychology I	3
Speech 101	Oral Communication I	3

## 21 PRINCIPLES OF MARKETING (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A course designed to provide the student with a lively and comprehensive introduction to concepts and principles of marketing from a marketing manager perspective. It outlines the problems and decisions that marketing managers encounter in selecting an attractive target market.

## 22 GREEN MARKETING (CSU) 3 UNITS

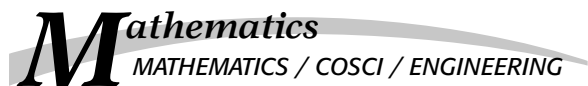
Advisory: English 28 | Lecture 3 hours

Analyzes emerging green marketing trends with an overview of key issues and challenges involved in sustainable marketing that relate to product development, product life cycle, marketing strategies, channels, communication and practices within the context of corporate social responsibility and environmental sustainability.

**31 RETAIL MERCHANDISING (CSU) 3 UNITS**

Prerequisite: None | Lecture 3 hours

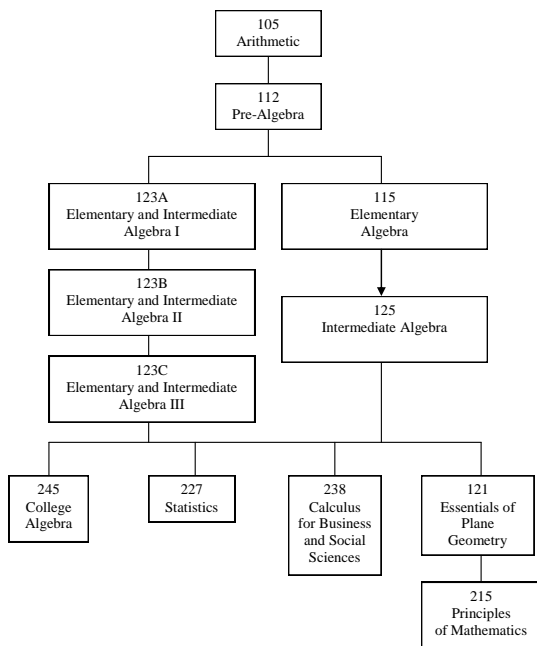
Course covers the retail operation including a study of store location, layout, organization, merchandise buying, pricing, stock planning and retail sales promotion. Personnel duties and responsibilities are also studied including the tasks of all personnel.



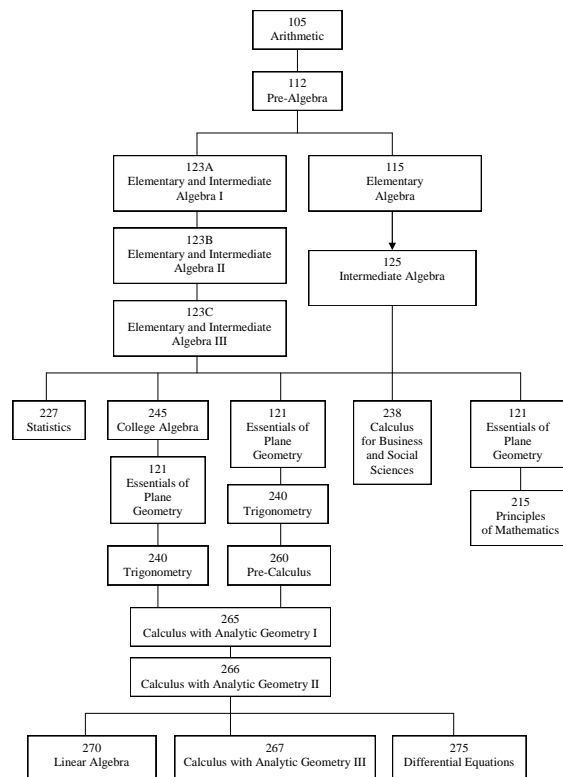
FACULTY: Dr. Robert Smazenka, Chair  
 Dr. Abdo Malki | Carole Akl  
 Tigran Mkrtchyan | Debby Wong  
 Yoon Yun

**MATHEMATICS COURSE SEQUENCES:**

**A. GE Transfer and AA/AS Degree Track**



**B. Advanced Mathematics Sequence Track**



*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

**EDUCATIONAL PROGRAM**

In order to complete a major in Mathematics, students must complete a minimum of 18 units from among the following courses. Among the 18 units must be 5 units from Mathematics 266 or 267 to meet the major requirements.

**ASSOCIATE IN ARTS - Mathematics**

Eligible Courses	Prerequisites	UNITS
Math 121	Essentials of Plane Geometry	3
Math 215	Principles of Mathematics	3
Math 227	Statistics	4
Math 238	Calculus for Business & Social Sciences	5
Math 240	Trigonometry	3
Math 245	College Algebra	3
Math 260	Pre-calculus	5
Math 265	Calculus with Analytic Geometry I	5
Math 266	Calculus with Analytic Geometry II	5
Math 267	Calculus with Analytic Geometry III	5
Math 270	Linear Algebra	3
Math 275	Ordinary Differential Equations	3
Math 285 or Math 385	Directed Study (see Note 1)	3

*NOTE 1: A maximum of 3 units from math 285 and 385 may be applied toward the degree. In order for these units to apply, a detailed plan of study must be presented and approved by the Mathematics Department. Only advanced post-calculus topics will be considered appropriate for directed study toward the degree.*

**105 ARITHMETIC (NDA) 3 UNITS**

Prerequisite: None | Lecture 3 hours

Reviews operations and applications of arithmetic, including whole numbers, fractions, decimals, and percents. Additional topics of ratios and proportion, measurement, geometric concepts, signed numbers, and a brief introduction of elementary algebra will be presented.

**112 PRE-ALGEBRA (NDA) 3 UNITS**

Prerequisite: Math 105 or appropriate skill level demonstrated through the math assessment process | Lecture 3 hours

This course bridges the gap between arithmetic and algebra. Topics include a review of arithmetic and an introduction to fundamental algebraic concepts.

# Disciplines • Educational Programs • Course Descriptions

- 115 ELEMENTARY ALGEBRA** 5 UNITS  
Prerequisite: Math 112, or appropriate skill level demonstrated through the math assessment process or by permit  
Lecture 5 hours  
Explores the concepts of algebra, including signed numbers, exponents, linear equations, graphs, and quadratic equations. It also contains techniques for interpreting and solving verbal problems related to the above topics.
- 121 ESSENTIALS OF PLANE GEOMETRY** 3 UNITS  
Prerequisite: Math 125 or appropriate skill level demonstrated through the math assessment process | Lecture 3 hours  
Covers the definitions, axioms, and theorems of geometry relating to angles, lines, circles, polygons, and polyhedra. It also provides an introduction to formal proofs, logic, and construction methods with straight-edge and compass.
- 123 ELEMENTARY & INTERMEDIATE ALGEBRA** 12 UNITS  
Prerequisite: Math 112 | Lecture 9 hours, lab 6 hours  
Course provides a combined study of elementary and intermediate algebra topics, fulfilling any intermediate algebra requisite. Topics covered include linear and quadratic equations and inequalities, graphing, polynomials, factoring, radicals, conics, functions, exponential and logarithms. Course has a computer lab component. Course equivalent to Math 115 and 125.
- 123A ELEMENTARY & INTERMEDIATE ALGEBRA I** 4 UNITS  
Prerequisite: Math 112 | Lecture 3 hours, lab 2 hours  
First of three modules for Math 123, covering topics from Elementary Algebra, including properties of real numbers; linear equations and inequalities; polynomials; factoring first- and second-degree expressions; application problems; graphing. Course has a computer lab component.
- 123B ELEMENTARY & INTERMEDIATE ALGEBRA II** 4 UNITS  
Prerequisite: Math 123A | Lecture 3 hours, lab 2 hours  
Second of three modules for Math 123, covering topics from Elementary and Intermediate Algebra, including solving rational equations; systems of equations; quadratic equations; applications; radicals; rational exponents. Course has a computer lab component.
- 123C ELEMENTARY & INTERMEDIATE ALGEBRA III** 4 UNITS  
Prerequisite: Math 123B | Lecture 3 hours, lab 2 hours  
Third of three modules for Math 123, covering topics from Intermediate Algebra, including operations on functions; complex numbers; conic sections; logarithms and exponential functions. Course has a computer lab component.
- 125 INTERMEDIATE ALGEBRA** 5 UNITS  
Prerequisite: Math 115 or appropriate skill level demonstrated through the math assessment process | Lecture 5 hours  
Fundamental laws, exponents, radicals, equations (linear, quadratic, and some of higher degree), systems of equations and inequalities (linear and quadratic), conics, complex numbers, functions, logarithms and binomial theorem.
- 215 PRINCIPLES OF MATHEMATICS I** (UC:CSU) 3 UNITS  
Prerequisites: Math 120 or 121, and 123c or 125, or appropriate skill level demonstrated through the math assessment process  
Lecture 3 hours  
Primarily for students who plan to teach arithmetic in elementary schools. Course includes the language of sets; systems of numeration; nature of numbers and fundamental operations; number theory; functions and the field of real numbers.
- 227 STATISTICS** (UC:CSU) 4 UNITS  
Prerequisite: Math 125 or 123C, or appropriate skill level demonstrated through the math assessment process | Lecture 4 hours  
Course includes the following topics: graphical techniques; probability and probability distributions; sampling; estimation; correlations; regression; hypotheses testing; categorical data. Emphasis is on data analysis and interpretation, using sample data to extrapolate population characteristics.
- 238 CALCULUS FOR BUSINESS & SOCIAL SCIENCES I** (UC:CSU) 5 UNITS  
Prerequisite: Math 125 or 123C, or appropriate skill level demonstrated through the math assessment process | Lecture 5 hours  
Course includes the following topics and their business applications: polynomial, exponential and logarithmic functions; differentiation and integration; integration by parts; numerical integration; improper integrals; multivariable calculus



**240 TRIGONOMETRY** (CSU) 3 UNITS  
Prerequisite: Math 120 or 121 or equivalent, and Math 125 or 123C, or appropriate skill level demonstrated through the math assessment process or equivalent | Lecture 3 hours

Introduces trigonometric functions, their graphs, inverses, and fundamental identities. Trigonometric equations are solved. The laws of sines and cosines; vectors; scalar and vector products are introduced. Polar coordinates and equations are introduced and used to represent complex numbers.

**245 COLLEGE ALGEBRA** (UC:CSU) 3 UNITS  
Prerequisite: Math 125 or 123C or appropriate skill level demonstrated through the math assessment process | Lecture 3 hours

Topics include the properties of real numbers, relations, functions and their graphs, matrices and determinants, complex numbers, theory of equations, permutations, combinations, and probability.

**260 PRE-CALCULUS** (UC:CSU) 5 UNITS  
Prerequisite: Math 240 or appropriate skill level demonstrated through the math assessment process | Lecture 5 hours

Provides topics essential for a comprehensive background for the calculus sequence: functional analysis, analytic geometry, theory of equations, induction, sequences and series, trigonometry and polar coordinates.

**265 CALCULUS WITH ANALYTIC GEOMETRY I** (UC:CSU) 5 UNITS

Prerequisites: Math 240 and 245 or 260 or appropriate skill level demonstrated through the math assessment process | Lecture 5 hours  
First course of calculus and includes functions, limits, derivatives and their applications, differentials, integrals and their applications.

**266 CALCULUS WITH ANALYTIC GEOMETRY II** (UC:CSU) 5 UNITS  
Prerequisite: Math 265 or appropriate skill level demonstrated through the math assessment process | Lecture 5 hours

Second course of calculus. Includes differentiation and integration of transcendental functions, polar coordinates, specialized methods of integration, vectors, parametric equations, and infinite series.

**267 CALCULUS WITH ANALYTIC GEOMETRY III** (UC:CSU) 5 UNITS  
Prerequisite: Math 266 or appropriate skill level demonstrated through the math assessment process | Lecture 5 hours

Third course of calculus, includes solid analytic geometry, partial differentiation, multiple integration, vector analysis, infinite series, and an introduction to differential equations.

**270 LINEAR ALGEBRA** (UC:CSU) 3 UNITS  
Prerequisite: Math 266, or appropriate skill level demonstrated through the math assessment process | Lecture 3 hours

This course covers vector spaces, linear transformation, matrices, matrix algebra, determinants, eigen vectors and eigen values.

**275 ORDINARY DIFFERENTIAL EQUATIONS** (UC:CSU) 3 UNITS  
Prerequisite: Math 266 or appropriate skill level demonstrated through the math assessment process | Lecture 3 hours

First and higher linear equations are treated completely including techniques of exactness, separation of variables; special cases of nonlinear equations are investigated.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2  
Provides opportunity for in-depth study of a chosen area of Mathematics on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** (CSU) 2 UNITS  
Provides opportunity for in-depth study of a chosen area of Mathematics on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

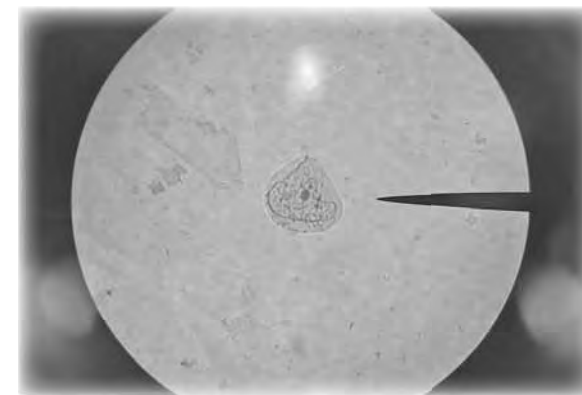
**385 DIRECTED STUDY** (CSU) 3 UNITS  
Conference: 1 hour per unit  
Provides opportunity for in-depth study of a chosen area of Mathematics on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

## **M**icrobiology LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair  
Dr. Stephen Brown | Dr. Angela Echeverri

**20 GENERAL MICROBIOLOGY** (UC:CSU) 4 UNITS  
Prerequisites: Biology 3 and Chem 51 or Chem 65 or Chem 101 | Advisory: English 28 or ESL 8  
Lecture 3 hours, lab 3 hours

This course examines microbiological principles related to the morphology, metabolism and genetics of bacteria and distinguishing characteristics of viruses, protozoa, fungi, and multicellular parasites, with applications to human disease. It is intended principally for allied health majors with 3 hours of lab each week.



# Disciplines • Educational Programs • Course Descriptions

## Multimedia Studies

ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair | Curtis Stage

### EDUCATIONAL PROGRAMS

#### ASSOCIATE IN ARTS

Students who complete Foundation and Advanced courses in one (1) Area of Concentration (37 Units) and the General Education Requirements under Plan B will earn an Associate in Arts Degree in Multimedia. Consult the Graduation Requirements section of this catalog for the additional requirements. It is highly recommended that students interested in a career in Multimedia prepare for transferring to a four-year university or art school. Please contact the Transfer Center for requirements. Students who complete one of the Areas of Concentration will earn an A.A. Degree with an emphasis in that area.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

#### Animation & 3D Design Concentration

REQUIRED FOUNDATION COURSES		UNITS
Art 201	Drawing I	3
Art 204	Life Drawing I	3
Multimd 100	Introduction to Computer Applications	3
Multimd 110	Visual Communication	3
Multimd 210	Digital Editing	3
Multimd 220	Illustration for Multimedia	3
REQUIRED COURSES		
Multimd 300	Design for 3D Computer Applications	3
Multimd 310	Interactive Multimedia	3
Multimd 320	Web Design	3
Multimd 400	Introduction to Experimental Animation	3
Multimd 402	Animation Workshop	3

Multimd 430	Computer Applications for 3D Animation	3
Multimd 500	Multimedia Laboratory	1
		<b>Total 37</b>

#### Graphic & Web Design Concentration

REQUIRED FOUNDATION COURSES		UNITS
Art 201	Drawing I	3
Art 501	Beginning Two-Dimensional Design	3
Photo 10	Beginning Photography	3
Multimd 100	Introduction to Computer Applications	3
Multimd 110	Visual Communication	3
Multimd 200	Digital Imaging	3
REQUIRED COURSES		
Multimd 220	Illustration for Multimedia	3
Multimd 240	Graphic Design for Multimedia	3
Multimd 310	Interactive Multimedia	3
Multimd 320	Web Design	3
Multimd 340	Vector Graphics	3
Multimd 350	Advanced Web Design	3
Multimd 500	Multimedia Laboratory	1
		<b>Total 37</b>

#### Video Production Concentration

REQUIRED FOUNDATION COURSES		
Theater 100 or Theater 200	Introduction to Theater or Introduction to Acting	3
Cinema 3 or Cinema 4	History of Motion Pictures & Television or History of Documentary Film	3
Photo 10	Beginning Photography	3
Multimd 100	Introduction to Computer Applications	3
Multimd 110	Visual Communication	3
Multimd 200	Digital Imaging	3
REQUIRED COURSES		
Multimd 210	Digital Editing	3
Multimd 600	Story, Script and Screen	3
Multimd 610	Introduction to Digital Video Production	3
Multimd 620	Digital Audio	3
Multimd 630	Digital Video Production Footage Acquisition	3
Multimd 640	Digital Video Production Digital Editing	3
Multimd 500	Multimedia Laboratory	1
		<b>Total 37</b>

#### Skill Certificate

Students will receive a Skill Certificate for the successful completion of any of the following 16 unit programs. For additional information, consult a counselor or a faculty member in Multimedia.

#### Advanced Skills in Animation & 3D Design

REQUIRED COURSES		UNITS
Multimd 310	Interactive Multimedia	3
Multimd 320	Web Design	3
Multimd 400	Introduction to Experimental Animation	3
Multimd 402	Animation Workshop	3
Multimd 430	Computer Applications for 3D Animation	3
Multimd 500	Multimedia Laboratory	1
		<b>Total 16</b>

#### Advanced Skills in Graphic & Web Design

REQUIRED COURSES		
Multimd 240	Graphic Design for Multimedia	3
Multimd 310	Interactive Multimedia	3
Multimd 320	Web Design	3
Multimd 340	Vector Graphics	3
Multimd 350	Advanced Web Design	3
Multimd 500	Multimedia Laboratory	1
		<b>Total 16</b>

#### Advanced Skills in Video Production

REQUIRED COURSES		
Multimd 600	Story, Script and Screen	3
Multimd 610	Introduction to Digital Video Production	3
Multimd 620	Digital Audio	3
Multimd 630	Digital Video Production Footage Acquisition	3
Multimd 640	Digital Video Production Digital Editing	3
Multimd 500	Multimedia Laboratory	1
		<b>Total 16</b>

**100 INTRODUCTION TO MULTIMEDIA (CSU) 3 UNITS  
COMPUTER APPLICATIONS**

Corequisite: MultiMd 500

Lecture 2 hours, lab 2 hours

Students apply the principles of design to an electronic medium while developing the skills necessary to digitally manipulate graphic image and text with Adobe Photoshop. Students also learn the basics of Adobe Illustrators and integrate Photoshop materials with Illustrators documents.

**110 VISUAL COMMUNICATION (CSU) 3 UNITS**

Advisories: MultiMd 100 & 500

Lecture 2 hours, lab 2 hours

A fundamental course on the nature of visual communication. Emphasis is placed on historical, philosophical, theoretical, cultural and practical aspects of art, design and media arts. Students integrate theory and applied technology to a variety of multimedia projects.

**200 DIGITAL IMAGING (CSU) 3 UNITS**

Corequisite: Art 638 | Advisory: MultiMd 100

Lecture 2 hours, lab 2 hours

Explore fundamentals of photography and camera operations: Photography's relationship with digital imaging, including lighting, composition, depth of field, lens flare, incident/reflective light, motion, color and presentation. Includes photographic demonstrations, portfolio and business strategies.

**210 DIGITAL EDITING (CSU) 3 UNITS**

Corequisite: Art 638 | Lecture 2 hours, lab 2 hours

Introduction to principles of motion graphics animation for multimedia. Students develop projects that integrate graphics, text and sound using non-linear post production tools.

**220 ILLUSTRATION FOR MULTIMEDIA (CSU) 3 UNITS**

Prerequisite: None | Lecture 2 hours, lab 2 hours

Illustration techniques for commercial and graphic applications, such as logo design, character development, cover art and storyboards. The communication of original ideas through the use of various art media is emphasized.

**240 GRAPHIC DESIGN (CSU) 3 UNITS  
FOR MULTIMEDIA**

Corequisite: Art 638 | Advisory: MultiMd 100

Lecture 2 hours, lab 2 hours

Graphic Design for Multimedia focuses on page layout, typography and image text relationships. Students use digital layout software to create graphic design projects. An overview of the theory and history of graphic design is presented and integrated into projects.

**300 DESIGN FOR 3-DIMENSIONAL (CSU) 3 UNITS  
COMPUTER APPLICATIONS**

Corequisite: MultiMd 500 | Advisory: MultiMd 100

Lecture 2 hours, lab 2 hours

Introduction to the basics of 3D modeling and animation. Emphasis is on the development of 3D content while applying creative design principles to a 3D environment. Students will model, assemble and animate text or characters utilizing 3D software.

**310 INTERACTIVE MULTIMEDIA (CSU) 3 UNITS  
FOR EDUCATION & BUSINESS**

Corequisite: MultiMd 500 | Advisory: MultiMd 100

Lecture 2 hours, lab 2 hours

Students will create interactive environments and web animations. Introduces computer applications that integrate motion, sound and interactivity in multimedia projects. Emphasis is on innovative ways by which to conceptualize, design, and create interactive/ multimedia art.

**320 WEB DESIGN (CSU) 3 UNITS RPT 3**

Advisory: MultiMd 100 and 500

Lecture 2 hours, lab 2 hours

An introduction to web page design and site management. The characteristics of web page design and navigation structures are analyzed. Emphasis is on innovative ways by which to conceptualize, design and create interactive websites.

**340 VECTOR GRAPHICS (CSU) 3 UNITS**

Advisory: MultiMd 100 and 500

Lecture 2 hours, lab 2 hours

Use of vector graphics based software to produce illustrations for commercial applications. Emphasis is placed on the fundamental principles such as color, use of layers and typographic skill. Step-by-step demonstrations will lead into more creative projects.

**350 WEB DESIGN II (CSU) 3 UNITS**

Prerequisite: MultiMd 320

Advisory: MultiMd 100 and 500

Lecture 2 hours, lab 2 hours

Advanced development of aesthetic and conceptual skills related to design for Web Sites. Techniques are demonstrated to further student experience with design, Dreamweaver, HTML5 and CSS (Cascading Style Sheets). Focus is also placed on usability, accessibility and web standards.

**400 INTRODUCTION TO (CSU) 3 UNITS  
EXPERIMENTAL ANIMATION**

Advisories: MultiMd 100 & 500

Lecture 2 hours, lab 2 hours

Introduces the student to the basic principles of experimental animation. Emphasis is placed on the techniques, tools, and resources required to create a wide range of animated projects, including hand-drawn, clay animation and cut-out. Students apply concepts of timing, weight, personality, balance and style.

**402 ANIMATION WORKSHOP (CSU) 3 UNITS RPT 3**

Advisories: MultiMd 100 & 500

Lecture 2 hours, lab 2 hours

An introduction to the principles, practices, philosophy, and discipline of design for animation. Topics include treatments, character and object design, storyboards and animatics for time-based media such as animation and video.

# Disciplines • Educational Programs • Course Descriptions

## **430 COMPUTER APPLICATIONS FOR 3D ANIMATION** (CSU) 3 UNITS

Advisories: MultiMd 100 & 500

Lecture 2 hours, lab 2 hours

3D Animation and Design includes topics such as modeling using polygons and NURBS surfaces. Students learn how to create basic texture mapping, lighting, rendering, rig 3D models and how to animate them using kinematics and path animation. Students learn industry standard software for creating sophisticated 3D animations and environments.

## **440 GAME DESIGN** (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 2 hours, lab 2 hours

This is an introductory course in current techniques for electronic game design. Topics include creating graphic interfaces for games, the depiction of motion and the development of graphic components for games.

## **500 MULTIMEDIA LABORATORY** (CSU) 1 UNIT RPT 3

Prerequisite: None | Lab 2 hours

This course is designed to reinforce lectures presented in multimedia classes. Emphasis is placed in applying design principles to projects using selected computer applications.

## **600 STORY, SCRIPT & SCREEN** (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 3 hours

Story, Script and Screen is a fundamental course on creative writing and scripting basics. The course structure includes lectures; short and feature film screenings; writing assignments; in-class group discussion and critique.

## **610 INTRODUCTION TO DIGITAL VIDEO PRODUCTION** (CSU) 3 UNITS RPT 3

Advisory: MultiMd 100 and 500

Lecture 2 hours, lab 2 hours

An introductory course emphasizing the technical and creative aspects of digital video production and editing. Professional techniques in production and post-production are stressed.

## **620 DIGITAL AUDIO** (CSU) 3 UNITS RPT 3

Advisory: MultiMd 500 | Lecture 2 hours, lab 2 hours

An introductory course in digital audio where students work with current digital audio equipment to capture, mix and compose audio. This course lays the groundwork for understanding the professional world of sound production and will focus in three key areas: theory of sound, use of Digidesign Pro Tools for music production and film/TV post-production sound.

## **630 DIGITAL VIDEO PRODUCTION: FOOTAGE ACQUISITION** (CSU) 3 UNITS RPT 3

Advisory: MultiMd 500 and 610

Lecture 2 hours, lab 2 hours

A fundamental course on developing professional quality video images using HD cameras and small lighting kits, with an emphasis on shooting for flexible editing and compositing. The course structure will include: lectures, camera demos, lighting, microphone techniques, as well as in-class group productions and critiques.

## **640 DIGITAL VIDEO PRODUCTION: DIGITAL EDITING** (CSU) 3 UNITS RPT 3

Advisory: MultiMd 500, 610 and 630

Lecture 2 hours, lab 2 hours

An advanced course that focuses on post-production projects in video editing, compositing and motion graphics. Students will be exposed to the concepts and techniques of non-linear editing, computer generated imagery and live action video, special effects, and design of titling and motion graphics.

## **800 CURRENT TOPICS IN APPLIED MULTIMEDIA** (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 2 hours, lab 2 hours

This course introduces the student to current trends in applied multimedia. Topics include new technologies, current research, troubleshooting and future directions in multimedia applications.

## **Music** ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair | Tobin Sparfeld

### **101 FUNDAMENTALS OF MUSIC** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A course for students who wish to study the basic rudiments of musical notation, scales, keys, intervals, rhythms, ear-training and sight reading, and introduction to basic harmonization.

### **111 MUSIC APPRECIATION I** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Course is an introduction to musical masterpieces designed as a general course to develop an understanding of music heard in the concert hall and via the media.

**141 JAZZ APPRECIATION** (CSU) 3 UNITS  
Prerequisite: None | Advisory: English 28 or ESL 8  
Lecture 3 hours

A survey of twentieth-century jazz including ragtime, blues, New Orleans and Chicago jazz, stride piano, swing, bebop, cool jazz, hard bop, modal jazz, third stream, avant-garde and free jazz, fusion, and experimental jazz styles.

**321 ELEMENTARY PIANO I** (UC:CSU) 2 UNITS  
Prerequisite: None | Lecture 1 hour, lab 2 hours  
Covers keyboard geography and functional keyboard skills in each key using popular tunes and classics arranged for the elementary pianist.

**322 ELEMENTARY PIANO II** (UC:CSU) 2 UNITS  
Prerequisite: Music 321 | Lecture 1 hour, lab 2 hours  
Course covers music reading, choral playing, introduction to the use of pedals, transposition, and more involved works than previous semester.

**323 ELEMENTARY PIANO III** (UC:CSU) 2 UNITS  
Prerequisite: Music 322 | Lecture 1 hour, lab 2 hours  
Instruction continues at the level of the third semester of keyboard playing. Beginning piano repertoire by keyboard composer of the Baroque, Classic, Romantic and Contemporary periods. Continued studies in keyboard techniques.

**324 ELEMENTARY PIANO IV** (UC:CSU) 2 UNITS  
Prerequisite: Music 323 | Lecture 1 hour, lab 2 hours  
Further study of technique and interpretation of works from all periods of the level of the Bach 2-part invention or Chopin preludes.

**341 INTERMEDIATE PIANO** (UC:CSU) 2 UNITS RPT 3  
Prerequisite: Music 324 | Lecture 1 hour, lab 2 hours  
For those having two or more years of piano study. Standard repertoire of all periods, with assignments appropriate to level of proficiency. Technical studies of Czerny, Bergmuller, et al. All scales and arpeggios.

**501 COLLEGE CHOIR** (UC:CSU) 1 UNIT  
Prerequisite: None | Lab 3 hours  
Introduction to choral ensemble singing. Emphasis is on vocal technique and choral elements, such as blend, intonation, diction and music reading. Repertoire is chosen on the basis of the ensemble's ability and represents historical and current styles of music.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2  
Provides opportunity for in-depth study of a chosen area of Music on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** 2 UNITS  
Conference: 1 hour per unit  
Provides opportunity for in-depth study of a chosen area of Music on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**941 COOPERATIVE EDUCATION** (CSU) 4 UNITS  
Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.  
Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## **O**ceanography PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair

**1 INTRODUCTION TO OCEANOGRAPHY** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
An introduction to Oceanography. Topics include the formation of the evolution of the sea floor, islands, coastlines, properties of seawater, motions of the sea (waves, tides and currents) and marine life. Specific reference is made to the Southern California coast.

## **P**ersonal Development/ Counseling COUNSELING

FACULTY: Diana Bonilla, Chair | Madelline Hernandez  
Sherrie Loper | Michong Park  
Jose Luis Ramirez (EOPS) | Afri Walker

**4 CAREER PLANNING** (CSU) 1 UNIT  
Prerequisite: None | Lecture 2 hours  
*NOTE: Class is graded pass/no-pass*  
Designed to assist students in choosing a major or vocational choice. Students will explore their interests, skills, and values through the use of career and vocational assessments. Students will access information regarding occupational characteristics, employment trends and labor market updates.

**6 COLLEGE & CAREER PLANNING FOR THE HANDICAPPED** (CSU) 1 UNIT  
Prerequisite: None | Lecture 1 hour  
Introduces the disabled to the world of work. Includes discussions of disabilities in relation to educational and vocational goals, job preference survey, career choice research, locating and applying for jobs, resume writing, interviewing and on-the-job communication skills.

# Disciplines • Educational Programs • Course Descriptions

## 17 COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hour

*NOTE: Class is graded pass/no-pass*

This course covers a variety of academic survival skills including familiarization with college support services, time management, memory, reading, note-taking, testing techniques, and stress reduction. Included will be identifying different learning, educational, and decision making styles.

## 22 THE TRANSFER PROCESS (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hour

This course covers the community college transfer process including college/university selection, admission, and application procedures for public and private institutions of higher education. Research utilizing the internet will be included.

## 40 COLLEGE SUCCESS SEMINAR (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course will explore issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, college policies and procedures, ethics and responsibility, educational strategies and planning, interpersonal communication, career development and self-assessment techniques.



## Philosophy SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair | Mark Pursley

### EDUCATIONAL PROGRAM

The following list of courses satisfies the requirements for a major in philosophy. Philosophy investigates concepts such as: knowledge, reason, truth, mind, freedom, destiny, identity, God, goodness, and justice. The study of philosophy cultivates the virtues of open-mindedness, tolerance of diverse perspectives, and critical thinking.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### ASSOCIATE IN ARTS - Philosophy

REQUIRED COURSES		UNITS
Philos 1	Introduction to Philosophy I	3
Philos 6	Logic in Practice	3
Philos 20	Ethics	3
Philos 33	Comparative Survey of World Religions	3
Select two (2) additional courses:		6
Anthro 102	Human Ways of Life: Cultural Anthropology	
History 1	Introduction to Western Civilization I	
History 2	Introduction to Western Civilization II	
Human 31	People in Contemporary Society	

Total 18

## 1 INTRODUCTION TO PHILOSOPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Course is a survey of the fundamental questions about self, society, and universe. Primary focus is on theories of reality, theories of knowledge, philosophy of religion, and philosophy of death.

## 5 CRITICAL THINKING & COMPOSITION (UC:CSU) 3 UNITS

Prerequisite: English 101 | Lecture 3 hours

This course develops the critical thinking skills necessary for evaluating and formulating argumentative essays, and practice in applying these skills. Critical writing is the focus of this course.

## 6 LOGIC IN PRACTICE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Introduces formal and informal methods for evaluating arguments. Students will learn to classify arguments as inductive or deductive, determine whether deductive arguments are valid or invalid, and identify strong and weak inductive arguments. Applications of critical thinking to social and political discourses will be considered.

## 20 ETHICS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Surveys the language of moral discourse (metaethics), different ways of deciding right and wrong (ethical theories), and the effort to reach acceptable judgments on both individual and social moral issues (practical ethics).

## 33 COMPARATIVE SURVEY OF WORLD RELIGIONS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

An historical overview of the principal religious traditions of the world, concentrating on Hinduism and Buddhism, Confucianism and Daoism, Judaism, Christianity, and Islam. Considers origins, principal beliefs and practices, and contemporary issues.

## 185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Philosophy on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** (CSU) 2 UNITS  
Provides opportunity for in-depth study of a chosen area of Philosophy on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

**385 DIRECTED STUDY** (CSU) 3 UNITS  
Conference: 1 hour per unit  
Provides opportunity for in-depth study of a chosen area of Philosophy on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

## **P**hotography ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair | Curtis Stage

**9 INTRODUCTION TO CAMERAS & COMPOSITION** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Course covers basic information in the use of cameras, lenses, film and exposure to produce good photographs.

**10 BEGINNING PHOTOGRAPHY** (UC:CSU) 3 UNITS

Advisories: MultiMd 100 & 500

Lecture 2 hours, lab 3 hours

Supplies: Students must provide own 35-mm camera, film paper; or digital camera (not a cell phone camera) and an editing program preferable.

Covers basic digital camera operation, exposure, scanning techniques, composition and aesthetics. The student will learn how to photograph, transfer images to a computer; edit the images using industry standard software and create their own prints. Emphasis is placed on communicating both fine art and commercial photography techniques.

**11 ADVANCED PHOTOGRAPHY** (UC:CSU) 4 UNITS RPT 2  
Prerequisite: Photo 10 or permission of instructor | Lecture 2 hours, lab 6 hours

Provides theory and practice of contemporary use of the camera; training in projection control; includes 4x5 use, zone system, digital photography and special effects procedures with an emphasis on creative thinking and idea preparation and execution.

**12 ADVANCED PHOTOGRAPHIC TECHNIQUES** (CSU) 4 UNITS RPT 2

Prerequisite: Photo 11 or permission of instructor | Lecture 2 hours, lab 6 hours

Offers a study of advanced photographic techniques theory, chemicals and formulas necessary to the creative photographer. Includes special effects, such as solarization, texture screens, controls of lighting, infrared photography, digital photography, etc.

**47 INTRO TO COMPUTERIZED DIGITAL PHOTOGRAPHY** (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 3 hours

This course is an introduction to digital image processing. Adobe Photoshop software will be used. Topics will include tools selection, processes, channels, layers, filters, sharpening, unsharp mask, despeckle, modes, filters, type effects, levels, curves, ethics.



## **P**hysical Education HEALTH / PHYSICAL EDUCATION / ATHLETICS

FACULTY: Leslie Milke, Chair | Cindy Cooper  
Joe Cascione | John Klitsner

**91 THEORY & APPLICATION OF AEROBICS & CONDITIONING** (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours

Course covers the scope of practice of the group exercise instructor, what such instructors are required to do and what knowledge they need to do their job. Course is designed to prepare students to work in the fitness industry.

**96 COMBINED ACTIVITIES** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lab 2 hours

Course includes a variety of, primarily outdoor, activities designed to improve overall fitness. Emphasis is placed on power walking and jogging for cardiovascular health. Stretching and toning of major muscle groups are included as healthy, lifelong habits are promoted.

**100 INTRODUCTION TO KINESIOLOGY** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

An introduction to the interdisciplinary approach to the study of human movement. Using a holistic and integrated approach, students will examine the multi-faceted field of Kinesiology. Students will explore strategies aimed at creating success as they pursue their university and professional goals.

**102 SWIMMING SKILLS** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lecture 0.5 hours, lab 1.5 hours

This course is designed to include all levels of swimmers. Fundamental swimming skills will be developed and expanded upon. Water orientation, safety, poolside etiquette and components of fitness are included.

# Disciplines • Educational Programs • Course Descriptions

## **131 AQUA AEROBICS** (UC:CSU) 1 UNIT RPT 3

Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours

A water aerobic exercise and conditioning class that emphasizes cardiovascular endurance and promotes fitness using water resistance. Students need not to be a swimmer to participate in this class.

## **203 BADMINTON SKILLS** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lecture 0.5 hours, lab 1.5 hours

This course is designed to teach all skill levels.

Basic strokes, footwork, and serves are introduced and expanded upon. Includes instruction on single and doubles strategy, rules, etiquette, and safety.

Recreational and competitive play will be part of the class experience

## **212 TENNIS SKILLS** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lecture 0.5 hours, lab 1.5 hours

Course intended for all skill levels. It covers fundamental tennis skills and a basic understanding of the game, rules, scoring, and strategies are included. Singles and doubles play will allow students to participate in various kinds of game play.

## **259 GOLF SKILLS** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lecture 0.5 hours, lab 1.5 hours

The basic fundamentals of golf as well as some intermediate and advanced strategies and techniques for those who are past the novice stage are addressed. The class covers element of the game, such as the physical, mental and social aspects.

## **289 BOWLING SKILLS** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lab 2 hours

This course provides instruction on the basic skills and rules of bowling. It addresses bowling etiquette, playing procedures and lifetime fitness components. Additional lab fee which includes shoes, ball, and game play.

## **295 ADAPTED ACTIVITIES** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lab 2 hours

Adaptive activities for students with disabilities.

Beginning, intermediate and advanced levels offered. All levels may not be taught each semester. Includes modified postural and static contraction exercises; adaptive games; modified aerobic and rhythmic activities; and prescribed individual exercises.

## **301 BASEBALL SKILLS** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lab 3 hours

Course will focus on developing fundamental skills, strategies, knowledge of the rules and history of baseball. An opportunity for teamwork experience and game play will be provided. Open to all ability levels.

## **313 SOCCER SKILLS** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lab 3 hours

Course will focus on developing fundamental skills, strategies, knowledge of the game and its rules while providing an opportunity for teamwork experience and game play. Open to all ability levels.

## **322 VOLLEYBALL SKILLS** (UC:CSU) 1 UNIT RPT3

Prerequisite: None | Lecture 0.5 hours, lab 1.5 hours

The basic fundamentals of volleyball as well as some intermediate and advanced strategies and techniques for those who are past the novice stage are addressed. The components of fitness are addressed as well as how volleyball plays a role as a lifetime activity.

## **341 SENIORCISE** (UC:CSU) 1 UNIT RPT 3

Prerequisite: None | Lecture 0.5 hours, lab 1.5 hours

Provides a combination of fitness activities especially tailored to address the needs and interests of seniors. Includes aerobics, weight training, stretching, walking and other activities

## **503 INTERCOLLEGIATE BASEBALL** (UC:CSU) 2 UNIT RPT 1

Prerequisite: None | Lab 10 hours

Course offers advanced instruction on the fundamental skills and techniques of baseball and the opportunity for practical application in intercollegiate competition.

## **511 INTERCOLLEGIATE SOCCER** (UC:CSU) 2 UNIT RPT 1

Prerequisite: None | Lab 10 hours

This course offers advanced instruction in the fundamental skills and techniques of soccer and the opportunity for practical application in intercollegiate competition. You must be enrolled in at least 12 units each semester and maintain at least a C grade point average.

## **516 INTERCOLLEGIATE VOLLEYBALL** (UC:CSU) 2 UNIT RPT 1

Prerequisite: None | Lab 10 hours

Offers advanced instruction in the skills and techniques of volleyball and the opportunity for practical application in intercollegiate competition. Students must be enrolled in at least 12 units each semester and maintain at least C grade point average to participate.

## **552 ATHLETICS PRE-SEASON CONDITIONING** (UC:CSU) 1 UNIT RPT 3

Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours

This course is designed to improve and maintain the fitness condition of the athlete in preparation for the competitive season of play. It encompasses the mental aspects of sport performance, sport regulation and eligibility standards.



**590 PILATES MAT** (UC:CSU) 1 UNIT RPT3  
 Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours  
 Introductory techniques based on the Pilates concepts are used; concentration, control, center, fluidity, precision and breath. It is designed to improve flexibility while developing muscular strength and muscular endurance in the core muscles: abdominal area, lower back, hips, and buttocks.

**646 ADAPTED CARDIOVASCULAR FITNESS** (UC:CSU) 1 UNIT RPT 3  
 Prerequisite: None | Lab 3 hours  
 This course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance through the use of bicycle ergometers, treadmills, etc.

**665 BASKETBALL** (UC:CSU) 1 UNIT RPT3  
 Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours  
 This course is designed to teach all levels. It emphasizes fundamental basketball skills such as dribbling, passing and shooting. It also includes the selection and care of equipment, rules, offense and defense strategy, etiquette, terminology and the components of fitness.

**666 BODY CONDITIONING** (UC:CSU) 1 UNIT RPT3  
 Prerequisite: None | Lab 3 hours  
 The class will include various aerobic activities to enhance cardiovascular conditioning. Weight resistance exercises and stretching exercises will be included to develop muscle strength, endurance, and flexibility. Training principles and concepts along with nutritional information will be introduced.

**673 STEPS AEROBICS** (UC:CSU) 1 UNIT RPT3  
 Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours  
 This course is designed to improve cardiovascular fitness and strengthen select muscle groups by performing stepping skills in rhythm with music. Stepping is primarily a low impact aerobic exercise. Activity includes muscle conditioning and flexibility exercises.

**675 KARATE** (UC:CSU) 1 UNIT RPT3  
 Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours  
 Introduces students to the fundamental aspects of karate including basic kicking, punching, blocking, and grappling techniques. Through active participation, students will improve in the basic five components of fitness: cardio respiratory endurance, muscular strength, muscular endurance, flexibility, and body composition.

**690 WEIGHT TRAINING** (UC:CSU) 1 UNIT RPT3  
 Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours  
 Weight Training and Conditioning includes progressive resistance exercises. There is an emphasis on the knowledge, understanding and values of building muscle strength and endurance. Students will develop their own physical fitness program based upon sound physiological principles.

**696 YOGA** (UC:CSU) 1 UNIT RPT3  
 Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours  
 Designed to introduce students to the fundamental aspects of yoga, such as postures, breathing, stretching and relaxation techniques. Through active participation students will decrease stress and improve mental wellbeing and improve overall fitness.

**742 CARDIO KICKBOXING** (UC:CSU) 1 UNIT RPT3  
 Prerequisite: None | Lecture 0.5 hours, lab 2.5 hours  
 A non-contact aerobic activity course designed to use basic kicking and punching techniques to improve overall fitness including: cardio respiratory endurance, muscular strength and endurance, flexibility, and body composition. Weights, steps, and calisthenic exercises may also be utilized.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2  
 Provides opportunity for in-depth study of a chosen area of Physical Education on a contract basis, under the direction of a supervising instructor.  
 Credit limit: Maximum of 3 units may be taken for credit.

# Physical Science

## PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair | Richard Rains

### EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Physical Science.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### ASSOCIATE IN ARTS

#### Physical Science

REQUIRED COURSES		UNITS
Astron 1	Elementary Astronomy	3
Astron 5	Fundamentals of Astronomy Laboratory	1
Biology 3	Introduction to Biology	4
Chem 51 or Chem 65	Fundamentals of Chemistry I Introductory General Chemistry	4-5
Math 260 or Math 265 or Math 266 or Math 267	Pre Calculus Calculus with Analytic Geometry I Calculus with Analytic Geometry II Calculus with Analytic Geometry III	5
Physics 6	General Physics I	4
		Total 21-22
Electives		
Chem 101	General Chemistry I	5
Chem 102	General Chemistry II	5
Env Sci 2	The Human Environment: Biological Processes	3
Physics 7	General Physics II	4

**1 PHYSICAL SCIENCE I** (UC:CSU) 3 UNITS  
 Prerequisite: None | Advisory: Math 115  
 Lecture 3 hours

Course is designed for non-science majors. It meets the General Education requirements for Natural Sciences. This survey course covers the general principles of any three of the following subject areas: astronomy, chemistry, geology and physics.

# Disciplines • Educational Programs • Course Descriptions

## 14 PHYSICAL SCIENCE LABORATORY (UC:CSU) 1 UNIT

Prerequisite: None

Corequisite: Physical Science I (lecture)

Lab 2 hours

Laboratory experiments and a limited number of demonstrations will be performed that will allow students to visualize and apply basic concepts in physics and chemistry. Students will acquire basic problem-solving and laboratory skills.

## Physics PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair | Richard Rains

## 6 GENERAL PHYSICS I (UC:CSU) 4 UNITS

Prerequisite: Math 125 | Advisory: Math 240

Lecture 3 hours, lab 3 hours

An introductory course in physics covering mechanics and solids, heat and sound. This course is designed for the health science majors (Environmental and Occupational Health, Physical Therapy, Radiologic Technology), Pre-medical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

## 7 GENERAL PHYSICS II (UC:CSU) 4 UNITS

Prerequisite: Physics 6 | Lecture 3 hours, lab 3 hours

This course is a continuation of Physics 6, covering electricity and magnetism, light and modern physics. The course is designed for the health science majors (Environmental and occupational Health, Physical Therapy, Radiologic Technology), Pre-medical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

## Physiology LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair

Dr. Mohamed Elkerdany

## 1 INTRODUCTION TO HUMAN PHYSIOLOGY (UC:CSU) 4 UNITS

Prerequisite: Biology 3 and Anatomy 1

Advisories: English 28 or ESL 8 and Chem 51 or

Chem 65 or Chem 101 | Lecture 3 hours, lab 3 hours

This course examines the function of the following human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Labs include many hands-on and computer-assisted applications.



## Political Science SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair | Dr. Ebru Durukan

### EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Political Science.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### AMERICAN HISTORY INSTITUTIONS TRANSFER REQUIREMENT

If you took a U.S. history course outside of California, make certain you meet the California State and local government transfer requirements to the California State Universities as listed below. Please consult with a counselor or a history instructor.

U.S.-1 History – History 11, 12, 13, 52, AfroAm 4, Chicano 8, Econ 10

U.S.-2 Constitution – PolSci 1

U.S.-3 State and local government – PolSci 1

### ASSOCIATE IN ARTS

#### Political Science

##### REQUIRED COURSES

		UNITS
PolSci 1	The Government of the United States	3
PolSci 2	Modern World Governments	3
PolSci 5 or Geog 2	The History of Western Political Thought Cultural Elements of Geography	3
PolSci 7	Contemporary World Affairs	3
History 11 or History 12	Political & Social History of the US I Political & Social History of the US II	3
Econ 1 or Econ 2	Principles of Economics I Principles of Economics 2	3

Total 18

Recommended Courses

English 102	College Reading and Comprehension 2	3
Math 227	Statistics	4
Sociology 1	Introduction to Sociology	3
or Sociology 11	Racial and Ethnic Relations in US	3

**1 THE GOVERNMENT OF THE UNITED STATES** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
Principles, institutions, functions, and policy processes of the American Political System: including ideology and government; the constitution; federalism; Congress; the Presidency, the Judiciary; Civil Rights and Liberties; the media, elections and voting, political parties, interest groups. Also includes California government structure and constitution.

**2 MODERN WORLD GOVERNMENTS** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
A comparative study of the major governments of the modern world in terms of their ideologies, political institutions and processes, political cultures, and foreign policies. Emphasis is placed on the governments of the United Kingdom, France, Germany, Mexico, Brazil, Russian Federation, China, India, Nigeria and Iran.

**5 THE HISTORY OF WESTERN POLITICAL THOUGHT** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours  
Provides overall perspective of major political movements of history from the rising of Egyptian, Greek and Roman Empires to fascism and communism as seen by great political thinkers from Plato, Aristotle, St. Augustine, Machiavelli, Marx and Lenin.

**7 CONTEMPORARY WORLD AFFAIRS** (UC:CSU) 3 UNITS RPT 1

Prerequisite: None | Lecture 3 hours  
Major themes and aspects of current international politics are introduced. Topics include but are not restricted to globalization, power, diplomacy, war and peace, terrorism, and economic development.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Political Science on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDIES** (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Political Science on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

**385 DIRECTED STUDIES** (CSU) 3 UNITS

Conference: 1 hour per unit.  
Provides opportunity for in-depth study of a chosen area of Political Science on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.  
Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

# Portuguese

FOREIGN LANGUAGES

FACULTY: Yolanda Ramil, Chair

**1 ELEMENTARY PORTUGUESE I** (CSU) 5 UNITS

Prerequisite: None | Lecture 5 hours  
First course in understanding, speaking, reading and writing Portuguese. Introduction to the culture and civilization of Brazil. Intended primarily for students with little or no knowledge of Portuguese.



# Disciplines • Educational Programs • Course Descriptions

## Psychology SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair | Dr. Patricia Johnson  
Dr. Christopher F. Williams

### EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major on Psychology or Psychological Services. The student is also urged to investigate related areas through elective courses.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### ASSOCIATE IN ARTS - Psychology

#### REQUIRED COURSES

	UNITS
Psych 1	3
Psych 2	3
Biology 3 or Biology 6	4-5
Math 227	4
Select two (2) additional courses:	6
Psych 13 or Soc 24	Social Psychology
Psych 14	Abnormal Psychology
Psych 41	Life Span Psychology
Psych 52	Psychological Aspects of Human Sexuality
Soc 1	Introduction to Sociology

Total 20-21

#### Recommended Courses

ChDev 1	Child Growth & Development
Psych 32	Psychology of Women
Soc 2	American Social Problems
Soc 11	Ethnic & Racial Minorities in the U.S.

**1 GENERAL PSYCHOLOGY I** (UC:CSU) 3 UNITS  
Prerequisite: None | Advisory: English 28 or  
ESL 8 | Lecture 3 hours

This introductory psychology course covers biological foundations of behavior, various theoretical perspectives including learning, personality, and intelligence theories as well as experimental and research methodology.

**2 BIOLOGICAL PSYCHOLOGY** (UC:CSU) 3 UNITS  
Prerequisite: Psych 1 | Lecture 3 hours

Covers the biological and physiological basis of behavior. It is presented in the context of fundamental concepts and issues in psychology. The structure and functions of the brain and the nervous system and their effects on human behavior are studied.

**13 SOCIAL PSYCHOLOGY** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours  
Comparable to Soc 24 (Credit for one course only)

Examines how individuals are influenced by the behavior and presence of others. Emphasizes such topics as: liking and loving; forming impressions; aggression; changing attitudes; interactions within groups; and the psychology of conformity, obedience, and prejudice.

**14 ABNORMAL PSYCHOLOGY** (UC:CSU) 3 UNITS  
Prerequisite: Psych 1 | Lecture 3 hours

This course examines the definition, causes, and treatment of behaviors which are considered abnormal through assessment and diagnosis utilizing the DSMIV. Topics covered include the history of abnormal psychology, classifications, clinical frameworks, possible causal factors and treatment of mental disorders.

**41 LIFE SPAN PSYCHOLOGY** (UC:CSU) 3 UNITS  
Prerequisite: Psych 1 | Lecture 3 hours

An introduction to human development from infancy to old age, including basic psychological processes, emotional and social development as well as adjustments related to each phase of the life cycle. Special emphasis is given to social and cultural influences.

**52 PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours

Explores the psychological aspects of human sexuality. Addresses areas of sexual development and functioning including but not limited to: self-awareness/awareness of sexual identity; sex organs and their functions; sexual myths and fallacies; sexual dysfunction and variant behavior.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Psychology on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Psychology on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

**385 DIRECTED STUDY** (CSU) 3 UNITS

Conference: 1 hour per unit.  
Provides opportunity for in-depth study of a chosen area of Psychology on a contract basis, under the direction of a supervising instructor.  
Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## Sociology

### SOCIAL SCIENCES

FACULTY: Myriam Levy, Chair

#### EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Sociology.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### ASSOCIATE IN ARTS - Sociology

REQUIRED COURSES	UNITS
Soc 1 Introduction to Sociology	3
Soc 2 American Social Problems	3
Soc 4 Sociological Analysis	3
Soc 11 Ethnic & Racial Minorities in the U.S.	3
Math 227 Statistics	4
Psych I General Psychology I	3
Hum 1 Cultural Patterns of Western Civilization	3
or Hum 2 Studies in Selected Cultures	
	Total 22

#### Recommended Courses

AfroAm 2 The African-American in Contemporary Society	3
AfroAm 4 The African-American History in US 1	3
Chicano 2 The Mexican-American in Contemporary Society	3

**1 INTRO TO SOCIOLOGY** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Develops the sociological perspective that behavior is determined largely by human interactions and membership in groups. The main elements of sociological analysis are presented, emphasizing social organization, culture, socialization, social stratification, and population. These elements are applied to topics such as crime and delinquency.

**2 AMERICAN SOCIAL PROBLEMS** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Sociological concepts and theories are used to describe and explain social problems in the United States such as gender roles, race/ethnicity, urbanization, immigration, drugs, marriage, populations, aging, crime, violence, poverty, and the health care system.

**3 CRIME & DELINQUENCY** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Examines the nature and extent of crime and delinquency, theories of causation, types of juvenile and adult offenses, and efforts by society to cope with law violations: includes programs for prevention, correction, and rehabilitation.

**4 SOCIOLOGICAL ANALYSIS** (UC:CSU) 3 UNITS

Prerequisite: None | Advisory: Soc 1

Lecture 3 hours

An introduction to the scientific study of social research: topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students will analyze specific data collected in the field.

**7 JUVENILE DELINQUENCY** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course examines the nature and extent of juvenile delinquency, theoretical explanations and social control strategies. Juvenile delinquency is examined within a social context highlighting and connecting delinquency to youth's family, peer groups, school and social class.

**11 ETHNIC & RACIAL MINORITIES IN THE UNITED STATES** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Describes how race, class, religion and gender shape the experience of diverse groups in America: patterns of prejudice and discrimination that affect major ethnic, racial and minority groups; and the complexities of race relations and its impact on society.

**22 SOCIOLOGY OF WOMEN** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Introduction to the study of women. Examines women within the social, political, religious, cultural and economic framework, including the historical basis of women's subordination; intersections of ethnicity/race, class, and gender; violence against women; and movements for change.

**24 SOCIAL PSYCHOLOGY** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Comparable to Psych 13 (Credit for one course only)

Examines how individuals are influenced by the behavior and presence of others. Emphasized such topics as: liking and loving; forming impressions; aggression; changing attitudes; interactions within groups; and the psychology of conformity, obedience, and prejudice.

**28 THE FAMILY: A SOCIOLOGICAL APPROACH** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course examines the diverse Definitions of the family; the role of marriage, divorce, cohabitation, parenting, and work. The impact of culture, race, social class, gender, and sexual orientation onto individuals and society, according to sociological research.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Sociology on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

# Disciplines • Educational Programs • Course Descriptions

## 285 DIRECTED STUDIES (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Sociology on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

## 385 DIRECTED STUDY (CSU) 3 UNITS

Conference: 1 hour per unit.

Provides opportunity for in-depth study of a chosen area of Sociology on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

## 921 COOPERATIVE ED (CSU) 2 UNITS RPT 3

## 931 COOPERATIVE ED (CSU) 3 UNITS RPT 3

## 941 COOPERATIVE ED (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.



## Spanish FOREIGN LANGUAGES

FACULTY: Yolanda Ramil, Chair | Dr. David Pardess

### EDUCATIONAL PROGRAM

This curriculum is designed to prepare native and near native speakers of Spanish as well as those students studying Spanish as a foreign language to complete a Bachelor's Degree in Spanish. Students will have the opportunity to develop proficiency in understanding, speaking, reading and writing Spanish and to acquaint themselves with Hispanic cultures and civilization.

*NOTE: A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Always consult a counselor for information on graduation requirements and transfer information.*

### ASSOCIATE IN ARTS - Spanish

#### REQUIRED COURSES

Ling 1	Introduction to Language and Linguistics	3
or Anthro 104	Human Language and Culture	
and three courses from the following:		
(to include Spanish 4)		
Spanish 1	Elementary Spanish I	15
Spanish 2	Elementary Spanish II	
Spanish 3	Intermediate Spanish I	
Spanish 4	Intermediate Spanish II	
Spanish 5	Advanced Spanish I	
Spanish 6	Advanced Spanish II	

Total 18

*NOTE: Native or near-native speakers of Spanish normally begin with Spanish 3, followed by Spanish 4, 5, and 6 in that order.*

## 1 ELEMENTARY SPANISH I (UC:CSU) 5 UNITS

Prerequisite: None | Lecture 5 hours

Elementary Spanish 1 is the introduction to present and past tenses. Students learn vocabulary and related skills for oral and written comprehension and expression through discussion of topics such as clothing, food, family, sports and cultural aspects of Latin American and Spain.

## 2 ELEMENTARY SPANISH II (UC:CSU) 5 UNITS

Prerequisite: Spanish 1 or equivalent

Lecture 5 hours

Second course is understanding, speaking, reading and writing Spanish. Introduction to Hispanic culture and civilization.

## 3 INTERMEDIATE SPANISH I (UC:CSU) 5 UNITS

Prerequisite: Spanish 2 or equivalent

Lecture 5 hours

Review and development of grammatical concepts learned in previous courses. Amplification of vocabulary and practice in composition. Introduction to literature and further study of culture and civilization through short stories.

## 4 INTERMEDIATE SPANISH II (UC:CSU) 5 UNITS

Prerequisite: Spanish 3 or equivalent

Lecture 5 hours

Expands structural concepts studied in previous Spanish courses especially those related to verb usage and voice. Provides additional vocabulary and related skills for reading and discussion of functional and cultural topics. Analysis of short stories.

**5 ADVANCED SPANISH I** (UC:CSU) 5 UNITS  
Prerequisite: Spanish 4 or equivalent  
Lecture 5 hours

A more detailed study of grammatical concepts, refinement of vocabulary and further practice in composition at a more advanced level. Continuation of the study of literature, culture and civilization.

**6 ADVANCED SPANISH II** (UC:CSU) 5 UNITS  
Prerequisite: Spanish 5 or equivalent  
Lecture 5 hours

Continuation of Spanish 5

**8 CONVERSATIONAL SPANISH** (CSU) 2 UNITS RPT 3  
Prerequisite: Spanish 2 or equivalent  
Lecture 2 hours

Practical conversation on everyday topics, current events and cultural material.

**10 LATIN-AMERICAN CIVILIZATION** (UC:CSU) 3 UNITS  
Prerequisite: None | Lecture 3 hours

Highlights the civilization of Spanish America and Brazil, with emphasis on artistic, economic, social and historical developments.

**185 DIRECTED STUDY** (CSU) 1 UNIT RPT 2

Provides opportunity for in-depth study of a chosen area of Spanish on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

**285 DIRECTED STUDY** (CSU) 2 UNITS

Provides opportunity for in-depth study of a chosen area of Spanish on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

**385 DIRECTED STUDY** (CSU) 3 UNITS

Conference: 1 hour per unit.

Provides opportunity for in-depth study of a chosen area of Spanish on a contract basis, under the direction of a supervising instructor.

Credit limit: Maximum of 3 units may be taken for credit.

## **S**peech Communication ENGLISH / JOURNALISM / SPEECH

FACULTY: Dr. Louise Barbato, Chair | Margie Long

**101 ORAL COMMUNICATION I** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Introduction to techniques of public speaking including writing and delivery of speeches to inform and persuade. Students refine critical thinking, research, organizational, and time management skills. They learn to adapt a message to any audience and occasion.

**102 ORAL COMMUNICATION II** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Introduction to advanced phases of critical thinking, research, and public speaking. Course includes comprehension of structure, evaluation of arguments, researching and presenting evidence, language usage, and evaluation of fallacious reasoning. Adherence to ethics stressed in all communication settings.

**121 INTERPERSONAL COMMUNICATIONS** (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Designed to provide skills and fuller understanding of how individuals cope with social interactions that are difficult, problematic, distressing, and disruptive in personal and familial relationships.

**151 SMALL GROUP COMMUNICATION** (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Provides an analysis of the purposes, principles, and types of group communication processes.

Development of individual skills in leadership and problem solving is achieved by responsible group participation.

*NOTE: Please consult with a counselor to verify the maximum amount of Cooperative Education units that can be applied for graduation requirements and transfer.*

**921 COOPERATIVE ED** (CSU) 2 UNITS RPT 3

**931 COOPERATIVE ED** (CSU) 3 UNITS RPT 3

**941 COOPERATIVE ED** (CSU) 4 UNITS RPT 3

Prerequisite: Employment in a field related to the student's major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student's educational goals. Limits to transfer credit.

## **T**heater ARTS / MEDIA / HUMANITIES

FACULTY: Deborah Paulsen, Chair  
Guillermo Aviles-Rodriguez

**100 INTRODUCTION TO THE THEATER** (UC:CSU) 3 UNITS

Prerequisite: English 21 or ESL 6A

A survey of the dramatic structure and styles of theater from 5th Century B.C.E. to the late 20th Century. Students develop perceptual and critical thinking skills by analyzing the evolution and function of theater within historical, cultural and philosophical contexts.

**200 INTRODUCTION TO ACTING** (UC:CSU) 3 UNITS

Prerequisite: None

Introduction to the art and craft of acting through lecture and demonstration. Students will explore an awareness of self on stage through improvisations and character work; including scenes and monologues. Student will analyze scripts and critique plays.

**271 INTERMEDIATE ACTING** (CSU) 3 UNITS

Prerequisite: Theater 200

Acting principles are expanded and applied in staged scenes. The emphasis of scenes is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

**Akl, Carole E.**

Mathematics Instructor  
B.S., M.A., University of California,  
Los Angeles

**Aviles-Rodriguez, Guillermo**

Assistant Professor of Theater  
and Cinema  
M.F.A., University of California,  
San Diego  
B.F.A., University of Utah

**Ayers, Donna J.**

Associate Professor of  
Library Science  
B.S., University of Nebraska  
M.Ed., University of Nebraska  
M.L.I.S., San Jose State University

**Barbato, Louise**

English, Journalism & Speech  
Dept. Chair, Professor of English  
B.A., M.A., University of California,  
Los Angeles  
Dottore In Lettere, Universita degli  
Studi, Padova, Italy

**Bernal, Vilma**

Instructor of Business  
B.A., Pepperdine University  
M.B.A., Woodbury University

**Brown, Steven T.**

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B.A., California State University,  
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Ph.D., University of California,  
Los Angeles

**Bonilla, Diana I.**

Counseling Dept. Chair,  
Instructor of Counseling  
B.A., University of California,  
San Diego  
M.A., San Diego State University

**Cascione, Joe**

Physical Education Teacher,  
Head Baseball Coach  
B.A., California Lutheran University  
M.A., Walden University  
Teaching Credential, California State  
University, Northridge

**Casson, Edward B.**

Professor of Library Science  
B.A., Brooklyn College  
M.S.L.S., Long Island University

**Climo, Michael J.**

Associate Professor of English as  
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B.A., Sonoma State University  
M.Ed., University of Nevada,  
Las Vegas

**Cooper, Cindy**

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University, Northridge

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M.S., California State University,  
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B.A., University of California,  
Berkeley  
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**De Silva, Lilamani**

Child Development Dept. Chair  
Professor of Child Development  
B.A., M.A., Pacific Oaks College,  
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**Diaz-Cox, Veronica**

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B.A., M.A., California State  
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**Durukan, Ebru**

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B.A. Bilkent University  
M.A. The University of Nottingham  
M.A. Claremont Graduate University  
Ph.D. Claremont Graduate University

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and Chemistry  
B.S., M.S. University of Illinois at  
Urbana-Champaign  
Ph.D., University of California,  
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**Eguaras, Louis J.**

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Management/Culinary Arts  
B.A. Hospitality Restaurant Mgmt  
New England Culinary Institute

**Elkerdany, Mo K.**

Associate Professor of Biology  
D.D.S., M.Sc., Alexandria University,  
Egypt  
Ph.D., University of Southern California

**English, Teresa A.**

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Communications  
B.A., California State University,  
Northridge  
M.A., California State University,  
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**Enos, Kelly William**

Vice Chair, Admin. of Justice  
A.S., College of the Canyons  
B.S., M.S., National University,  
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**Fenton, Mike**

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and Chemistry  
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**Flood, Patricia**

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Professor of Computer Applications  
& Office Technologies  
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**Garcia, Rudy**

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A.A., Los Angeles Mission College  
Certified Executive Chef, American  
Academy of Chefs

**Garza, David**

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B.A., California State University,  
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**Grant, Ruthie**

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M.A., California State University,  
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**Hernandez, Madelline**

Articulation Officer,  
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**Hilger, Rosalie**

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Care Education  
B.A., Queens College of the City  
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**Jordan, David**

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**Kerwin, Barbara**

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M.A., California State University,  
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M.F.A., Claremont Graduate University

**Klitsner, John**

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**Kubicki, Paul C.**

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**Ladinsky, Gina**

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M.S., California State University, Northridge

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M.F.A., Claremont Graduate University

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M.A., Fuller Theological Seminary

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**Sparfeld, Tobin**

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M.M., Illinois State University  
D.M.A., University of Miami, Florida

**Stage, Curtis**

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**Walker, Afri**

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M.S., National University

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**Yun, Yoon**

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**Zandalasini, Louis J.**

Professional Studies Dept. Chair  
Professor of Culinary Arts/Food Service Management  
B.S., Golden Gate University, San Francisco

**Ackerknecht, Charles**  
1987-1999  
Professor of Mathematics

**Bommer, Terry**  
1975-2010  
Professor of Accounting

**Bowman, Carla\***  
1976-1993  
Math and Science Cluster  
Chair, Associate Professor of  
Biology/Microbiology

**Cantrell, Eloise  
Fernandez**  
1975-2011

Professor of Family &  
Consumer Studies, Food  
Service Management,  
Child Development

**Chow, Stanley**  
1992-2001  
Professor of Accounting,  
Business Management

**Cook, Charles**  
1975-1983  
Professor of Electronics

**Dirks, Charles**  
1975-2009  
Professor of Political Science

**Dowd, Marie P.**  
1975-1992  
Professor of Office  
Administration

**Duffy, Lucille**  
1976-1983  
Professor of Developmental  
Communications

**Farren, Cornelius D.\***  
1985-1995  
Professor of Philosophy

**Fellows, Donald K.\***  
1975-1992  
Professor of Geography

**Fenyés, Maria**  
1982-2007  
Natural Sciences Dept. Chair  
Professor of Chemistry

**Forbes, Cecile A.**  
1975-1983  
Professor of English

**Foster, Dudley E., Jr.**  
1975-2010  
Professor of Music

**Foster, Leslie**  
1996-2009  
Professor of Mathematics

**Frank, Sherrill J.**  
1975-2009  
Professor of Computer  
Applications and Office  
Technologies

**Gallager, William**  
1977-1979  
Assistant Professor of  
Philosophy

**Goad, Eunice**  
1975-1983  
Professor of Mathematics

**Godwin, Annabelle P.\***  
1975-1992  
Professor of Child Development

**Goldberg, Harlan**  
1990-2008  
Professor of Humanities

**Greenberg, Rayma**  
1975-1995  
Library Dept. Chair  
Professor of Library Science

**Greene, Lois**  
1975-1992  
Instructor, Child Development

**Hoggatt, Clela P. Allphin**  
1975-1992  
Professor of English

**Jacobson, Marvin M.**  
1985-1994  
Professor of Journalism

**Jones, David**  
1975-2001  
Assistant Professor of English

**Kalter-Flink, Joanne**  
1990-2009  
Professor of Counseling

**Kearney, John H.**  
1975-1984  
Professor of  
Cooperative Education

**Kellogg, Edmund**  
1985-1995  
Professor of Law

**Lampert, Sandra**  
1978-2006  
Professional Studies Dept.  
Chair, Professor of Family &  
Consumer Studies

**La Rosa, Ralph**  
1992-2008  
Instructor of English

**Leeds, Rachel L.**  
1975-2006  
Professor of Speech  
Communication

**Levine, Stanley M.**  
1986-2008  
Associate Professor of  
Humanities

**Lopez, Benjamin**  
1976-1995  
Professor of Spanish  
and French

**Manoogian, Lorraine**  
1999-2010  
Instructor of Geography

**McClain, Doris G.**  
1975-1992  
Professor of Child Development

**McFerran, Douglas**  
1975-2003  
Professor of Philosophy

**Marek, Robert**  
1975-1986  
Assistant Professor of  
Mathematics

**Moss, David\***  
1975-1982  
Professor of Sociology

**Mucherson, George**  
1975-2001  
Professor of Sociology

**Orozco, John**  
1993-2008  
Instructor of English

**Peterson, Delbert**  
1978-1995  
Associate Professor of  
Cooperative Education

**Pitluck, Donna Mae**  
1975-1994  
Professor of Library Science

**Retig, Arthur C.**  
1986-1994  
Professor of Electronics,  
Vocational Education

**Risemberg, Leon A.**  
1990-2006  
Professor of Engineering

**Ritcheson, Suzanne**  
1989-2011  
Professor of Counseling

**Rivera, Phoebe**  
1975-2009  
Associate Professor  
of English, ESL,  
Spanish, Linguistics

**Ross, Febronia R.**  
1975-1991  
Cluster A Chair, Professor of  
Romance Languages

**Rush, Cleveland**  
1975-2009  
Associate Professor of  
Business Administration

**Scheib, Gerald**  
1976-2001  
Cluster and Dept. Chair Arts  
and Letters, Professor of Art

**Schrier, Aaron**  
1976-2002  
Professor of Counseling

**Scuderi, Richard J.**  
1980-2009  
Director of Disabled Student  
Programs and Services

**Silvers, Sally K.**  
1976-2001  
Professor of Family  
& Consumer Studies/  
Interior Design

**Smith, Marshall L.**  
1975-1995  
Professor of Biology

**Suyama, Ruth**  
1975-2003  
Professor of History

**Torres, Andres R.**  
1975-1995  
Professor of Speech

**Wada, Junko J.**  
1995-2009  
Professor of Child Development

**Walker, Gwen**  
1978-2010  
Professor of Counseling

**Weidler, John\***  
1978-1988  
Professor of Real Estate

**Yguado, Alex**  
1975-2007  
Professor of Economics

\*Deceased

## **Academic Probation**

After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

## **Academic Renewal**

Previously recorded substandard academic performance, which is not reflective of the student's demonstrated ability, is removed from a student's academic record for the purpose of computing the grade point average.

## **Add Permit**

A card issued by an instructor upon presentation of a valid identification card (ID Card) which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions and Records before the published deadline.

## **Admissions and Records**

The office staff that admits students and certifies record of college work; also provides legal statistical data for the college

## **Administration**

Officials of the college who direct and supervise the activities of the institution

## **Advisory**

A class or skill you are advised to have, but not required to have, prior to enrolling in the target course

## **Application for Admission**

A form provided by the college on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to register issued.

## **Articulation**

An agreement with another institution which certifies that courses will be accepted for credit upon transfer

## **ASO**

Organization to which all enrolled students are eligible to join called the Associated Student Organization

## **Associate Degree (A.A. or A.S.)**

A degree (Associate in Arts or Associate in Science) granted by a community college, which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 semester units

## **Bachelor's Degree (B.A., A.B., B.S.)**

A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 120 to 130 semester units

## **Career Education Certificate**

A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study of 16 to 45 units

## **Career Program**

A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree

## **Class Section**

A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes along with the scheduled time and place of the class meeting.

## **Concurrent Enrollment**

Enrollment in one or more college classes while attending high school, or another educational institution. Also, enrollment in two or more classes during the same semester.

## **Continuing Student**

A student registering for classes who attended the college during the previous semester. A student registering for the Fall semester is a continuing student if he or she attended the college during the previous Spring semester; attendance during the summer session is not included in this determination.

## **Corequisite**

A class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade ("C" or better) prior to enrollment in the target course.

## **Counseling**

Guidance provided by professional counselors in collegiate, vocational, social, and personal matters

## **Course**

A particular portion of a subject selected for study. A Course is identified by a Subject Title and Course Number; for example: Accounting 1.

## **Course Title**

A phrase descriptive of the course content; for example, the course title of Accounting 1 is "Introductory Accounting I."

# Glossary of Terms

## **Credit by Examination**

Course or unit credit granted for demonstrated proficiency through testing

## **Dismissal**

A student on academic or progress probation may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

## **Dropping**

The action a student takes in withdrawing his or her enrollment from one or more classes during a semester and continuing in other class(es). See "withdrawal."

## **Educational Program**

A planned sequence of credit courses leading to a defined educational objective such as a Career Education Certificate or Associate Degree

## **Electives**

Courses recommended for a given major in addition to prescribed requirements

## **Enrollment**

That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

## **Full-time Student**

A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units during the Fall or Spring semester.

## **General Education Requirements**

These are also called Breadth Requirements, groups of courses selected from several disciplines, which are required for graduation.

## **Grade Points**

The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0

## **Grade Point Average**

A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of attempted units.

## **Grade Points Earned**

Grade points times the number of units for a class

## **INC – Incomplete**

The administrative symbol "INC" is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester or the "I" reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete ("INC") may not be repeated unless the "INC" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit.

## **IP – In Progress**

An "IP" is recorded on the student's permanent record at the end of the first semester of a course that continues over parts or all of two semesters. A letter grade is recorded at the end of the semester in which the course ends.

## **Lower Division**

Courses at the freshman and sophomore levels of college

## **Major**

A planned series of courses and activities selected by a student for primary emphasis during the student's study at the college

## **Minor**

The subject field of study which a student chooses for secondary emphasis

## **Module**

A portion of a parent course offered for the benefit of students who may not be able to attempt the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A letter in the course number field identifies a module.

## **Non Degree Applicable**

Category of courses called Non Degree Applicable. These classes are marked (NDA) in the Catalog and Schedule. Credit for these classes does not apply toward the A.A. or A.S. degree. These classes are not transferable.

## **Non-Penalty Drop Period**

The first four weeks of a regular Fall or Spring semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short term and summer session courses.

## **Pass/No-Pass**

A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. A "P" is assigned for class work equivalent grade to a grade of C or above.

**Parent Course**

A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

**Permit to Register**

A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.

**Placement Tests**

Tests given prior to admission, which are used to determine the student's assignment to the most appropriate class level

**Prerequisite**

A class or skill you must have prior to enrolling into the target class. The faculty of that discipline require the prerequisite because they feel it is necessary for you to succeed in the target course.

**Progress Probation**

After enrolling in 12 units, a student whose total units for which a W, NCR, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units for which a W, NCR, or I has been assigned equals 50 percent or more for two consecutive semesters is subject to dismissal from the college.

**Report Delayed (RD)**

This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

**Registration**

The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the college for a specific semester and receives an identification card (ID Card). The student may enroll in open classes as part of the registration process.

**Returning Student**

A student registering for classes who did not attend the college during the previous semester. A student registering for the Fall semester is a returning student only if he or she did not attend the college during the Spring semester; attendance during the summer session is not included in this determination.

**Schedule of Classes**

A booklet used during registration giving the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a semester

**Semester**

One half of the academic year, usually 18 weeks of instruction

**Subject**

A division into which knowledge is assembled for study, such as art, mathematics, or history

**Subject Deficiency**

Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution

**Transfer**

Changing from one collegiate institution to another after having met the requirements for admission to the second institution

**Transferable Units**

College units earned through satisfactory completion of courses, which have been articulated with four-year institutions

**Transcript**

An official list of all courses taken at a college or university showing the final grade received for each course

**Transfer Courses**

Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution

**Units**

The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

**Units Attempted**

Total number of units in the courses for which a student received a grade of A, B, C, D, or F

**Units Completed**

Total number of units in the courses for which a student received a grade of A, B, C, D, F, or CR

**Units Enrolled**

Total number of units in which the student is enrolled at the end of the non penalty drop period, which is the total number of units for all courses appearing on the student's transcript

**W**

An administrative symbol assigned to a student's permanent record for classes which a student has dropped or has been excluded by the instructor after the end of the non-penalty drop date but before the last day to drop

**Withdrawal**

The action a student takes in dropping all classes during any one semester and discontinuing course work at the college

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## DIRECTORY OF COLLEGE SERVICES

Academic Affairs	818.364.7635
Admissions & Records	818.833.3322
Assessment Center	818.364.7613
Business Office	818.364.7783
CalWORKs	818.364.7760
Campus Security	818.364.7843
Child Development Center	818.364.7863
Community Education	818.833.3417
Cooperative Education	818.364.7700
Counseling Department	818.364.7655 or 818.364.7656
Disabled Student Programs & Services (DSPS)	818.364.7732
Telecommunication Device for the Deaf (TDD)	818.364.7861
Extended Opportunity Program & Services (EOPS)	818.364.7645
ESL Program	818.364.7735
Financial Aid Office	818.364.7648
Health Center	818.362.6182
Honors Transfer Agreements	818.364.7655
International Students	818.364.7741
ITV (Instructional Television)	818.833.3594
Learning Center	818.364.7756
Library	818.364.7600 x7106
Ombudsperson	818.364.7690
Program for Accelerated College Education (PACE)	818.364.7684 or 818.364.7683
President's Office	818.364.7795
Student Activities	818.364.7820
Student Services	818.364.7766
Student Store/Bookstore	818.364.7798
Transfer Center	818.364.7827
UCLA Honors Transfer Alliance Program (TAP)	818.364.7677
Veterans Office	818.364.7864

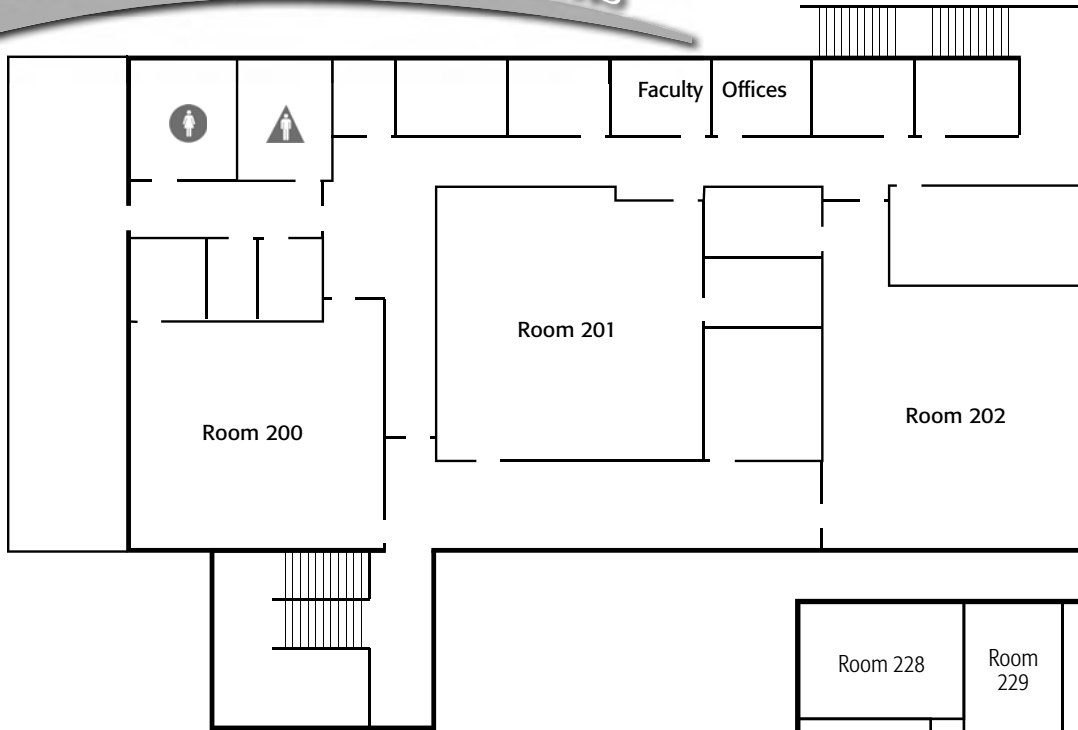




#### **ACCURACY STATEMENT**

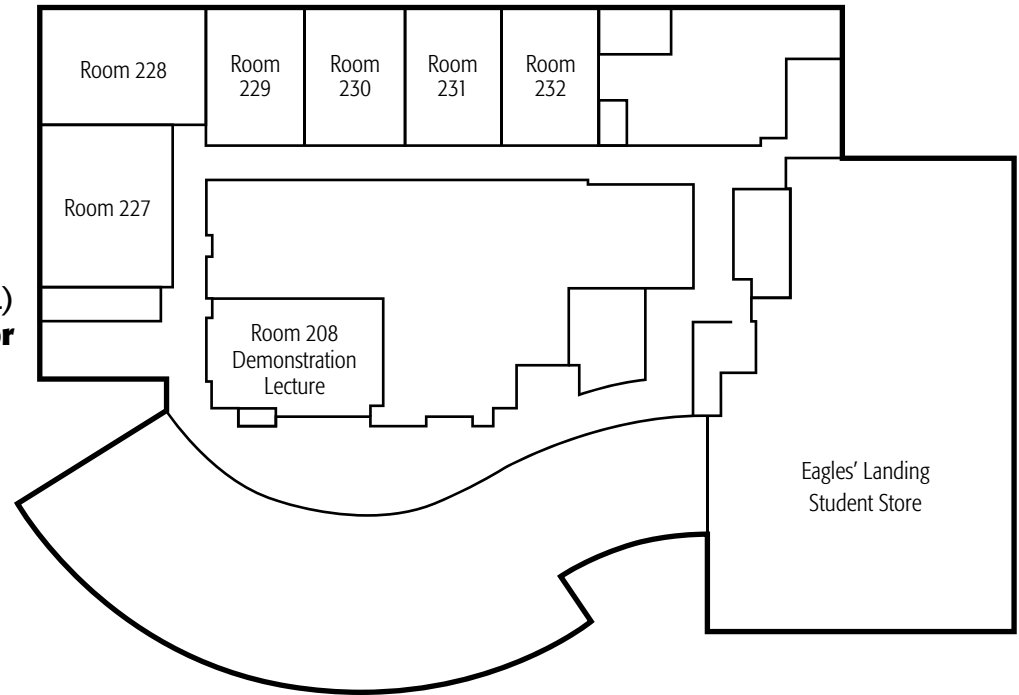
The Los Angeles Community College District and Los Angeles Mission College have made every reasonable effort to determine that everything stated in this Catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Los Angeles Community College District or Los Angeles Mission College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College Administration. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures consistent with applicable laws.

# Buildings & Classrooms



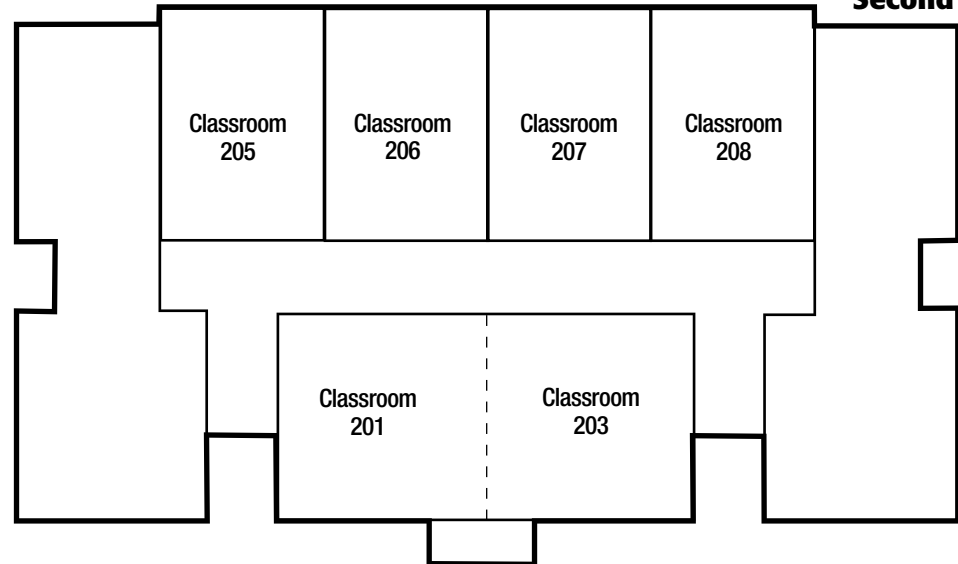
Center for Child Development Studies (CCDS)  
**Second Floor**

Culinary Arts Building (CUL)  
**Second Floor**

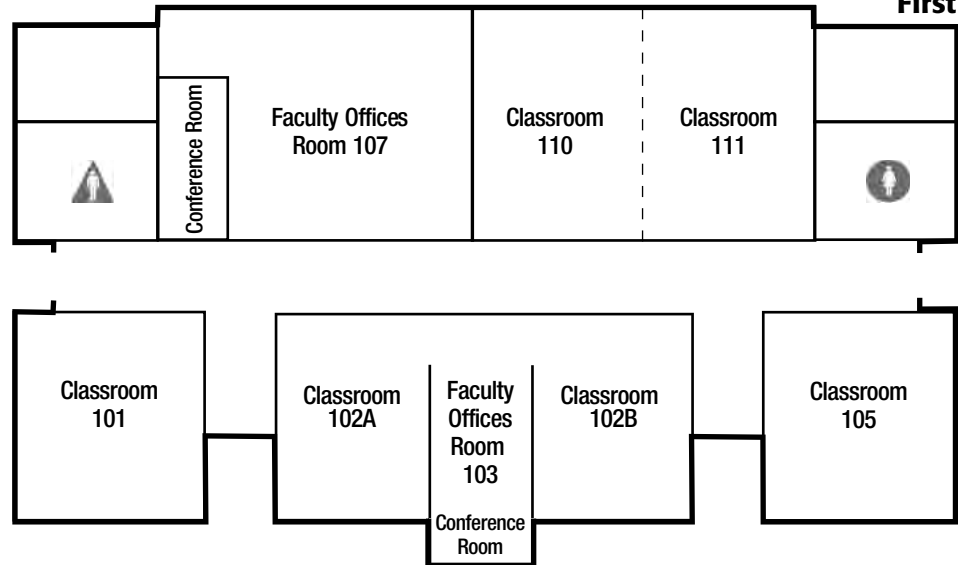




Guadalupe S. Ramirez Collaborative Studies Building (CSB)  
**Second Floor**

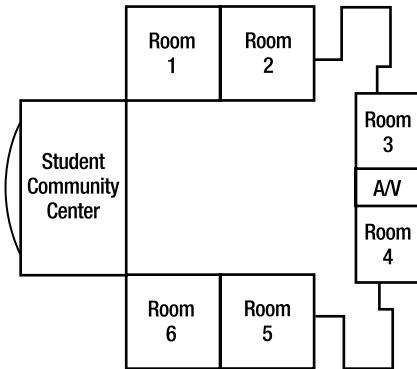


**First Floor**

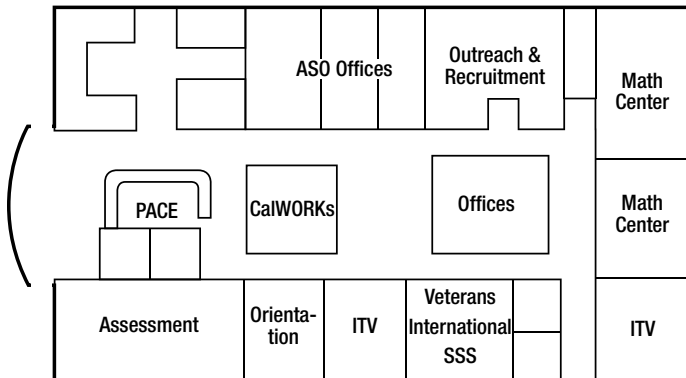


# Buildings & Classrooms

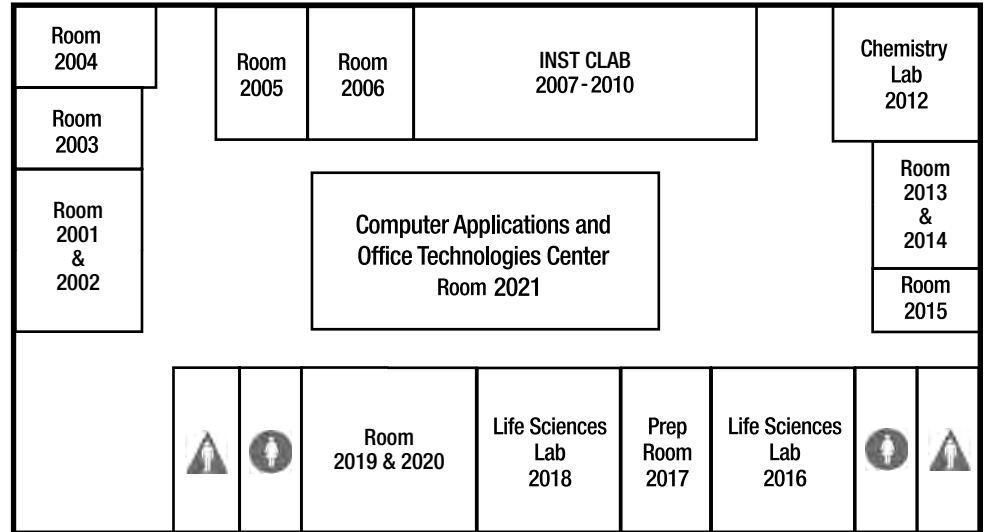
**Campus Center Building (CMPC)  
Second Floor - Ground level**



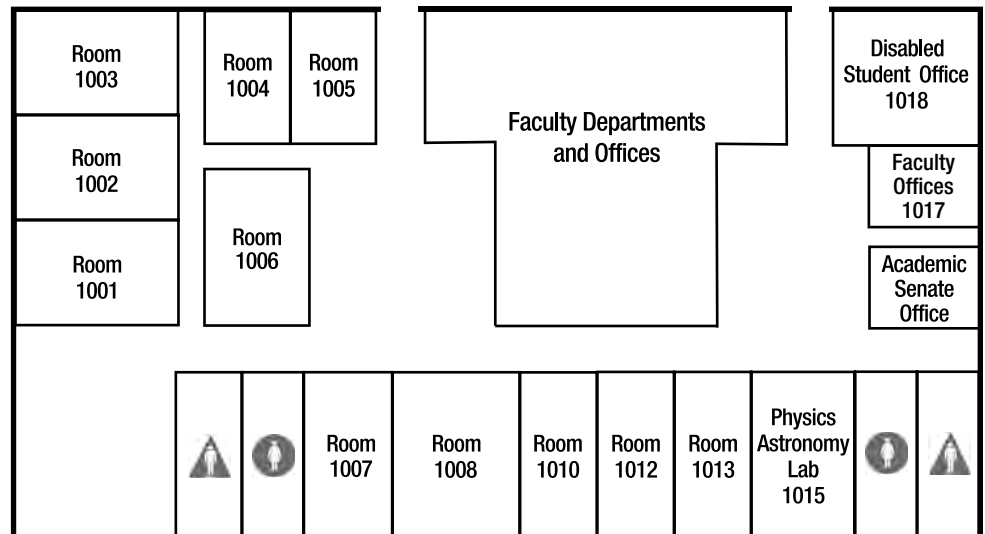
**Campus Center Building (CMPC)  
First Floor - Lower level**

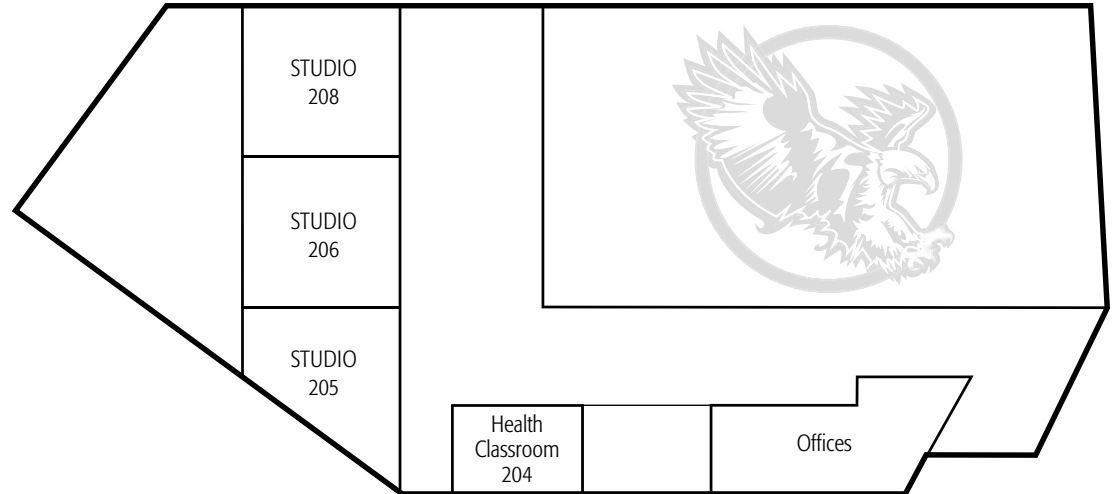


**Instructional Building (INST) Second Floor**

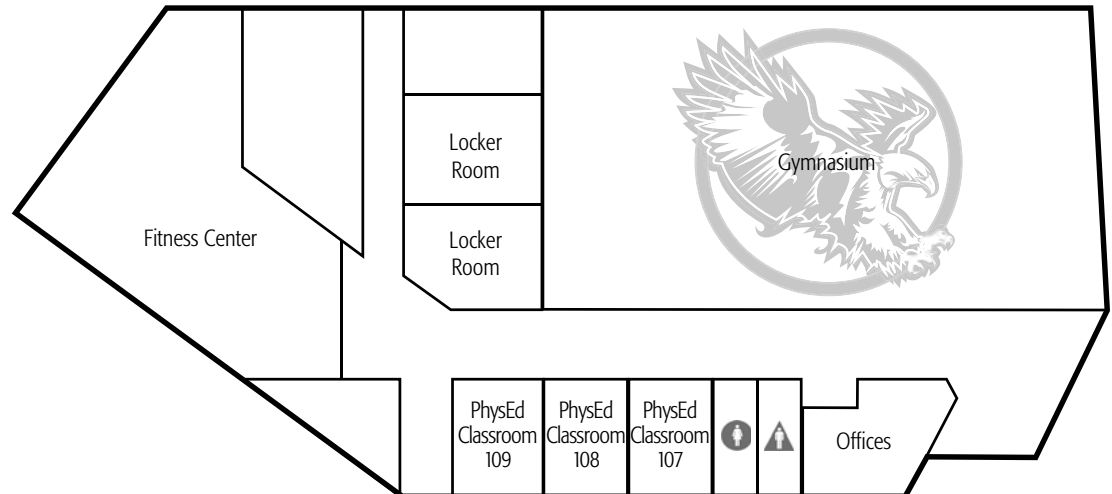


**Instructional Building (INST) First Floor**





Health, Fitness & Athletics Complex (HFAC) - **Second Floor**



Health, Fitness & Athletics Complex (HFAC) - **First Floor**

# Off Campus Locations

## 1 - CC RC

Child Care Resource Center  
20001 Prairie St, Chatsworth  
818.717.1000

## 2 - GRID-ES

Gridley Elementary  
1907 Eight St, San Fernando  
818.364.1243  
Blanca Morales

## 3 - MONROE

James Monroe High  
9229 Haskell Ave, North Hills  
818.830.4200  
Brooke Vintrup 818.830.4354

## 4 - MSSNBOWL

Mission Hills Bowl  
10430 Sepulveda Blvd  
Mission Hills

## 5 - OLIVE MNR

Olive Manor Senior Apartments  
13155 Bromont Ave, Sylmar  
818.833.0298

## 6 - PANDA LND

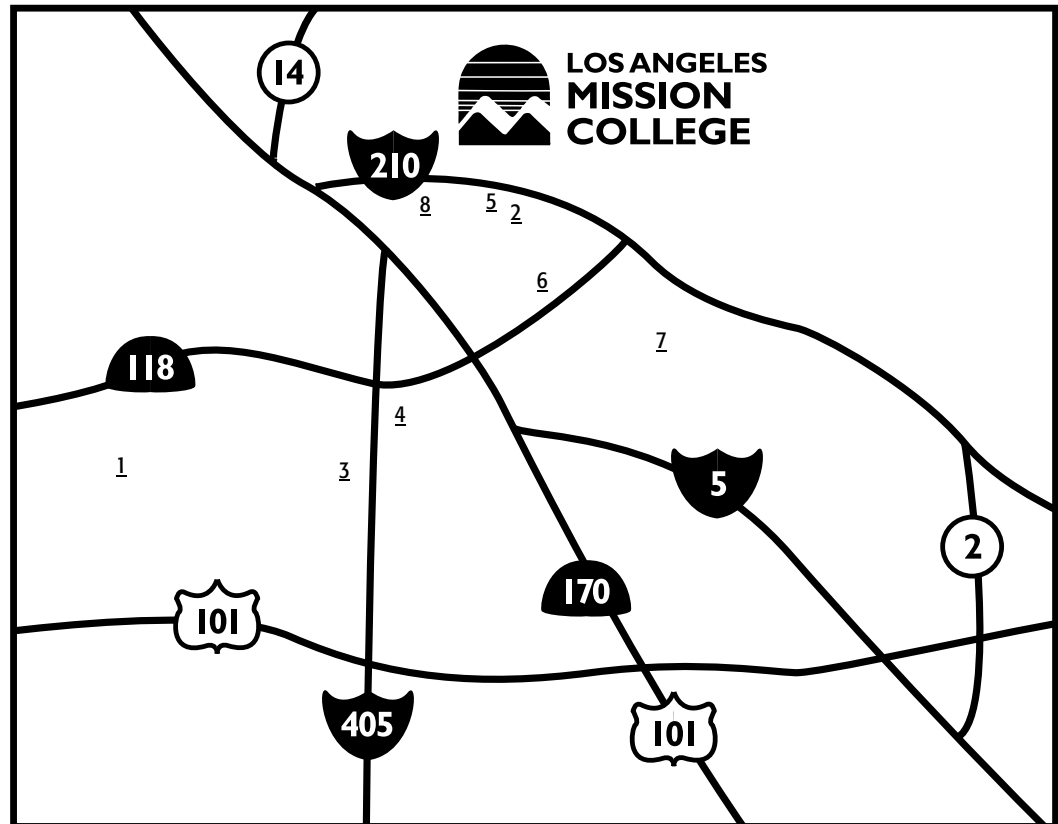
Pandaland  
13241 Vaughn St.  
San Fernando, CA 91340

## 7 - SARA-COUG

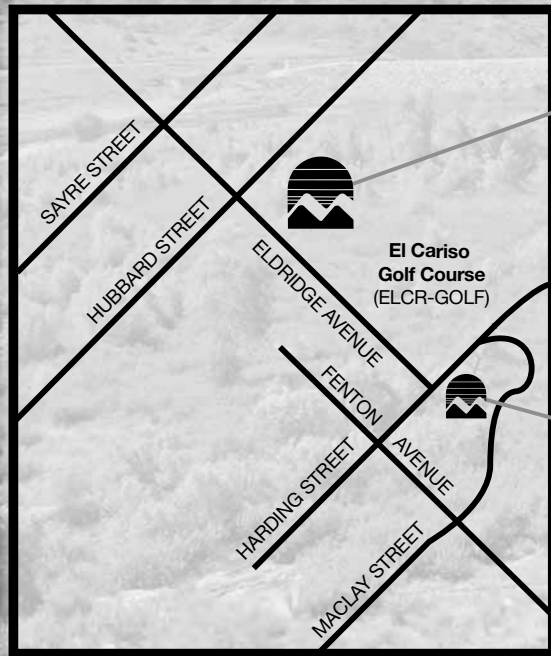
Sara Coughlin Elementary  
11035 Borden Ave, Pacoima  
818.686.6428  
Sylvia Vasquez

## 8 - SYLM-HS

Sylmar High  
13050 Borden Ave, Sylmar  
818.833.3700  
Leslie McGee 818.833.3713



# Mission College Location



**LOS ANGELES  
MISSION COLLEGE**  
Main Campus  
13356 Eldridge Avenue

El Cariso  
Golf Course  
(ELCR-GOLF)

**LAMC**  
East Campus

# Student Education Planner

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

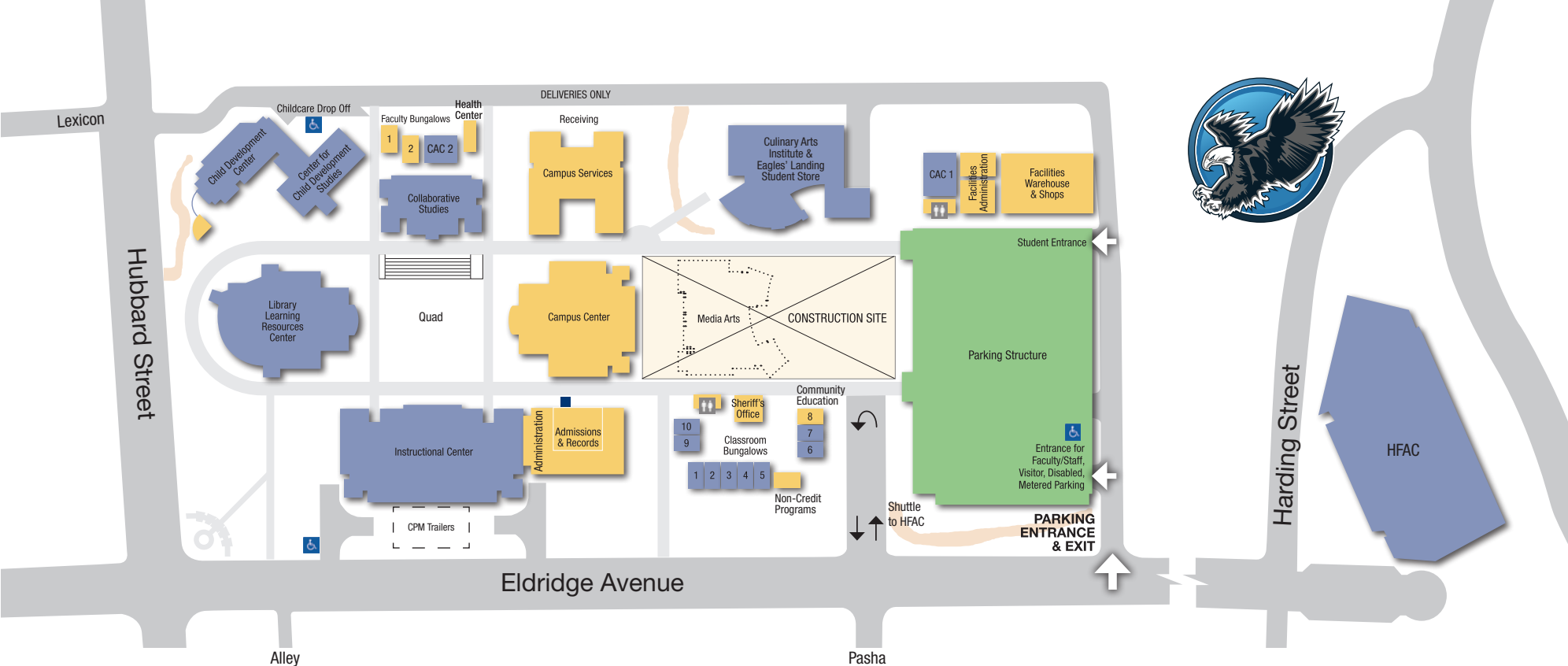
Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			

Fall	Winter	Spring	Summer
<b>COURSES</b>		<b>Units</b>	<b>Grade</b>
<b>TOTALS</b>			









- CENTER FOR CHILD DEVELOPMENT STUDIES (CCDS)**
- Child Development Center
  - FCCHN Office
- LIBRARY/LRC**
- 1st Floor (Lower level)*
- Media Production/Multimedia Labs
- 2nd Floor (Ground level)*
- Vice President of Student Services
  - Computer-Aided Instruction
  - Electronic Training Rooms
  - Learning Center
  - Teleconference Room
- 3rd Floor (Top level)*
- Library

- INSTRUCTIONAL BUILDING (INST)**
- 1st Floor*
- Classrooms 1001-1018
  - Disabled Student Services
  - Faculty Offices
  - Physics/Astronomy Lab
- 2nd Floor*
- Classrooms 2001-2003
  - Chemistry Lab
  - Computer Science Lab
  - Life Sciences Lab
  - Computer & Office Applications Center

- ADMINISTRATION WING**
- Vice President of Academic Affairs
  - Academic Affairs
  - Admissions & Records
  - Counseling • EOP&S
  - Financial Aid & Scholarships
  - Information Booth
- FACULTY OFFICE BUNGALOWS**
- Faculty Bungalows 1 & 2

- COLLABORATIVE STUDIES (CSB)**
- 1st Floor*
- Classrooms 101-111
  - Faculty Offices
- 2nd Floor*
- Classrooms 201-208

- CAMPUS SERVICES (CMPS)**
- Office of the President
  - Vice President of Administrative Services
  - Business Office
  - Fiscal Services
  - Human Resources
  - Purchasing
  - Mail Room/Reprographics
  - Receiving
  - Student Activities

- CULINARY ARTS (CUL)**
- Culinary Arts Institute
  - Eagles' Landing Student Store

- CAMPUS CENTER (CMPC)**
- 1st Floor (Lower level)*
- Assessment • ASO Office
  - International Students Office
  - ITV • Math Center • PACE
  - Student Support Services (TRIO)
  - Transfer Center
  - Veterans Office
- 2nd Floor (Ground level)*
- Assembly Area
  - Audio-Visual
  - Meeting Rooms 1-6
  - Student Community Center

- CLASSROOM BUNGALOWS (BUNG)**
- Bungalows 1-10
  - Community Education
  - Non-Credit, Basic Skills & Special Academic Programs
- FACILITIES SERVICES**
- Plant Facilities
- HEALTH, FITNESS and ATHLETICS COMPLEX (HFAC)**
- Classrooms
  - Fitness Center
  - Gym

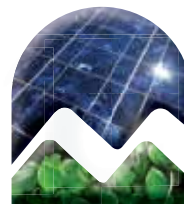
where dreams become reality



*Our Mission Is Your Success*

**LOS ANGELES  
MISSION COLLEGE**

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Sylmar, California 91342  
818.364.7600  
818.364.7861 tdd  
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