



ACHIEVE DISCOVER REACH EXPAND
OPTIMIZE REALIZE ACQUIRE ENHANCE
ENRICH ADVANCE DEVELOP EXPLORE





Welcome to Los Angeles Mission College, the educational "gem" located in the north San Fernando Valley. Surrounded by mountain vistas, Mission College is conveniently linked to the valley by numerous freeways and transit lines.

I am excited about the upcoming year and the changes taking place on campus. From a physical perspective, a very different looking school is transforming before our eyes. Our campus is becoming more modern, and the construction of our buildings is state-of-the art. You will feel comfortable as you walk upon our beautiful grounds, and the wonderful environment will help you learn and grow intellectually. Having had the privilege of meeting many instructors and students, I am impressed with the quality of teachers and the talented students we have on campus.



Growth... Opportunity... Change

We are prepared to educate the residents of the community to fill the high-skill jobs of the 21st century. As you glance through this catalog, you will see that Mission College offers an array of programs of study to help you earn a degree, or enrichment courses to acquire new skills to advance in the workplace. Whether you are interested in a vocational degree, transfer to a four-year institution or pursuing a goal of life-long learning – then look no further.

Whatever your reasons are for attending Mission, you will be provided with a quality education. If you prefer taking courses at times that are more convenient to you, be sure to look at our online classes. I also encourage you to take advantage of the many services we offer, including financial aid assistance, counseling, transfer, tutoring, career planning and much more.

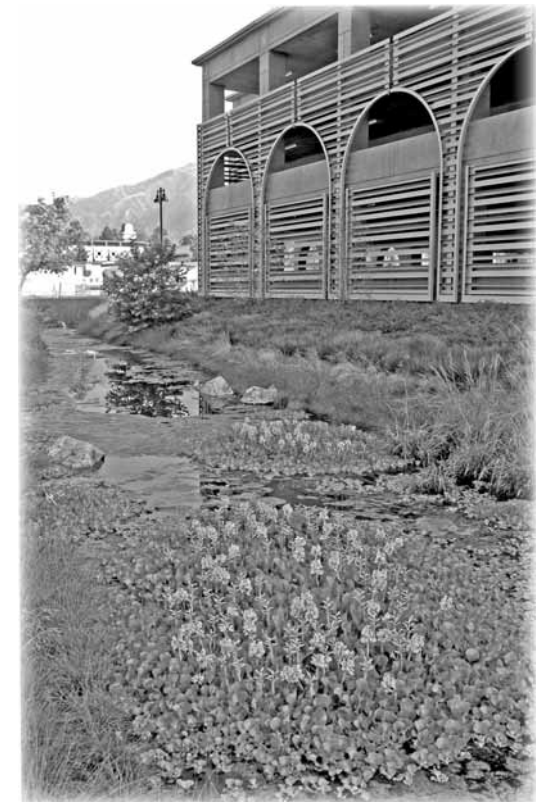
As you start this academic year, find time to get involved. Become a member of the college community by participating in co-curricular or extra-curricular activities. Consider trying out for our softball team or joining the associated student organization, honors club, or enrolling in our continuing education courses. So check out our website at www.lamission.edu. We are just a click away.

I look forward to seeing many of you on campus in the upcoming year. Los Angeles Mission College continues to help build better lives in this community. And remember... together, we can make a difference!

Kindest Regards,



Judith Valles, President





Los Angeles Community College District

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Los Angeles Mission College **2008/2009 CATALOG**

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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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.



Telephone Extensions

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

OFFICE	LOCATION	EXTENSION	OFFICE	LOCATION	EXTENSION	OFFICE	LOCATION	EXTENSION
A			F			S		
Academic Affairs	INST	7635	Faculty Offices			Sheriff	PLANTFAC	7843
Academic Senate	INST	7765	Arts, Health, & PE Dept	INST	7680	Student Activities	CMPS	7641/7820
Administrative Services	CMPS	7780	Business & Law	INST	7894	Student Services	CMPS	7766
Admissions	INST	818.833.3322	Chicano Studies & Foreign Languages	INST	7690	Student Support Services	LRC	7629
Art Center	CAC	818.367.8561	Engineering & Computer Science	INST	7894	T		
Articulation	INST	7618	ESL/English	INST	7793	TDD LINE (Information)	INST	818.364.7895
Assessment	CMPC	7613	Mathematics	CSB	7894	Traffic School	CAC	818.364.7390
Associated Student Organization (ASO)	CMPS	7764	Natural Sciences	INST	7722	Transcripts	INST	7659
Athletic Department	FOOT	7886	Professional Studies	INST & CSB	7894	Transfer Center	CMPC	7827
B			Social Sciences	INST	7680	Tutoring	Learning Center	7756
Bookstore	CMPS	7768/7798	Financial Aid	INST	7648	V		
Business Office	CMPS	7783	Foods Lab	INST	7665	Veterans	CMPS	7741
C			I			W		
CalWORKs	CMPC	7760	Instructional Television (ITV)	CMPC	3594	Workforce Development/ Grants Office	Library	7760
Career Center	INST	7653	International Students	CMPS	7741			
Child Development Center	CDCTR	7863	L					
Citizenship & English Literacy Center	Maclay	818.837.2239	Learning Center (LRC)	LRC	7756			
Community Extension	CAC	818.364.7387	Library	LIBRARY	7600/7106			
Cooperative Education	LIBRARY	7700	Lost & Found	PLANTFAC	7843/7845			
Credit Clerk	CMPC	7663	M					
Counseling Department	INST	7655/7656	Matriculation	INST	7868			
D			Multimedia	LIBRARY	7771			
Disabled Students Programs & Services (DSP&S)	INST	7732	Music	CAC	818.364.7493			
TDD Line (Disabled Students)	INST	818.364.7861	P					
E			PACE	CMPC	7684			
Emergency Services	PLANTFAC	7843	Physical Education	FOOT	818.837.1200			
Extended Opportunities Programs & Services (EOP&S)	INST	7645	President's Office	INST	7790			
			R					
			Records (Metropolitan College)	CMPS	7773			
			Recruitment	INST	818.833.3506			

- CAC** Cultural Arts Center (adjacent parking structure)
- CDCTR** Child Development Center
- CMPC** Campus Center Building
- CMPS** Campus Services Building
- CSB** Collaborative Studies Building
- FOOT** Foothill Building, Physical Education Building
12843 Foothill Blvd., Suite B
- INST** Instructional Building
- Library** Library/Learning Resources Center Building
- Maclay** 436 N. Maclay Ave., San Fernando, CA 91340
- PLANTFAC** Plant Facilities Building

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Mission College Offers The Most Modern
Twenty-First Century Campus In The Los Angeles Area

General Information

COLLEGE HISTORY

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. Mission College 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 of land 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, Mission College has served over 150,000 students who have pursued their academic and career goals at our campus. Mission College 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 Mission College, this two-story building contains ten classrooms, faculty offices, and a conference room.

Today, Mission College's enrollment is nearly 9,000 and is expected to continue growing. In 2001 and again in 2003, voters approved bond measures designed to help the nine Los Angeles Community College District campuses improve aging facilities and expand. Mission College has proposed a Master Plan to meet the needs of a growing enrollment. Recently, the college has completed new buildings and a state-of-the-art parking structure topped with an power-producing solar farm on the fourth level. Mission College will continue to grow right along with you with the addition of more classroom space, a fitness center, media arts facility, child care facility and a center for applied sciences and technology.

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

General Information

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.

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.

GENERAL EDUCATION STUDENT 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.

Occupational

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



General Education

A program of general education 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 Services

A program of community services offered to meet the needs of the community for vocational and recreational courses, community and cultural events and civic functions, completely financed by fees charged to those in attendance.

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.

The vocational advisory committees are 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, bookstore, faculty offices, administrative offices and parking structure. Additionally, various off-campus facilities are utilized in the offering of extended-day and outreach programs.



⋈ *Mission College Focuses On Diversity...*

offering a welcoming environment to all students, special programs to assist new students acclimate to the college atmosphere, and a commitment to establish a comfortable learning experience

Admission & Registration Procedures

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's ID# 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.

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.

MISSION-TO-SUCCESS MATRICULATION

All new, non-exempt students should plan to complete the Admissions, Orientation, Assessment, and Counseling components before they register for their first semester at Los Angeles Mission College.

STEPS TO SUCCESS

1. *Admissions* - First, pick up an application. Completed applications can be submitted to the Admissions Office. Students can also apply online at www.lamission.edu
2. *Assessment* - The English and Mathematics assessment process helps place students in classes where they are most likely to succeed. Assessment is required for all new students unless they are exempt (see exemptions). LAMC offers assessments for English as a Second Language (ESL), native English speakers (ENL), and Math. Call the Assessment Center at 818.364.7613 for assessment times and dates.
3. *Orientation* - Orientation presents important information about college programs, requirements, and services. Orientation helps students better understand the college catalog and schedule of classes, which are necessary in planning a course of study and educational goals. In addition, orientation familiarizes students with campus resources, academic expectations, and institutional procedures. Call 818.364.7613 or visit the Assessment Center (CC 1529) for an appointment.
4. *Counseling* - The Counseling Department provides pre-registration counseling for all new and returning students. Meeting with a counselor before registering in classes provides students with an opportunity to review their educational goals, research majors, plan courses, and develop a Student Educational Plan.
5. *Follow-up* - After enrolling for the first semester, students will continue to receive follow-up services through the Counseling Department. These services consist of assisting with choosing a major, preparing to transfer, further developing a Student Educational Plan,

Admissions & Registration Procedures

and earning an Associate Degree and/or Certificate from Los Angeles Mission College. It is advised that students meet with a counselor at least once a semester.

Matriculation Exemptions - At the time of application, all students are classified as exempt or non-exempt based on various matriculation components.

Exempt students are those who (1) have already earned an Associate Degree or higher or (2) plan to enroll in a personal interest or PhysEd class, (3) have previously taken an assessment at another college or university and are able to provide evidence of results, (4) have previously completed English 28 or 101 (or equivalent) and/or Math 115 (or equivalent) at a college or university and are able to provide verification. Some students may be exempt from one or more of the individual steps listed above. Exempt students may participate in all matriculation programs.

All other students are coded as non-exempt. Non-exempt students are expected to complete orientation, assessment, and counseling components during the first semester at Los Angeles Mission College.

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 within ninety (90) days of declaring a specific educational goal.

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.

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 petition to be reclassified as residents at any time they feel their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted prior to the semester in which reclassification as a resident is to be effective.

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 law passed by the Legislature in 2001 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 the California Community Colleges, the California State University, and the 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 this Exemption from Nonresident Tuition

California Community Colleges - A 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 – A 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 - A 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 may 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 international 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 health insurance fee, SEVIS fee and the campus health fee. 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 students with B visas to change their visa status to either an F-1 or M-1 nonimmigrant visa prior to pursuing a course of study at the College.

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 (\$193 x 12 Units)	\$ 2,316	\$ 4,632
Enrollment Fee (\$20 x 12 Units)	240	480
Health Service Fee	11	22
Representation Fee	1	2
District SEVIS fee	25	50
International Student Health PPO Plus	420	840
Total: Tuition and Fees	\$3,013	\$6,026
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.		
Total Verified Expense Amount*		\$16,500

**If you have any questions regarding Estimated International Students Expenses, 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 twenty dollars (\$20) 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 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/Cal Works Program (formerly AFDC), SSI (Supplemental Security Income), or General Assistance (also known as General Relief). You also qualify if 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 qualify if you are a recipient of the Congressional Medal of Honor or a child of a recipient, or if you are a dependent of a victim of the September 11, 2001, terrorist attack. Dependents of a deceased

law enforcement/fire suppression personnel killed in the line of duty also qualify.

B. You meet the following income standards (Income Standards for 2008-2009)

Number in Household (Including Yourself)	Total 2007 Family Income (Adjusted Gross Income and/or Untaxed Income)
1	\$ 15,315 or less
2	\$ 20,535 or less
3	\$ 25,755 or less
4	\$ 30,975 or less
5	\$ 36,195 or less
6	\$ 41,415 or less
7	\$ 46,635 or less
8	\$ 51,855 or less
Each additional family member	Add \$ 5,220

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 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.

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 \$183 per semester unit. The tuition fee for nonresident (out-of-state) students is \$173 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 \$20 per unit.

NONRESIDENT TUITION REFUND CRITERIA & SCHEDULE

A nonresident 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 STUDENTS 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.

ASSOCIATED STUDENTS 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 session. 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 copies)	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 without further notification.*

Transcripts and verifications will take five to seven working days to process and will be sent by mail. Mailed rush transcripts and rush verifications will take 24 hours 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.

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 818.833.3421.

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 recruitment office at 818.833.3421.

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.
- See page 29 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. The add permit deadline for semester length classes will be enforced by college administration.

CLOSED CLASSES/NO STANDBY LIST

A student may request an instructor for an add permit for a closed class. 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). Drop cards can be obtained from the Office of Admissions. Students may also drop a class by phone or Internet.

DAY & EXTENDED DAY CLASSES (HOURS)

Mission College offers classes during the day and evening for the convenience of students. Day classes meet 7:00 a.m. to 3:50 p.m. Monday through Friday. Extended day (evening) classes are those scheduled to start at 3:50 p.m. 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.





 *Mission College Offers You A Student-Friendly Environment*

Student Services

COUNSELING OFFICE

818.364.7655 or 818.364.7656

Academic – Career – Personal Counseling

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

818.364.7741

International students should schedule an appointment with the International Students Advisor or a counselor to review their program of study, their visa status, and their financial statements. Appointments can be made through the International Students Office.

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

Student Information

their first semester. Please call the Assessment Center for assessment times and dates. Orientation appointments are given at the assessment sessions. During orientation, students will develop their first semester Student Educational Plans with an Orientation Counselor.

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

818.364.7863 or 818.364.7862

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)

The Cooperative Agencies Resources for Education (CARE) program was established in 1982 to provide educational support services to Extended Opportunity Programs and Services (EOP&S) students who are welfare-dependent single parents with children 14 years or younger. The goal of the program is to provide academically high-risk students with educational support services, including counseling, 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 (DSP&S)

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 (DSP&S) 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 DSP&S 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, DSP&S 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 DSP&S 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 DSP&S.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOP&S)

EOP&S is a program undertaken by 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 encouragement to students who may have language, social, and/or economic disadvantages and to facilitate their successful participation in the regular educational pursuits of the

College. To be considered for EOP&S, 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. Be enrolled full-time (12 units or more) when accepted into the EOP&S program.
- C. Not have completed more than 50 units of degree-applicable credit course work in any combination of post-secondary higher education institutions.
- D. Qualify to receive a Board of Governors Grant pursuant to Section 58620(1) or (2).
- E. Be educationally disadvantaged as determined by the EOP&S Director or designee. In making that determination, the EOP&S 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 and women's soccer, 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

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

The academic programs at Los Angeles Mission College have been approved for veterans' (and dependents') benefits. For those planning to attend Los Angeles Mission College and receive Educational Benefits from the Department of Veteran Affairs should visit the Veterans Office for assistance with the enrollment process, schedule an appointment for assessment, counseling, and register for courses prior to attaining certification. Veterans receiving benefits are responsible for knowing and observing Veterans Administration and college regulations as they apply to all students.

Financial Aid

WHAT IS FINANCIAL AID?

Financial aid is funding provided by the federal and state governments to assist students with their educational expenses and is available in the form of grants, scholarships, employment and loans. This assistance makes it possible for students to continue their education beyond high school even if they or their families cannot meet the full cost of college education at the college they choose to attend. The basis for such assistance is the belief that parents have the primary responsibility to assist their dependents in meeting educational costs. Financial aid is meant to supplement the family's existing income/financial resources, and financial aid should not be used as the sole means of income to support other noneducational expenses.

WHO IS ELIGIBLE?

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

- Be a U.S. citizen or an eligible noncitizen. An eligible citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security (DHS) verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Show financial need.
- Be making satisfactory academic progress in a course of study leading to a Certificate, an A.A. or A.S. degree, or transfer to a baccalaureate degree program.
- Not be in default on any student loans such as Federal Perkins Loan, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized), or FPLUS (Parental Loans for Undergraduate Students) at any school attended.
- Not owe a refund on a Federal Pell Grant, Academic Competitiveness Grant (ACG), SMART Grant, Federal Supplemental Educational Grant (FSEOG) or State Student Incentive Grant (SSIG).
- Be registered with the Selective Service if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid social security number.
- Must have resolved any drug conviction issues.
- File an income tax return if required to do so.
- Must have a high school diploma or received a certificate of General Educational Development (GED) or pass an approved ability-to-benefit test.

ABILITY TO BENEFIT

Students who meet one of the qualifications listed below have demonstrated the ability to benefit from a college education in accordance with applicable Federal Regulations:

- Received a high school diploma, or
- Passed a high school proficiency examination, or
- Received a certificate of General Education Development (GED), or
- Passed an independently administered test that is approved by the Secretary of the Department of Education.

STUDENT STATUS

In order to complete the Free Application for Federal Student Aid (FAFSA), you will need to determine if you are a dependent or independent student. You are an independent student if you meet any one of the following criteria:

- You were born before January 1, 1985.
- You are a veteran of the U.S. Armed Forces.
- You will be working on a master's or Doctoral program (such as an M.A., M.B.A., M.D., J.D., Ph.D., Ed.D. or graduate certificate) in 2008-2009.
- You are married.
- You are an orphan or a ward of the court, or you were a ward of the court until age 18.
- You have children who receive more than half of their support from you.
- You have dependents (other than your spouse or children) who live with you and receive more than half of their support from you now and through June 30, 2009.
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.

If you meet one of the criteria above, you are an independent student, and you complete the FAFSA with your (and your spouse's, if applicable) income and asset information.

If you do NOT meet any one of the criteria above, you are a dependent student and must provide your and your parents' income and asset information on the FAFSA.

WHEN TO APPLY

You need to apply for financial aid every year. Financial aid applications are available January 2 of each year for the next academic year. It is recommended that you apply early. The first priority filing deadline was March 2, 2008, for the 2008-2009 academic year. The priority date is established to encourage early application for financial aid. Students who have missed the first priority date may still apply for the remaining funds available.

TIMELINE & DEADLINES

Jan. 2, 2008	Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) for 2008-2009.
Mar. 2, 2008	Deadline to apply for the Cal Grant Program and deadline for PRIORITY financial aid consideration for 2008-2009.
May 1, 2008	Established priority deadline to submit all supporting documentation to receive financial aid disbursement by the first week of the Fall 2008 semester.
May/June 2008	Award notifications are issued for priority applicants. Be sure to accept or decline any financial aid offered at this time.
Sep. 2, 2008	Cal Grant B second-chance application deadline for community college students. Since the number of Cal Grant awards in September is limited, it is best to apply by March 2, 2008.
Dec. 12, 2008	Deadline for the following: <ul style="list-style-type: none"> • Petitions for Disqualification for Fall 2008 • Petition for Income Reduction and Dependency Status Change Request • Submit all required documentation and verification documents to be processed for financial aid for Fall 2008 • Submit a Federal Loan Request for Fall 2008
Jan. 2, 2009	Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) for 2009-2010.
Mar. 2, 2009	Deadline to apply for the Cal Grant Program and deadline for PRIORITY financial aid consideration for 2009-2010.
May 15, 2009	Deadline for the following: <ul style="list-style-type: none"> • Petitions for Disqualification for Spring 2009 • Petition for Income Reduction and Dependency Status Change Request • Submit all required documentation and verification documents to be processed for financial aid for Spring 2009 • Submit a Federal Loan Request for Spring 2009

NOTE: To be eligible for Federal PELL Grants, a valid, electronically processed FAFSA must be received by the college from the U.S. Department of Education before the last date of the semester for which you are enrolled.

HOW TO APPLY

The financial aid process involves a series of steps. Following directions and completing each step correctly will minimize errors and prevent delays.

Step One: *The Application Process*

We strongly encourage you to apply online for financial aid at www.fafsa.ed.gov. Our Federal School Code is 012550. Prior to doing so, obtain a Department of Education Identification Number (PIN). Your PIN serves as an electronic signature. Both students and parents can obtain a PIN. Go to www.pin.ed.gov to apply for a PIN.

Step Two: *Follow Up*

If you submitted your financial aid application (FAFSA) online and provided an E-mail address, you will receive a Student Aid Report (SAR) via E-mail. If you applied online but did not provide an E-mail address, you will receive a SAR in approximately two weeks by mail. Students who completed a paper FAFSA may expect their SAR within four to six weeks.

At the same time you receive your SAR, we will receive your information electronically from the U.S. Department of Education and will use the information to determine your financial aid eligibility. You will be notified if additional documents are required. Please make sure that the Financial Aid and Admissions Offices have your correct address. Please note that we process financial aid files in the order in which they are received. Therefore, it is very important that you respond to inquiries by the Financial Aid Office in a timely manner.

Step Three: *The Notification Process*

Once we determine your eligibility, you will receive an award notification.

Step Four: *Disbursement*

Financial aid check(s) will be sent by mail to the address on file in the Admissions Office, are transferred electronically to the student's bank account, or on rare occasions are sent to the campus. It is the student's responsibility to report address and phone number

changes to the Admissions and Financial Aid Offices. Your enrollment will be verified and the disbursement amount will be adjusted accordingly.

Note: Financial aid applicants must use their own social security number on all college records. Be sure to indicate this number on all documents that you submit.

VERIFICATION POLICY

Los Angeles Mission College must have received a valid electronically processed FAFSA from the U.S. Department of Education and verification documents from the student whose application is selected for verification before the last date of the semester for which he or she was enrolled. Federal verification requirements apply to the following programs:

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Program (FSEOG)
- Federal Work Study Program (FWS)
- Federal Perkins Loan Program
- Federal Direct Loan Program
- Federal Stafford Loan Program

If your financial aid application has been selected for verification by the federal processor, you will be required to provide additional documentation based on the information submitted on your FAFSA with specific deadlines. Failure to meet these deadlines will result in the denial of financial aid. Additional documentation may include the following:

- Federal tax returns
- Verification of untaxed income
- Verification worksheet
- Other documents as needed to verify your application or situation

For the Federal Family Educational Loan Programs, verification must be completed 20 working days prior to the last day of the enrollment period to allow for loan processing time.

Types of Financial Aid

FEDERAL FINANCIAL AID PROGRAMS

Federal Pell Grant

The Federal Pell Grant Program is a federally funded program. 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. Grants range from \$400 to \$4,731 per academic year. The amount of the award, as determined by the Federal Pell Grant Program, is in most cases based on income and current asset information provided in the financial aid application.

In certain cases, a family's financial situation can change because of the following:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

Academic Competitiveness Grant (ACG)

ACG is a federal grant given to students who meet all of the following criteria:

- Be a U.S. Citizen
- Be a Federal PELL Grant recipient
- Be enrolled full-time
- Be a 1st or 2nd year undergraduate
- Completed a rigorous secondary school program of study

First-year undergraduate students may be eligible for up to \$750 per academic year. Second-year undergraduate students may be eligible for up to \$1,300 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from \$100 to \$400 per academic year, depending on need and packaging policy constraints. Students must be enrolled in at least 6 units at Los Angeles Mission College to be

eligible for payment; units from other colleges may not be combined for this award.

Federal Work Study Program (FWS)

The FWS Program 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 on the FAFSA and who demonstrate financial need. FWS is subject to funding eligibility. FWS funds must be earned through part-time employment authorized by the Financial Aid Office. There is a minimum unit enrollment requirement of 6 units at Los Angeles Mission College.

Federal Student Loans

Students are in no way obligated to apply for a loan. All loans require a minimum unit enrollment of 6 units at Los Angeles Mission College; units from other colleges may not be combined.

LAMC 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 within the Los Angeles Community College District 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 half-time studies and can be extended to ten years and nine months after that date. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

2. Federal Family Educational Loan Program

Federal Stafford Loans (subsidized) are fixed-interest loans made to students who show financial need while attending college at least half-time. Please check with the Financial Aid Office for the current interest rate. Loans are made by a lender such as a bank, credit union, or savings and loan. "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 expires, repayment begins.

Federal Stafford Loans (unsubsidized) 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 will not pay the interest for you while you are in school, in deferment status, or during your grace period.

For both subsidized and unsubsidized Stafford Loans, an applicant must submit a separate Loan Request Form and attend a mandatory Loan Entrance Counseling Workshop in addition to completing the FAFSA.

Federal Parent Loans for Undergraduate Students (PLUS) allow parents with good credit histories to borrow for each dependent child who is enrolled at least half-time. These loans are also made by a bank, credit union, or savings and loan. Parents must begin making payments within sixty days after the last loan is disbursed. The interest rate is fixed at 8.5 percent.

STATE FINANCIAL AID PROGRAMS

Board of Governors Fee Waiver Program (BOGFW)

The Board of Governors Fee Waiver Program is offered by the California Community Colleges. Applicants do not have to be enrolled in a specific number of units or courses to receive the BOGFW. Please note that payment of health fee is no longer part of the fee waiver. All BOGFW recipients are required to pay for the student health fee.

Students who have applied for Financial Aid and listed Los Angeles Mission College (school code 012550) will automatically be determined a fee waiver. If eligible, a fee waiver will automatically be coded on the system and will be sent a postcard.

You are eligible to apply for a waiver if you are a California resident and if 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/Cal Works Program (formerly AFDC), SSI (Supplemental Security Income)/SSP (State Supplemental Program), or General Assistance (also known as General Relief), or if you have certification from the California Department of Veterans Affairs

or the National Guard Adjutant General that you are eligible for a dependent fee waiver. Documented proof of benefits is required.

- B. You meet the following income standards (Income Standards for 2008-2009)

Number in Household (Including Yourself)	Total 2007 Family Income (Adjusted Gross Income and/or Untaxed Income)
1	\$ 15,315 or less
2	\$ 20,535 or less
3	\$ 25,755 or less
4	\$ 30,975 or less
5	\$ 36,195 or less
6	\$ 41,415 or less
7	\$ 46,635 or less
8	\$ 51,855 or less
Each additional family member	Add \$ 5,220

Note: These standards are based upon the federal poverty guidelines as published each year by the U.S. Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the income standards for the BOGFW program equals 150% of the federal poverty guidelines for the base year. These standards are for the 2008-2009 academic year and are to be used to determine BOGFW-B eligibility effective July 1, 2008, through June 30, 2009. 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 financial aid. If you qualify under this criteria, you will need to complete the FAFSA. If you qualify 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

Student Information

a child of a recipient or if you are 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.

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). Cal Grants may be used at any qualifying college or career program in California. Cal Grants do not have to be repaid.

Students must meet the following basic eligibility requirements for the Cal Grant Programs:

- Submit the FAFSA and verified Cal Grant GPA by March 2, 2008
- Be a U.S. citizen or permanent resident
- Have a valid social security number
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Be a high school graduate
- Have financial need at the college of attendance
- Meet the minimum GPA requirement as set by the

California Student Aid Commission (CSAC)

- Have family income and assets below established income and asset ceilings
- Be making satisfactory academic progress as determined by the college
- Have registered with the U.S. Selective Services (most males)
- Not owe a refund on any state or federal grant or be in default on a student loan
- Have not already earned a bachelor's or professional degree before receiving a Cal Grant.

Deadline Date: The first deadline is March 2, 2008.

A second deadline for community college applicants is September 2, 2008, but we highly recommend that applicants meet the March 2, 2008, deadline when more funding is available. Students must submit the FAFSA by the deadline date to apply for the Cal Grant.

Students must submit a GPA verification by the deadline date to the California Student Aid Commission. GPA verification for students enrolled within the Los Angeles Community College District will be electronically sent to the Commission by the deadline date for those who meet specific criteria. Please check with the Financial Aid Office if you meet the criteria to have your GPA electronically sent and for other possible options.

TYPES OF CAL GRANTS

Cal Grant A

Cal Grant A provides tuition and fee assistance for students with financial need at California public and independent colleges and selected postsecondary schools.

The Cal Grant A Entitlement Award is for graduating high school seniors who have at least a 3.00 grade point average and fall within the family income and asset ceilings. Students must apply within a year of graduating from high school and meet the March 2 application deadline for filing the FAFSA and GPA Verification Form.

The Cal Grant A Competitive Award is for all other Cal Grant-eligible students who compete for 22,500

Cal Grant A or B. Awards are based on grade point average, financial need, and filing deadline. To apply, students must file the FAFSA and the Commission's GPA Verification Form by the March 2 deadline. California community college transfer students have an extended deadline of September 2.

Cal Grant A awards may be held in reserve for up to two years while the recipient attends a California community college. Those enrolled in a mandatory five-year degree or teacher preparation program may receive grant assistance for the fifth year.

Cal Grant B

Cal Grant B provides subsistence payments for entering freshmen, with tuition and fee assistance when renewed, for high-potential students from disadvantaged, low-income families; students must attend a California public or independent college or postsecondary school. Minimum course length is one year.

The Cal Grant B Entitlement Award is for graduating high school seniors who have at least a 2.00 grade point average and fall within the family income and asset ceilings. Students must apply within a year of graduating from high school and meet the March 2 deadline for filing the FAFSA and GPA Verification Form.

The Cal Grant B Competitive Award is for all other Cal Grant-eligible students who compete for 22,500 Cal Grant A or B. Awards are based on grade point average, financial need, and disadvantaged background.

At a community college, students may be eligible to receive up to \$1,551 per academic year through the Cal Grant Program. Students must be enrolled in at least 6 units at Los Angeles Mission College to be eligible.

Cal Grant C

Cal Grant C pays tuition, fees, and book and supply costs for students in occupational or career training programs who are from low-income and middle-income families. The award does not pay tuition assistance for students at a community college. Selection is based on GPA, education and employment history, vocational aptitude, and financial need. Course length must be at least four months. Cal Grant C is not for students pursuing a four-year college degree.

To apply, students must file the FAFSA and GPA Verification form by March 2. Applicants who demonstrate financial need will be sent the Cal Grant C Supplement to complete as part of the competition.

Grants are limited to \$576 per year at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units at Los Angeles Mission College and demonstrate occupational achievement or aptitude in the chosen field.

Law Enforcement Personnel Dependents Grant (LEPD)

The LEPD grant is a program administered by the California Student Aid Commission that provides grants for eligible students. Student eligibility criteria are as follows:

- A. Students must be a child (natural or adopted) or spouse, at the time of death or injury, of a California peace officer or law enforcement officer, firefighter, or employee of the Department of Corrections or the Department of Youth Authority.
- B. Be enrolled in a minimum of six units at a California postsecondary institution accredited by the Western Association of Schools and Colleges.
- C. Demonstrate financial need as determined by the Financial Aid Office at the institution in which students are enrolled.

The grant will be in an amount equal to the amount provided to a student who has been awarded a Cal Grant. Awards may be used for tuition and fees, books and supplies, and living expenses.

Obtain an application by calling the California Student Aid Commission's Specialized Programs Branch at (888) 224-7268, option #3. For more information on this grant program, go to: www.csac.ca.gov

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 and is awarded to students attending a public or private two- or four-year college in California. For more information about this program, you may call the California Student Aid Commission at (888) 224-7268 Option #3, E-mail

specialized@csac.ca.gov, or visit the website:

www.csac.ca.gov

Chafee Grant

The Chafee Grant provides free 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. To qualify, you must a) be eligible, or have been eligible for Independent Living Program (ILP) services between your 16th and 18th birthdays, and b) not have reached your 22nd birthday as of July 1 of the award year. To apply, you must complete a Free Application for Federal Student Aid (FAFSA) and complete a California Chafee Grant Program Application at the website: www.csac.ca.gov

OTHER FEDERAL AID

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the costs of education for students of American Indian heritage. Students may apply if they meet all of the following criteria:

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or tribal group services by the BIA;
2. Have financial aid eligibility and scholastic ability
3. Are working toward an undergraduate or graduate degree; and
4. Have completed all of the application requirements.

Amounts of the grants vary according to individual agencies of the BIA. Unlike other grants it may be used to replace the loan or work portion of the financial aid package.

Applications are available through the U.S. Department of Interior, Bureau of Indian Affairs, Education Branch, 2800 Cottage Avenue, Sacramento, CA 95813.

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 website:

www.lamission.edu/financialaid

COST OF ATTENDANCE

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses, and transportation.

Other expenses may include, but are not limited to, dependent care, vocational/technical-related expenses, and disability-related expenses. Exceptions to the budget may be made in cases where need can be shown and documented.

Estimated Cost of Attendance - Fall and Spring		
	Living At Home	Living Away
Fees	\$582	\$582
Books and Supplies	1422	1422
Room and Board	3978	9936
Transportation	828	954
Personal Expenses	2502	2394
TOTAL	\$9,312	\$15,288

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC), e.g., Cost of Attendance – Expected Family Contribution = Financial Need. The EFC is determined from the information you reported on the FAFSA.

HOW ARE EXPENSES ESTABLISHED?

Standardized budgets have been established by each college. This means that all students with similar circumstances will receive the same allowance for rent, food, personal expenses, books, supplies, transportation, and registration fees. Adjustments may be made to the budget for documented unusual expenses.

HOW IS FINANCIAL AID AWARDED?

Your financial aid eligibility is determined by using the Federal Methodology. Awards can consist of a combination of grants, work-study, scholarships, and student loans.

THE AID OFFER LETTER

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

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

The Financial Aid Office reserves the right to modify aid commitments at any time because of 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 regulations.

The amounts that appear on the aid offer letter are based on full-time enrollment (12 units or more). Should a student decide to take fewer classes, the disbursement will be adjusted accordingly. Cal Grants, Child Development Teacher Grants, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grants (FSEOG), and loans require a minimum unit enrollment of half-time (6 units) at Los Angeles Mission College. Units from other colleges will not be combined for any of these awards.

DELIVERY OF FINANCIAL AID DISBURSEMENT

Deadlines and disbursement dates are mandated by federal, state, district, and/or institutional regulations and policies and must be met, or applications cannot be accepted or processed.

Grants and Federal Work-Study (FWS) warrants are sent by mail to the address on file in the Admissions Office, are transferred electronically to the student's bank account, or are on rare occasions sent to the college Business Office. It is the student's responsibility to report address and phone number changes to the Admissions Office and Financial Aid Office.

To expedite receipt of financial aid funds, we strongly encourage students to sign up for Electronic Fund Transfer (EFT). EFT is a service which eliminates the need to issue a check for student financial aid grants. Students must go to the Business Office to sign up for EFT. Be sure to bring a voided check.

Disbursements will be adjusted if enrollment is less than full-time (less than 12 units). Supplemental check runs occur throughout the academic year. The system has been programmed to issue additional payments to students for units not counted in earlier disbursements. Not all disbursements will adhere to this schedule because it depends upon when your award was processed and the date your classes begin. Payment for late-starting classes will not be issued until the class begins. After the second disbursement run date of the Fall and Spring semesters, no further award adjustments will be made. Any outstanding institutional debt will be deducted from the financial aid disbursement(s).

CHANGE OF ENROLLMENT STATUS

The Los Angeles Mission College Financial Aid Office must review payment of funds to students each enrollment period to determine if students have received an overpayment. If you are paid at one level of enrollment and then you drop units, you may be required to repay some of the funds you received.

It is your responsibility to drop your classes through the Admissions and 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 the financial aid you received.

Example: You were enrolled in 12 units (full-time) at the beginning of the semester and received your first check for \$1,000. You then dropped three classes (9 units) and remained in three units (less than half-time). The full payment for less than half-time enrollment is \$432. You have been overpaid \$568 and must repay this amount before receiving further financial aid.

If it is determined that you owe a repayment, and you DO NOT repay the funds, a hold will be placed on your academic record, your debt will be reported to the U.S. Department of Education for collection, and you will not be eligible for further financial aid at any postsecondary institution until the debt is paid in full.

No further award adjustments will be made after the second disbursement run date of the Fall and Spring semesters. Any outstanding debt will be deducted from your financial aid disbursement.

RETURN OF TITLE IV FUNDS

The student's eligibility for Financial Aid is based upon enrollment. The Higher Education Amendments of 1998 govern the Return of Title IV Funds policy for a student who completely withdraws from a period of enrollment (i.e., semester). These rules assume that a student "earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of Federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

Los Angeles Mission College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdrew from all classes prior to completing more than 60 percent of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received.

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

AUDITED CLASSES

Students CANNOT receive financial aid (including the Fee Waiver Program) for enrollment in audited classes. See page 18 for Admissions policies regarding audited classes.

CONSORTIUM AGREEMENT (Enrollment at Other Colleges)

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. If you are applying for a loan, you must be enrolled in a minimum of six (6) units at Los Angeles Mission College. For further information, please contact the Financial Aid Office.

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 enrollment level and payment, you will need to complete a Consortium Agreement. Please notify the Financial Aid Office. Payment for courses outside the District will be paid after the grade is obtained and submitted to the Financial Aid Office.

INSTRUCTIONAL TELEVISION (ITV)

Provided eligibility exists, students taking ITV courses must be enrolled in at least one unit at Los Angeles Mission College to receive Federal Pell Grant and Cal Grant payments. For all other programs, students must be enrolled in a minimum of six (6) units at Los Angeles Mission College; units from other colleges may not be combined for all other programs. Students who are only enrolled in ITV courses and who wish to be considered for financial aid must apply at Los Angeles Mission College as the home school for financial aid purposes.

STUDENT RESPONSIBILITIES

Students must take responsibility for the following:

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

2. Students must enroll in an eligible program which is defined as a certificate, an Associate Degree (A.A./A.S.), or a two-year academic transfer program that is acceptable for full credit toward a baccalaureate degree. Students must declare an educational goal and major and update any changes with the Admissions and Records Office.
3. 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.
4. Students must submit all financial aid applications and documents by specified deadlines.
5. Students must complete all financial aid forms accurately and completely and submit them to the right place on time. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received.
6. Students are responsible for reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
7. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms.
8. 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.
9. Students must repay financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e., Return of Title IV Funds, overpayments, over-awards).
10. 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.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) standards apply to ALL federal and state aid applicants, whether or not they have previously received aid. ALL students must meet the SAP Policy detailed below to be eligible to receive financial aid. Students receiving financial aid enter into an agreement to make satisfactory academic progress toward their educational goal. Failure to maintain these standards will result in the loss of financial assistance. The Financial Aid Office reviews academic progress at the end of each academic year.

The standards apply to all financial aid students and to all coursework taken, including coursework taken prior to the time a student establishes financial aid eligibility. All students receiving federal and state financial aid (except the BOGFW) must comply with the following academic progress standards.

General Information

- A. In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid from the programs listed below.
 1. Federal Pell Grant
 2. Academic Competitiveness Grant (ACG)
 3. Federal Supplemental Educational Opportunity Grant (FSEOG)
 4. Federal Work-Study Program (FWS)
 5. Federal Perkins Loan
 6. Federal Nursing Loan
 7. Federal Family Educational Loan (FFEL)

Student Information

- 8. Federal Direct Student Loan (FDSL)
 - 9. Cal Grant B and C
 - 10. Child Development Grant
- B. Professional judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965 as amended through June 1994.
- C. Satisfactory Academic Progress Standards are reasonable if they are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.
- D. Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.
- E. Consortium Classes
1. All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
 2. For students aided under a consortium agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school (the college that processes the student's aid).

General Requirements

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

1. An educational program that leads to an associate degree, or
2. An educational program which leads to a certificate, or
3. An educational program which is at least a two-year academic transfer program that is acceptable for full credit toward a baccalaureate degree.

Satisfactory Academic Progress Standards

- Maintenance of a 2.00 cumulative GPA.
- Fewer than ninety (90) attempted units for students who indicated associate degree or transfer as their educational goal.

- ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
- Students who have already earned an associate or higher degree will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. IP grades do not affect cumulative grade point average in the qualitative measure, nor are they included as completed units in the quantitative measure.
- Completion of 75 percent of the cumulative units attempted.
- Entries recorded in the students' academic record as Incomplete (INC), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 25 percent or less of the cumulative units attempted.

Application of Standards

- A. Satisfactory Academic Progress for financial aid students will be determined annually at the conclusion of the Spring semester.
- B. Students who are disqualified from financial aid will be notified by mail and will receive information about the procedure for appeal.
- C. A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.
- D. A change of one educational goal or major course of study will be allowed during the course of enrollment at the institution.
- E. Disqualification

Students will be disqualified if they have one or more of the following academic deficiencies at the end of the Spring semester:

 1. Total units attempted (excluding 30 units of ESL and basic skill/remedial classes) are equal to or greater than ninety (90).
 - a. Associate or higher degree has been earned.
 2. Cumulative GPA is less than 2.00.
 3. Cumulative Non-Grades are more than 25 percent.

Maximum Time Length

- A. Students attending for the purpose of obtaining an Associate of Arts Degree (A.A.), an Associate of Science Degree (A.S.), or completion of requirements for transfer to a four-year college are allowed 90 attempted units in which to complete their objective must adhere to the following guidelines:
1. Attending full time (12 units or more), a student is expected to complete his or her objective in three years.
 2. Attending part time (less than 12 units), a student is expected to complete his or her objective in six years.
 3. Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.
- B. Students attending short-length certificate programs must adhere to the following guidelines:
1. Some certificate objectives at the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science, or transfer objectives.
 2. The following table shows the normal completion time and maximum time for certificate programs of varying length:

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

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

Summer & Winter Financial Aid

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

Special Programs

CITIZENSHIP & ENGLISH LITERACY CENTER

818.837.2239

The Citizenship & English Literacy Center offers free noncredit English as a Second Language classes, citizenship classes, and naturalization support services to the community. The goal of the Center is to assist students to develop their skills and knowledge to enhance their roles as informed community members, parents, and workers. The Citizenship & English Literacy Center is located at the Maclay Annex (436 N. Maclay Avenue, San Fernando, CA 91340).

CONTINUING EDUCATION CREDIT

Nursing

Continuing Education credit for RNs and LVNs is available at Mission College under Provider Number 00752. Students are cautioned that they are responsible for course acceptability and must apply to the Board of Registered Nursing or the Board of Vocational Nursing and Psychiatric Technician Examiner.

Real Estate

Certain real estate courses at Los Angeles Mission College have been approved for Continuing Education credit by the California Department of Real Estate. These courses are available through Community Extension.

COMMUNITY EXTENSION PROGRAM

818.364.7387

The Community Extension Program offers a wide variety of over 150 classes and one-time seminars and workshops in recreation, business and entrepreneurship, the arts, careers, computers, languages, kids college, and personal development. Classes are offered year-round.

For a schedule of community extension classes or information, call from 8 a.m. to 6 p.m., Monday through Thursday and Friday from 8 a.m. to 5 p.m.

For drivers who have received current traffic citations, Traffic Violator classes continue to be offered in both English and Spanish. Participation in the traffic safety program may void the citation from the driver's record and protect current insurance rates. Pre-enrollment is necessary as space is limited. Please call for registration information.

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 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

Student Information

- 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

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 six 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

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

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 (ASO)

www.lamission.edu/aso

The Associated Student Organization 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 (ASO).

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.
 - 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 (DSP&S) 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

Student Information

documentation includes, but is not limited to, written notice from the college DSP&S 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 818.364.7820.

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 and silver 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

HONORS/TRANSFER ALLIANCE PROGRAM

818.364.7683

The Honors Program was created to promote academic excellence, to stimulate discussion 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.

Completing an Honors Contract

Students receive Honors credit by completing an Honors contract in any UC transferable course. In consultation with the course instructor, the student develops a proposal for an Honors research project. In most cases, the project should be a written assignment that displays interpretation and critical analysis of academic texts (journal articles or books written by experts in an academic discipline). The proposal is 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. If the advisory committee approves the project, the student will receive 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 six Honors contracts. Certified students receive access to a variety of scholarship opportunities and priority consideration for admission to UCLA, 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.

Applying to the Honors Program

Applications for the Honors Program are available at the Honors/TAP office, which is located on the lower level of the Campus Center. Current LAMC students must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher. Entering students must have a high school GPA of 3.50 or higher or an SAT score above 1,000.
Honors Coordinator, Mark Pursley: 818.364.7677
Honors Counselor, Joanne Kalter-Flink: 818.364.7652

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.

Academic Affairs

TITLE V HSI MATH PROGRAM

818.364.7810 or 818.364.7778

The Title V HSI Math program is a five-year integrated plan to help students successfully complete math requirements and progress through the curriculum with the goal of increasing retention and transfer rates. We offer three components: the Math Center, the Math Assistance Program, and the Center for Excellence in Teaching. For information, contact the Title V Math office.

THE MATH CENTER

818.364.7887 or 818.364.7811

Students will be provided free services in the Math Center, which is located in the basement of the Campus Center. The 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 focused on developmental math courses:

- Individual and group tutoring
- Collaborative study rooms
- Assistance for online math assignments
- Textbooks and video tapes check-out
- Online student resources
- Supplemental instruction
- Test proctoring (by instructor request)

MATH ASSISTANCE PROGRAM (MAP)

818.364.7810

Title V has developed the Math Assistance Program (MAP) to provide students with advisement and support services in the following areas:

- Assessment
 - Math study skills workshops
 - Counseling
 - Math anxiety and problem-solving strategies
- Math counselor, Diana Bonilla, 818.833.3321.

CENTER FOR EXCELLENCE IN TEACHING (CET)

Title V also offers services to faculty in the Center for Excellence in Teaching (CET). CET assists faculty in learning new teaching strategies to promote student success by providing the following:

- Workshops and training sessions for faculty and professional staff
- Lectures and guest speakers
- Best practices at other campuses
- Collaborative learning
- Assessment and outcomes
- Strategies for incorporating math and problem-solving in many disciplines

For more information, contact David Jordan at 818.364.7720.

LEARNING CENTER – TUTORIAL SERVICES

818.364.7756 | www.lamission.edu/learningcenter

The Learning Center provides a variety of free services to Mission College students. One-on-one and small-group tutoring is available in English, mathematics, ESL and grammar. In addition to the Writing Lab and Math Lab, where students receive in-depth help, the Learning Center offers a Learning Lab with an on-duty tutor to answer student questions about content, style, and format of academic work. Walk-in workshops in study skills, test taking skills, English, and computer literacy are offered periodically. Schedules are available in the Learning Center. Students may also enroll in credit courses to build basic skills such as reading and vocabulary.

The Learning Center also houses the Computer Commons with 126 state-of-the-art, Internet-linked computers. Educational computer software programs in many areas help students review or learn new skills. Additional computers and specialized software and hardware accommodate students with disabilities.

LIBRARY – AN INSTRUCTIONAL SERVICE

818.364.7600 ext. 7106 | 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 fine collection of books, reference materials, magazines, newspapers, and non-print materials such as microfilm and videos and provides individual study areas and group study rooms.

Computers located in the library provide access to word processing programs, the Internet, newspaper and magazine databases, and other online information resources. Special collections include children's literature, online collections of books, and a collection of materials for students in the English as a Second Language program and for students wishing to improve their basic skills.

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.

Student Information

Workshops scheduled throughout the semester provide students with instruction on how to do research and how to use computer resources.

The main floor of the Library/Learning Resources Center provides Mission College students with a variety of services. Computers are available for word processing, Internet access, tutorials, and other software applications to support students with their course work.

The Library/Learning Resources Center 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.

Workforce Development Programs

CALIFORNIA WORK OPPORTUNITY & RESPONSIBILITY TO KIDS (CalWORKs)

818.364.7760 | 818.833.3511
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 child care providers
- Academic, career, and personal counseling
- 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.

CAREERS IN CHILD CARE TRAINING PROGRAM

818.364.7600 ext. 7146

Participants must complete at least 12 units of Child Development coursework, including the core classes (CD 1, CD 2, CD 3, and CD 11). In addition to this, each student in the program must complete 50 days of work experience in a high-quality childcare setting. Each day of experience must include three hours working directly with children. The volunteer work experience phase of the program begins during the second semester. After the first year in the program, trainees should qualify for the Child Development Associate Teacher Permit. At this point they are prepared to apply for a paid position in a high-quality childcare and development program. Students work in their paid positions during the second year in the program.

ENGLISH LITERACY & CIVICS

818.837.2240

The Los Angeles Mission College Citizenship Center provides an integrated program of services incorporating English literacy and civics education to prospective United States citizens, students, and members of the community. The Center offers a broad scope of academic and naturalization support services. In addition to providing assistance in acquiring citizenship, the Center helps

immigrant students to develop the skills and knowledge they may need to enhance their roles as informed community members, parents, and workers.

FAMILY CHILD CARE HOMES EDUCATION NETWORK (FCCHEN)

818.364.7881

The LAMC Family Child Care Homes Education Network consists of 30 licensed family child care homes. 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. Twenty-seven of the homes in the Network are licensed for 12 to 14 children, while the remaining three are licensed for up to 8 children.

FOSTER/KINSHIP CARE EDUCATION (FKCE)

818.364.7600 ext. 7135

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.

GAINING EARLY AWARENESS & READINESS FOR UNDERGRADUATE PROGRAMS (GEAR-UP)

818.364.7600 ext. 7139

Los Angeles Mission College has partnered with Project GRAD (Graduation Really Achieves Dreams) Los Angeles in the GEAR UP grant. GEAR-UP is a federally funded program designed to provide the support system needed in order for students to be prepared to attend and be successful in college. The GEAR-UP program provides trained Mission College students to serve as classroom tutors in both the middle and high school level. Tutors are trained in multiple collaborative learning techniques as well as one on one tutoring strategies. Tutors serve as mentors to student as well as work with the students' families in informing them of post secondary school options and financial aid available to them. GEAR-UP

emphasizes community building and school restructuring in a brand new way that is exciting and purposeful.

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

818.364.7600 ext. 7135

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 South Bay Workforce Investment Board awarded LAMC Workforce Investment Act (WIA) programs a contract to administer a Subsidized Training and Employment Program in the San Fernando Valley. The purpose of the program is to enable CalWORKs participants, particularly those who are near the end of their CalWORKs 60-month time limit, to secure unsubsidized employment after completing one or more subsidized training activities. The activities include short-term classroom training linked to in-demand occupations, subsidized employment in the form of on-the-job training or paid work experience, and grant-diverted work experience via GAIN activities.

**TEACHER PREP PROGRAM (TPP)
/COOPERATIVE TITLE V**

818.364.7600 ext. 7009 | 818.833.3420

www.lamission.edu/teacherprep

Teacher Prep Program (TPP) at Los Angeles Mission College is a part of the Cooperative Title V grant in partnership with Loyola Marymount University, School of Education. TPP is designed to provide resources to help students pursuing a teaching career. Students interested in becoming a K-12 teacher are welcome to take advantage of many of its services.

- Personalized counseling
- Digital portfolio class and Mac lab access
- Book loan and reference library

- Updates on the teaching profession
- CBEST preparation workshop
- University presentations and special speaker series
- Mentorship
- Transfer assistance
- Teacher Prep Newsletter
- Scholarship and financial aid information

TECH-PREP

818.364.7674

LAMC in collaboration with seven area high schools is planning to continue to expand the matrix of schools and courses offered through Tech Prep in the field of Hospitality including food service, lodging and travel and tourism. Professional development activities for faculty and counselors at the high schools and community college will be offered to develop knowledge and skills required for implementing and integrated Tech Prep programs. The program provides access to information through in-service programs provided by LAMC and on a website linked to collaborating partners who post current information and activities. Focus on Careers is presented to provide secondary school students with information about college programs, activities, and benefits such as financial aid and student services. The Tech Prep program has one additional project funded through the California Department of Education: the Tech Prep Distributions Points Project.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES -
CHILD DEVELOPMENT CAREER PROGRAM**

(TANF-CDC)

818.364.7600 ext. 7146

TANF-CDC is a collaboration of organizations with a common goal and vision to offer participants the opportunity of a life-long career path as an early childhood educator. This program works in cooperation with the College, the county CalWORKs program, and the Foundation for California Community Colleges. Through an integrated training program of classes and work experience, participants are prepared to apply for the Associate Teacher Permit and Teacher Permit through the California Child Development Training Consortium.

TITLE V-HSI

818.364.7778

Title V HSI is a five-year integrated plan to improve retention and progression in math using academic support initiatives, curriculum development for critical thinking skills, and computer-assisted instruction. Title V HSI also provides faculty and staff development, strengthens comprehensive support services, and initiates outcomes assessment and evaluation.

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.

CAREER TECHNICAL EDUCATION ACT (CTE)

818.364.7640

VTEA is authorized by Congress under Title I, Part C, of the Carl D. Perkins Act. Its goal is to strengthen vocational and technical education programs through curriculum and instructional delivery, student support structures and student services; professional development; partnership development; accountability, assessment and evaluation. In addition, there is availability of classes with low-tuition enrollment in the following disciplines:

- Computer Applications and Office Technologies
- Computer Science Information Technology
- Multimedia
- Child Development

Student Information

- Gerontology/Family and Consumer Studies
- Food Service Management
- Administration of Justice
- Paralegal
- Business Administration

VTEA also provides tutors and learning resource services for students enrolled in vocational and technical disciplines, supplemental instructional support for vocational and technical education faculty, and faculty development.

WORKFORCE INVESTMENT ACT (WIA)

818.899.1529

The purpose of this program is to link job seekers to employment opportunities. The WorkSource Center provides a seamless, coordinated, and comprehensive referral system through a network of collaborating partners who are either physically co-located or virtually connected. Three levels of service are provided:

1. Core services including job search assistance, referrals to programs, initial screening, and labor market information
2. Intensive services for eligible participants, which include development of individual employment plans, and case management
3. Training services provided only to those who are unable to obtain other grant assistance, including job readiness training, adult education, and literacy.

The Center also assists employers and the community by serving as a partner in continuing community enrichment and economic development efforts.

YOUTH DEVELOPMENT SERVICES (YDS-YESS)

(Formerly Independent Living Program)

818.364.7600 ext. 7138

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

COLLEGE BOOKSTORE

College Bookstore 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.
5. Checks can be accepted from registered students only.
6. The bookstore charges a \$15 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.

College Bookstore 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 bookstore staff. The bookstore 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 bookstore.
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 bookstore 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. 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.





⚡ *Mission College Presents A Positive Learning Environment...*
small classes as opposed to large university lecture halls, willingness of teachers to assist in your learning experience, effective use of cutting edge technologies, use of innovative teaching techniques

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 GPA, 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.

District Information

GRADUATION HONORS

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

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 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 "Credit," "No Credit," 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

District Information

all units in which a student has enrolled and for which entries of "W" (Withdrawal), "INC" (Incomplete), and "NC" (No Credit) 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 on progress probation because of an excess of units for which entries of "W" (Withdrawal), "INC" (Incomplete), and "NC" (No Credit) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

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-Credit (NC), 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 "NC" 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", "CR", or "NC") 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 up to a total of 15 units in which substandard grades (less than "C", 2.00) were 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.
 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.
 - b. A single block of credit will be given and identified as academy credit.
 - c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent. Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

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 any accredited institutions of higher education will be recognized. Credits are posted to transcripts upon completion of all other graduation requirements. Students must arrange for each college previously attended to mail official, sealed transcripts to the Office of Admissions and Records.

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 2.0 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 (AP) EXAM CREDIT

To be eligible to receive credit for Advanced Placement exams, the student must be enrolled at Mission College during the semester in which credit is to be granted. The student must have completed a minimum of 12 units and have a cumulative grade point average of 2.00 or higher earned at Mission College. In order to receive credit, the student must file a petition in the Admissions and Records office. Official AP score reports must be mailed directly to the Admissions Office from the College Entrance Examination Board. Please refer to the following chart for equivalent courses. Credit acquired by AP exam is not applicable toward meeting unit-load requirements for athletic eligibility, social security benefits, or Veterans Administration benefits.

CREDIT FOR ADVANCED PLACEMENT		
Test	Equivalent Course	Units
American History	History 11, 12	6
Art: History	Art 101, 102	6
Studio Drawing	Art 201, 202	6
Studio General	Elective Credit*	6
Biology	Biology 3	4
Chemistry	Chem 65	4
English Language & Composition	English 101	3
Economics	Econ 1, 2	6
French Language	French 1	5
Math: Calculus AB	Math 265	5
Calculus BC	Math 265, 266	10
Music Listening	Music 111	3
Physics B	Physics 6, 7	8
Psychology 1	Psych 1	3
Spanish Language	Spanish 1	5
Literature	Elective Credit*	6
US Government & Politics	PolSci 1	3
US Government & Politics Comparative	PolSci 2	3
*Satisfies six (6) units elective credit only. Not G.E. Requirement.		

Advanced Placement exam scores must be 3 or higher on an Advanced Placement Examination administered by the College Examination Board. Some institutions require higher scores for course credit. Students should check with the Transfer Center and/or the institution to which they plan to transfer.

The AP exam credit policies listed in the chart of "Credit for Advanced Placement" are applicable only toward the college's associate degrees, occupational certificates, CSU Title 5 American Institutions requirement, and the joint UC/CSU IGETC general education plan requirements. Please note that for students who are completing the CSU general education requirements, Mission College is required to apply the AP policies of the California State University. These policies are not stated in this catalog.

Furthermore, both the amount and type of transferable credit granted toward a university's admission or major requirements are determined by that university's policies and not by Mission College policies. The policies of a university often differ from Mission College policies. Students are advised to see a counselor for further information about CSU and other university policies.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT

Mission College will grant three elective units toward the Associate degree for each of the CLEP General Examinations passed with a score of 500 or higher on the 1978 scale, or 450 on the 1986 scale. No specific course credit is granted for the CLEP exams. Therefore, they cannot be used to fulfill general education, major, or competency requirements.

Transferable credit CLEP exams will depend on the policies of the university to which the student intends to transfer. For information regarding university CLEP policies, transfer students should confer with the admissions office at the university of their choice or consult the catalog of that university.

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.

CREDIT/NO-CREDIT OPTION

The College President may designate courses in the College Catalog wherein all students are evaluated on a "Credit/No-Credit" 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 "Credit/No-Credit" or a letter grade. These courses will be noted in the College Catalog as being eligible for the Credit/No-Credit option.

1. Usage for Single Performance Standard

The Credit/No-Credit 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 Credit/No-Credit 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 Credit/No-Credit 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 Credit/No-Credit 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 Credit/No-Credit 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 Credit/No-Credit 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 Credit/No-Credit Option

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

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

1. A student wishing to take a course on a Credit/No-Credit 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 Credit/No-Credit 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 Credit/No-Credit 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 Credit/No-Credit 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 Credit/No-Credit:

- Developmental Communications (all courses)
- English 21
- English as a Second Language (all courses)
- Speech Communication 61 & 65

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: 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: 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. "Ws" 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. "Ws" 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 "MWs."

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.

GRADES & GRADE CHANGES

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.

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 recommended that a student seeking to go through the challenge process meet with a counselor to discuss the process in further detail.
 2. All challenge forms must be processed prior to the add deadline 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 space is available in a course when a student files a challenge to the prerequisite or corequisite, the student will be allowed to enroll into the course during the challenge process. If the challenge is approved or the college fails to resolve the challenge within 5 working days, the student shall be allowed to remain in the course. If the challenge is denied, the student will be notified and dropped administratively. If no space is available in the course when a challenge is filed and approved, the student shall be permitted to enroll for the following semester.
 3. Students need to complete the challenge form, attach appropriate documentation and take the form to the Chair and/or Vice Chair of the department through which the course in question is being offered.
 4. The Department Chair and/or Vice Chair will approve or deny the challenge. 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.
- Once the challenge is approved/denied and signed, the Chair and/or Vice Chair of the department or designated faculty member will return the form to the Matriculation Coordinator.

- The Matriculation Coordinator will contact the student of the results of the challenge.
 - If the challenge is approved, the student will be given a course placement authorization that the student will take to Admissions along with the necessary add form for processing.
5. If the challenge is denied, the student may appeal the decision to the Vice President of Academic Affairs. Notification of the appeal decision will be sent to the student within 5 working days after its receipt.

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 noncredit 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

District Information

as a student identification number. Students are asked to voluntarily provide their social security number for this purpose.

FAMILY EDUCATIONAL RIGHTS AND 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.
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 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.
 - 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://srk.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 Compliance Officer, 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 Compliance Officer located in the Campus Center, 818.364.7701.

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

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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. *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.

4. *RESTITUTION*

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

5. *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.

6. *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.

7. *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 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.

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).

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.

Non-Discrimination Policy Compliance Procedure

In order to ensure nondiscrimination policy compliance at Los Angeles Mission College, please direct inquiries to the Compliance Officer – Title IX/Gender-Equity, and Sexual Harassment (818.364.7701). 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.

Política De Acuerdo Con Los Procedimientos De Igualdad De Oportunidades

Para asegurar que se cumpla una política no discriminatoria en Los Angeles Mission College, favor de dirigirse a la oficina de un mediador si se refiere al acoso sexual o a la discriminación – Compliance Officer Title IX/Gender Equity (818.364.7701). Para la Sección 504, dirijase al Coordinador del Programa de Personas Incapacitadas, al 818.364.7734. Además, puede también dirigir sus preguntas a la oficina de Diversity Programs del Distrito, teléfono 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.

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.

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 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.





 *This Is Your Opportunity To Be
Part Of A New Academic Environment*

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 session, 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 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 - 60 to 72 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.

Graduation Information

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

III. Competency Requirement - 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. ESL 8, English 28, 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 courses (or its equivalent at another college) with a grade of "C" or better.

1. Mathematics 113 and 114, 115, or any higher level mathematics course with a prerequisite of Mathematics 115 or its equivalent, or
2. Achievement of a score of 15 or higher on the District Mathematics Competency Examination.

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.

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 Transfer Associate Degree in Liberal Arts or Interdisciplinary Studies. 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").
3. Students must demonstrate competency in English and Mathematics.
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.

Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer 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 for one semester only. Students who interrupt their attendance become subject to any new requirements that are in effect at the time of re-enrollment.

Graduation Information

	ASSOCIATE DEGREE PLAN A DESIGNATED MAJORS	ASSOCIATE DEGREE PLAN B DESIGNATED MAJORS	TRANSFER ASSOCIATE DEGREE IN LIBERAL ARTS																												
	<p>1. Major Requirements: At least 18 units in a single or related discipline. For a degree that specifies the major, students must complete major discipline requirements as listed in the catalog.</p> <p>2. GE Requirements: At least 30-31 units in the following manner:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">UNITS</th> </tr> </thead> <tbody> <tr> <td>a. Natural Sciences</td> <td style="text-align: right;">3</td> </tr> <tr> <td>b. Social & Behavioral Sciences</td> <td style="text-align: right;">9</td> </tr> <tr> <td>c. Humanities</td> <td style="text-align: right;">3</td> </tr> <tr> <td>d. Language & Rationality (min.)</td> <td style="text-align: right;">12</td> </tr> <tr> <td>e. Health & Physical Education</td> <td style="text-align: right;">3-4</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right; border-top: 1px solid black;">60</td> </tr> </tbody> </table>		UNITS	a. Natural Sciences	3	b. Social & Behavioral Sciences	9	c. Humanities	3	d. Language & Rationality (min.)	12	e. Health & Physical Education	3-4	TOTAL	60	<p>1. Major Requirements: At least 36 units in a single or related discipline. For a degree that specifies the major, students must complete major discipline requirements as listed in the catalog.</p> <p>2. GE Requirements: At least 18-19 units in the following manner:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">UNITS</th> </tr> </thead> <tbody> <tr> <td>a. Natural Sciences</td> <td style="text-align: right;">3</td> </tr> <tr> <td>b. Social & Behavioral Sciences</td> <td style="text-align: right;">3</td> </tr> <tr> <td>c. Humanities</td> <td style="text-align: right;">3</td> </tr> <tr> <td>d. Language & Rationality (min.)</td> <td style="text-align: right;">6</td> </tr> <tr> <td>e. Health & Physical Education</td> <td style="text-align: right;">3-4</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right; border-top: 1px solid black;">60</td> </tr> </tbody> </table>		UNITS	a. Natural Sciences	3	b. Social & Behavioral Sciences	3	c. Humanities	3	d. Language & Rationality (min.)	6	e. Health & Physical Education	3-4	TOTAL	60	<p>1. Completion of IGETC or CSU Breadth requirements.</p> <p>2. A minimum of 60 transferable units completed.</p> <p>3. One course in Physical Education or appropriate waiver.</p> <p>4. One course in Health.</p> <hr/> <p>Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements.</p>
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PLAN A MAJORS	<ul style="list-style-type: none"> • Administration of Justice • Art (Art, Drawing, Painting, Sculpture) • Chicano Studies • Child Development (Teacher Assistant Only) • Computer Science • English • Liberal Arts 	<ul style="list-style-type: none"> • Family & Consumer Studies (Consumer Education & Management, Foods & Nutrition, Gerontology, Marriage & Family Life) • General Studies (with Emphasis) • Health Science • Humanities • Liberal Studies 	<ul style="list-style-type: none"> • Mathematics • Philosophy • Physical Science • Political Science • Psychology • Sociology • Spanish 																												
PLAN B MAJORS	<ul style="list-style-type: none"> • Accounting • Business Administration • Child Development • Computer Applications & Office Technologies • Computer Science (Business Emphasis) • Food Service Management (Food Management Production Services & Related Technologies) 	<ul style="list-style-type: none"> • Engineering • Finance • Interior Design • Law (Legal Assisting) • Management/Small Business Management • Marketing • Multimedia Studies 	<p>This information is subject to change without notice.</p> <p>Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements.</p>																												

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 the Transfer Center regarding transfer requirements.

A. Natural Sciences

1 Course/3 Units

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

B. Social & Behavioral Sciences

3 Courses/9 Units (one course from #1, one course from #2, one course from #1 or #2)

1. American Institutions	
AfroAm	4
Chicano	7, 8
Econ	10
History	11, 12, 43, 44
PolSci	1
2. Social Sciences	
Afro Am	2, 4
Anthro	102
Bus	1, 5
Chicano	2, 7, 19, 47
ChDev	1
Econ	1, 2, 10
Educ	203
Fam&CS	6, 31, 91
Geog	2, 7, 14
History	1, 2, 11, 12, 20, 43, 52, 86
Law	1
PolSci	2, 5, 7, 8
Psych	1, 11, 12, 13, 14, 41
Soc	1, 2, 3, 4, 7, 11, 22, 28
Spanish	9, 10

C. Humanities

1 Course/3 Units

Anthro	104, 121
Art	101, 102, 103, 109, 201, 300, 501, 502
Chicano	37, 52, 54, 58
Chinese	1
Cinema	3
English	102, 127, 208
Fam&CS	16
French	1, 2, 3, 4
Human	1, 2, 3, 30, 31, 54
Intrdgn	104
Italian	1, 2, 3, 4
Linguistics	1
Music	111
Philos	1, 20, 21, 33
Photo	10, 11, 47
Spanish	1, 2, 3, 4, 5, 6

D. Language & Rationality

4 Courses/12 Units (one course from #1, one course from #2, one course from #1 or #2)

1. English Composition*	
ESL	8
English	28, 101
2. Communication & Analytical Thinking**	
CoSci	401
English	102
Journal	100, 101
LibSci	101
Math	114, 115, 120, 125, 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275, 291
Philos	5, 6, 20
Speech	101, 102, 151

E. Health & Physical Education

2 Courses/3-4 Units

1. Health Education	
Health	8, 11
2. Physical Education Activity (1 unit)	
PhysEd	91-699

* English competency can be met by completing English 28 or 101 or ESL 8 with a "C" or better.

** Math competency can be met by completing Math 115 or a higher Math course with a grade of "C" or better.

The student interested in an 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 71-143).

GRADUATION PLAN TRANSFER

Transfer students may also earn an Associate Degree by completing Transfer General Education Requirements as well as graduation requirements in Plan A or B. For further information, see a counselor.

A. Natural Sciences

1 Course/3 Units

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

B. Social & Behavioral Sciences

1 Course/3 Units

AfroAm	4
Chicano	7, 8
Econ	10
History	11, 12, 43, 44
PolSci	1

C. Humanities

1 Course/3 Units

AfroAm	2
Anthro	104, 121
Art	101, 102, 103, 109, 201, 204, 300, 501, 502
Chicano	37, 52, 54, 58
Chinese	1
Cinema	3
English	102, 127, 208
Fam&CS	16
French	1, 2, 3, 4
Human	1, 2, 3, 30, 31, 54
Intrdgn	104
Italian	1, 2, 3, 4
Music	111
Philos	1, 20, 21, 33
Photo	10, 11, 47
Spanish	1, 2, 3, 4, 5, 6

D. Language & Rationality

2 Courses/6 Units

(one course from #1, one course from #2)

1. English Composition*	
ESL	8
English	28, 101
2. Communication & Analytical Thinking**	
Comp Sci	401
English	102
Journal	100, 101
LibSci	101
Math	114, 115, 120, 125, 215, 227, 235, 238, 240, 245, 260, 265, 266, 267, 270, 275, 291
Philosophy	5, 6, 20
Speech	101, 102, 151

E. Health & Physical Education

2 Courses/3-4 Units

1. Health Education	
Health	8, 11
2. Physical Education Activity (1 unit)	
PE	91-699

* English competency can be met by completing English 28 or 101 or ESL 8 with a "C" or better.

** Math competency can be met by completing Math 115 or a higher Math course with a grade of "C" or better.

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

Los Angeles Mission College offers several educational options. By completing the graduation requirements listed on the following pages, 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 Plan A or Plan B graduation requirements and the specific list of courses for the major as noted on the following pages. Students wishing to earn a certificate in a specific area must complete the designated courses.

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") 2.0 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.

DISCIPLINES	A.A.	A.S.	Plan A/B	Cert	Skill Cert
Accounting	X		B		
Administration of Justice		X	A		
Law Enforcement Officer Candidate				X	
Probation/Correction Officer Candidate				X	
Security Management Specialist				X	
Criminal Justice Professional				X	
Law Enforcement Academy				X	
Basic Police Academy Prep					X
Art	X		A		
Drawing	X		A		
Painting	X		A		
Sculpture	X		A		
Business Administration	X		B		
Child Development	X		B		X
Family Child Care	X		B	X	X
Infant/Toddler	X		B	X	
Preschool	X		B	X	
Bilingual/Bicultural Preschool	X		B	X	
School-Age Care	X		B	X	
Teacher Assistant	X		B	X	
Special Needs	X		B	X	
Teacher's Assistant: Bicultural/Bilingual	X		B	X	
Child Dev in Administration					X
Chicano Studies	X		A		

DISCIPLINES	A.A.	A.S.	Plan A/B	Cert	Skill Cert
Computer Applications & Office Technologies	X		B		X
Office Assistant				X	
Business Communications				X	X
Administrative				X	
Keyboarding					X
Computer Science – Information Technology	X		A		
Business Emphasis	X		B		
Microcomputer Applications Management				X	
Microcomputer Programming				X	X
Microcomputer Applications					X
CSU Certificate of Achievement				X	
IGETC Cert of Achievement				X	
Engineering		X	B		
Basic Engineering				X	
CADD & CAM				X	
Engineering Assistant				X	
Family & Consumer Studies					
Dietary Services Supervisor					X
Consumer Ed & Mgmt	X		A	X	
Foods and Nutrition	X		A		
Gerontology	X		A	X	
Marriage & Family Life	X		A		
Nutrition					X
Family Development					X
Family Dev/Gerontology					X
Intro to Hospitality					X
Lodging Management					X
Travel & Tourism					X
Restaurant Management					X

DISCIPLINES	A.A.	A.S.	Plan A/B	Cert	Skill Cert
Finance	X		B		
Food Service Management					
Food Management Production Services & Related Techniques	X		B		
Culinary Arts				X	
Food Service Management					X
General Studies	X		A		
Health Sciences		X	A		
Humanities	X		A		
Interior Design	X		A/B	X	
Law	X		B	X	
Legal Assisting	X		B	X	
Liberal Arts	X		A		
Liberal Studies	X		A		
Management	X		B		
Small Business Management	X		B		
Retail Management				X	
Marketing	X		B		
Mathematics	X		A		
Multimedia Studies	X		B	X	
Design for Animation & Interactive Multimedia				X	X
Intro to Graphic Design					X
Advanced Graphic Design					X
Philosophy	X		A		
Physical Science	X		A		
Political Science	X		A		
Psychology	X		A		
Sociology	X		A		
Spanish	X		A		



Make Mission College Your First Choice For Transfer

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

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

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 CA 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

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

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 on-line 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.

Transfer Information

A recommended total of 60 units must be completed before transfer, for priority admission status.

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 on all campuses or business 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, for good cause, are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transferring. To file for partial certification of IGETC, you must fill out a Petition for Exception of Academic Requirements. Typical situations which constitute good causes for not completing one or two IGETC courses are illness, military service, and unexpected hardships, such as family or employment problems, which are experienced in the final term before transfer.

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 currently eligible from high school for admission to the CSU system may transfer at any time providing they have a "C" average in all CSU transfer units attempted. If ineligible from high school because of high school grade point average and SAT or ACT test scores, they must complete 56 CSU transferable units with an overall "C" grade point average in all transferable units attempted. If ineligible, in part or wholly, because of high school subject requirements, there are a number of ways they can make them up at Los Angeles Mission College. 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 and University of California before transferring. Note that some California State Universities and some departments may require more than a "C" average for admission.

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 units pattern described below 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 will still be responsible for 9 upper division general education units after transfer to be taken at the university campus granting the baccalaureate degree. 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.

It should also be noted, that for both full and partial certification, 12 units of residence as a student at Los Angeles Mission College must be completed. 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. The pattern presented below governs all students who began Los Angeles Mission College in the Fall or Spring of 2004-2006 and subsequently remain in continuous enrollment and earn credit each regular semester until they transfer. Some courses appear in several areas, but one course may NOT be used to meet more than one General Education Requirement. No more than two courses in any single discipline will be counted toward meeting General Education Requirements.

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

(Courses subject to change each year)

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 2007-2008 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 Composition 2-3 Courses/6-9 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

Philos 5

C. ORAL COMMUNICATION (CSU only)

Speech 101, 102

II. Mathematical Concepts & Quantitative Reasoning

1 Course/3 Units

Mathematics 227, 238, 245, 260, 265, 266,
267, 270, 275

III. Arts & Humanities 3 Courses/9 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

Cinema 3
Music 111

B. HUMANITIES

Anthro 104
Chicano 37
English 208
French 3, 4
Human 1, 2, 3, 30, 31, 54
Italian 3
Linguistics 1
Philos 1, 20, 21, 33
Spanish 3, 4, 5, 6, 10

IV. Social & Behavioral Sciences 3 Courses/9 Units

Choose three courses from at least two different disciplines.

Anthro 102, 104, 121

AfroAm 2, 4*

ChDev 1

Chicano 2, 7*, 8#, 47

Econ 1, 2, 10

Geog 2, 7, 14

History 1, 2, 11*, 12#, 43*, 44#, 86

Linguistics 1

PolSci 1, 2, 5, 7, 8, 9

Psych 1, 2, 11, 12, 14, 41, 52

Soc 1, 2, 11, 28

* 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 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 **bold type**).

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**

B. BIOLOGICAL SCIENCES

Anatomy **1**

Anthro 101

Biology **3, 6, 7, 40**

EnvSci 2

Micro **1, 20**

Physiol **1**

Foreign Language Proficiency 1 Course/5 Units (UC 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:

Chinese 2

French 2

Italian 2

Spanish 2

If proficiency was met in high school, transcript must be provided.

CSU Graduation Requirement 2 Courses/6 Units

(NOT part of IGETC American Institutions)

CSU transfer ONLY – Choose 1 course from A, 1 course from B.

A. Chicano 8

Econ 10

History 11, 12, 44

B. PolSci 1

CALIFORNIA STATE UNIVERSITY SYSTEM – GENERAL EDUCATION PLAN

(Courses subject to change each year)

The course requirements for each area must be completed before the CSU GE Breadth can be certified. These courses are based on the 2007-2008 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.

<p>Area “A” COMMUNICATION & CRITICAL THINKING <i>3 courses/9 Units</i> Select one course from each category.</p> <p>A-1 Oral Communication Speech 101, 102, 151</p> <p>A-2 Written Communication English 101</p> <p>A-3 Critical Thinking English 102 Philos 6 Speech 102</p>	<p>Area “B” PHYSICAL UNIVERSE & ITS LIFE FORMS <i>3 courses/9 Units</i> Select 3 courses to include one from B1, one from B2 and one from B4. A laboratory course, in bold type, is required.</p> <p>B-1 PHYSICAL SCIENCES Astron 1, 5 Chem 51, 52, 65, 101, 102</p> <p> Geog 1, 15 Geology 1 Ocean 1 PhysSc 1, 14 Physics 6, 7</p> <p>B-2 BIOLOGICAL SCIENCES Anatomy 1 Anthro 101 Biology 3, 6, 7, 40 EnvSci 2 Micro 1, 20 Psych 2 Physiol 1</p> <p>B-3 LABORATORY ACTIVITY One of the courses chosen from B-1 or B-2 must be a lab course – designated by bold type.</p> <p>B-4 MATHEMATICS/ QUANTITATIVE REASONING Math 227, 238, 240, 245, 260, 265, 266, 267, 270, 275</p>	<p>Area “C” ARTS, LITERATURE, PHILOSOPHY & FOREIGN LANGUAGES <i>3 courses/9 Units</i> Choose one course from C1, one course from C2, and a third course from C1 or C2.</p> <p>C-1 ARTS Art 101, 102, 103, 109, 201, 300, 501, 502</p> <p> Cinema 3 English 240 Fam&CS 16 Human 1, 3, 31 Intrdgn 104 Music 101, 111, 321, 322</p> <p> Photo 10, 11, 12</p> <p>C-2 HUMANITIES Anthro 104 Chicano 37, 42, 44, 46 English 208, 240, French 1, 2, 3, 4 History 86 Human 1, 2, 30, 31, 54 Italian 1, 2, 3, 4 Japan 1, 2 Linguistics 1 Philos 1, 20, 21, 33 Spanish 1, 2, 3, 4, 5, 6, 9, 10</p>	<p>Area “D” SOCIAL & BEHAVIORAL SCIENCES <i>3 courses/9 Units</i> Choose one course from D-A, one course from D-B, and one course from D-1 to D-0.</p> <p>American History & Institutions</p> <p>D-A Chicano 8 Econ 10 History 11, 12, 44</p> <p>D-B PolSci 1</p> <p>D-1 Anthro 102, 104, 121 Linguistics 1</p> <p>D-2 Econ 1, 2, 10</p> <p>D-3 AfroAm 2, 4 Chicano 2, 7, 8, 20, 47 History 43, 44 Soc 11</p> <p>D-4 Chicano 47 Soc 22</p> <p>D-5 Geog 2, 7, 14</p> <p>D-6 AfroAm 4 Chicano 7, 8, 19, 44 Econ 10 History 1, 2, 11, 12, 43, 44, 86</p> <p>D-7 ChDev 1, 42 Psych 11 Soc 22</p> <p>D-8 AdmJus 4 Business 5 Law 1 PolSci 1, 2, 5, 7, 8, 9</p> <p>D-9 ChDev 1 Psych 1, 2, 11, 12, 14, 41, 52</p> <p>D-0 Soc 1, 2, 3, 7, 11, 28</p>	<p>Area “E” LIFELONG UNDERSTANDING & SELF DEVELOPMENT <i>1 course/3 Units</i></p> <p> Chicano 47 ChDev 1 Fam&CS 6, 21, 31, 91 Health 8, 11, PhysEd* 91-690 (Activity Courses)</p> <p> Psych 1, 2, 3, 11, 32, 41, 52</p> <p> Soc 22 Speech 121</p> <p><i>* Only one unit of PhysEd may be counted.</i></p>
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Intimate Setting Nestled Against Picturesque Hillside



 *Mission College Makes Sense...*
Join Us For The Best Educational Experience Of Your Life

Disciplines, Educational Programs & Course Descriptions

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.

Prerequisites are indicated. A student may not receive credit for a course for which the prerequisites have not been met. Most of the courses listed in this catalog will be offered during the academic year, but it is not possible to specify in advance whether or not a course will be offered in any given session. A Schedule of Classes is issued at the opening of the Fall, Spring, Winter and Summer sessions, describing the courses then offered. Students are encouraged to consult with a counselor regarding selection of courses.



Disciplines, Educational Programs & Course Descriptions

Accounting BUSINESS & LAW

FACULTY: Pat Flood, Chair | Terry Bommer

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.

FIRST SEMESTER

	UNITS
Bus 1 Introduction to Business	3
Bus/CAOT 31 Business English	3
Graduation Requirements and Electives	9
Total:	15

SECOND SEMESTER

Acctg 1 Introductory Accounting I or Acctg 21+Acctg 22	5-6
CoSci 401 Introduction to Computers & Their Uses	3
Econ 1 Principles of Economics I	3
Graduation Requirements and Electives	4
Total:	15-16

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
Total:	17

FOURTH SEMESTER

Acctg 16 Tax Accounting II	3
Acctg 25 Automated Accounting Methods & Procedures	3
Mgmt 13 Small Business Management I	3
Graduation Requirements and Electives	6
Total:	15

RECOMMENDED

Bus 5 Business Law I	
Bus 15 Business Statistics	
CAOT 1 Keyboarding I	
CAOT 82 Microcomputer Software Survey	
Soc 11 Ethnic & Racial Minorities in the United States	
Cooperative Education (work experience) courses	

1 INTRODUCTORY ACCOUNTING I (UC:CSU) 5 UNITS

Prerequisite: None | Lecture 5 hours
Acctg 21 and Acctg 22 together equal Acctg 1 (CAN BUS 2; CAN BUS SEQ A: Acctg 1+2)
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: Accounting 1 | Lecture 5 hours
(CAN BUS 4; CAN BUS SEQ A: Acctg 1+2)
Application of basic accounting principles to specialized business operations and organizations including partnerships, corporations, branch offices 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.

UNITS 15 TAX ACCOUNTING I (CSU) 3 UNITS

Prerequisite: Accounting I | 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.

16 TAX ACCOUNTING II (CSU) 3 UNITS

Prerequisite: Accounting 15 | Lecture 3 hours
Continues the study of Federal and California State Income Taxes and the analysis of laws, considerations of appropriate accounting procedures, and preparation of reports and returns as they apply to partnerships, corporations, estates and trusts.

21 BOOKKEEPING & ACCOUNTING I (UC:CSU) 3 UNITS

Prerequisite: Business I | Lecture 3 hours
Acctg 21 and 22 together equal Acctg 1
This course is designed for the student who is not an accounting or business administration major, but who is pursuing one of the occupational programs in Business or who wishes a knowledge of bookkeeping procedures for his or her personal needs. The student will perform double entry bookkeeping, work with special journals, and post entries to the general ledger accounts. Student will prepare trial balances, work sheets, income statements, balance sheets, and adjusting and closing journal entries.

22 BOOKKEEPING & ACCOUNTING II (UC:CSU) 3 UNITS

Prerequisite: Accounting 21 | Lecture 3 hours
Acctg 21 and 22 together equal Accounting I
Accounting 22 is the continuation of Accounting 21. The student will review the fundamentals of bookkeeping and accounting and prepare adjusting, closing, and reversing entries, work sheets and financial statements for a sole proprietorship. The student will also apply accounting principles to partnership and corporation accounting records, prepare payroll records, and perform bookkeeping procedures employing the voucher system.

25 AUTOMATED ACCOUNTING METHODS & PROCEDURES (CSU) 3 UNITS

Prerequisite: Accounting 1 or Accounting 21 and Accounting 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.

185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in depth study of a chosen area of Accounting 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 Accounting 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 Accounting on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See cooperative education credit guide.



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. Always consult a counselor for information on graduation requirements. Students wishing to transfer to a four-year college or university should consult a counselor for appropriate programs of study.

FIRST SEMESTER	UNITS
AdmJus 1 Introduction to Administration of Justice	3
AdmJus 2 Concepts of Criminal Law	3
Total:	6

SECOND SEMESTER	UNITS
AdmJus 3 Legal Aspects of Evidence	3
AdmJus 160 Police Organization & Administration	3
AdmJus 75 Introduction to Corrections	3
Total:	9

THIRD SEMESTER	UNITS
AdmJus 4 Principles & Procedures of the Justice System	3
AdmJus 14 Report Writing for Peace Officers	3
Total:	6

FOURTH SEMESTER	UNITS
AdmJus 5 Criminal Investigation	3
Total:	3

RECOMMENDED ELECTIVES

AdmJus 72 Correctional Procedures	
AdmJus 75 Introduction to Corrections	
AdmJus 104 Introduction to Forensic Science	
AdmJus 150 Understanding Street & Prison Gangs	
AdmJus 209 Domestic Violence	

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. Courses taken in the program apply toward a curriculum leading to an Associate in Science Degree in Administration of Justice. Students completing four semesters of Spanish will have their certificate highlighted with "Spanish Proficiency Demonstrated."

LAW ENFORCEMENT OFFICER CANDIDATE

Required Courses	UNITS
AdmJus 1 Introduction to Administration of Justice	3
AdmJus 2 Concepts of Criminal Law	3
AdmJus 3 Legals Aspects of Evidence	3
AdmJus 4 Principles & Procedures of the Justice System	3
AdmJus 5 Criminal Investigation	3
AdmJus 6 Patrol Procedures	3
AdmJus 14 Report Writing for Peace Officers	3
AdmJus 67 Community Relations	3
AdmJus 150 Understanding Street & Prison Gangs	3
Total:	27

Additional courses from the following areas should be selected and completed to compose the 36-unit requirement for this certificate:

AdmJus 104 Introduction to Forensic Science	
CAOT 82 Microsoft Software Survey in the Office	
Psych 1 General Psychology I	
Spanish 1 Elementary Spanish I	

CRIMINAL JUSTICE PROFESSIONAL

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

Disciplines, Educational Programs & Course Descriptions

Required Courses

AdmJus 5	Criminal Investigation	3
AdmJus 14	Report Writing for Peace Officer	3
Eng 101	College Reading and Composition I	3
AdmJus 427	Understanding Terrorism	3
Mgmt 2	Organizational & Management Theory	3
AdmJus 299	Security Management	3
Psych 1	General Psychology	3
Speech 101	Oral Communications 1	3
		Total: 36

PROBATION/CORRECTION OFFICER CANDIDATE

Required Courses

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 8	Juvenile Procedures	3
AdmJus 39	Probation & Parole	3
AdmJus 72	Correctional Procedures	3
AdmJus 75	Introduction to Corrections	3
AdmJus 425	Legal Aspects of Corrections	3
AdmJus 426	Custody & Control in Correctional Environment	3
AdmJus 385	Directed Studies (Internship)	3
CAOT 82	Microsoft Software Survey in the Office	3
		Total: 36

RECOMMENDED ELECTIVES

Fam&CS 31	Marriage & Family Life
Soc 2	American Social Problems
Soc 7	Juvenile Delinquency
Speech 121	Interpersonal Communications
AdmJus 150	Understanding Street & Prison Gangs

UNITS SECURITY MANAGEMENT SPECIALIST

Required Courses

AdmJus 297	Security Management	3
AdmJus 298	Intro to Guard Force Administration	3
AdmJus 299	Legal Aspects of Security Law	3
AdmJus 300	Private Investigations	3
AdmJus 301	Report Writing for Security	3
AdmJus 302	Crisis & Disaster Management	3
AdmJus 303	Crime Prevention through Environmental Design	3
AdmJus 41	Officer Safety	3
		Total: 24

Additional AdmJus courses should be selected and completed to compose the 36-unit requirement for this certificate.

LAW ENFORCEMENT ACADEMY

Required Courses

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 6	Patrol Procedures	3
AdmJus 14	Report Writing for Peace Officers	3
AdmJus 67	Community Relations	3
AdmJus 100	Basic Traffic Collision	3
AdmJus 424	Ethics in the Judicial System	3
		Total: 30

BASIC POLICE ACADEMY PREPARATION

Required Courses

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
		Total: 13

1 INTRODUCTION TO ADMINISTRATION OF JUSTICE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN AdmJus 2)
The history and philosophy of Administration of Justice in the United States. Students will learn about the various subsystems of criminal justice such as the police, courts and corrections.

2 CONCEPTS OF CRIMINAL LAW (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN AdmJus 4)
The historical development and philosophy of 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
Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural 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
 A critical study of effective and appropriate law enforcement patrol procedures. History of policing methods and current practices.
- 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.
- 24 INTRODUCTION TO COUNSELING** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 Course is an introduction and overview of counseling techniques used by entry level practitioners in correctional settings. It traces the development of positive relationships between clients and practitioners.
- 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 pre-sentence investigation, selection, and of probationers and parolees.
- 41 OFFICER SAFETY** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 Protection against persons armed with dangerous and deadly weapons; the moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; the immediate and temporary care given in case of accident, illness and emergency child birth.
- 67 COMMUNITY RELATIONS** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 This course focuses on the role of the members of the justice system, primarily the police, in gaining the support of the community in achieving society's goals regarding crime and justice.
- 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.
- 86 ISSUES IN LAW ENFORCEMENT** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 This course is designed for students contemplating taking the exam for police officer. It presents an overview of law enforcement issues generally covered on exams.
- 87 CAMPUS PATROL** (CSU) 3 UNITS RPT 3
Prerequisite: None | Lecture 1 hour, lab 6 hours
 This course provides the student with an understanding of problems, situations, and procedures that a police officer faces on foot and campus patrol.
- 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, lab 3 hours
 This course 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
 This course is designed to provide information on the history, progression, and activities of street and prison gangs.
- 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.
- 209 DOMESTIC VIOLENCE** (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 Course covers theory of battering, kinds of battering, safety plans for victims, legal responsibilities of law enforcement, and individual rights and case studies.
- 250 FORENSIC PHOTOGRAPHY** (NDA) 4 UNITS RPT 1
Prerequisite: None | Lecture 4 hours
 This class will provide 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.
- 297 SECURITY MANAGEMENT** 3 UNITS
Prerequisite: None | Lecture 3 hours
 This course is a class designed to assist security professionals and build management skills. The class focus is on how to improve facility security in the ever-growing protection industry. Emphasis is placed

Disciplines, Educational Programs & Course Descriptions

on general security management, security personnel management, operational management, public relations and security mis-management.

298 INTRODUCTION TO GUARD FORCE ADMINISTRATION 3 UNITS

Prerequisite: None | Lecture 3 hours

This course will cover the various and diverse components that make up the security function in private corporations and government departments. Class also covers new developments in security, career opportunities in security, security training, security law, the security survey, risk analysis, physical security, and loss prevention.

299 LEGAL ASPECTS OF SECURITY LAW 3 UNITS

Prerequisite: None | Lecture 3 hours

Course is a study of criminal, civil, tort, contract, and property law relative to security law. Course covers areas of negligence in security, laws of arrest, intentional torts, agency law, contract law, use of force by private citizen, entrapment, deprivation of rights, and security investigative conduct.

300 PRIVATE INVESTIGATIONS 3 UNITS

Prerequisite: None | Lecture 3 hours

Course covers identification, evaluation, and management of traditional and emerging investigations methodologies and technologies used in the business environment. Course also includes sources and use of public and business records, fraud audits, interviews and interrogations, surveillance operations, undercover investigations, and forensic analysis.

301 REPORT WRITING FOR SECURITY 3 UNITS RPT 3

Prerequisite: None | Lecture 3 hours

This course covers the fundamentals of gathering, organizing, and preparing written communication for security reports. Students must record in precise detail the actions of those involved in crimes against corporations

as well as written reports applied to civil, criminal and correctional preparation for courtroom testimony.

302 CRISIS & DISASTER MANAGEMENT 3 UNITS

Prerequisite: None | Lecture 3 hours

Course covers development of contingency plans and employee training programs to reduce the probability of security-related crises and disasters. Students learn to contain and minimize the level in the event of such incidents as robbery, bomb threat, executive kidnapping, workplace violence, and domestic violence.

303 CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN 3 UNITS

Prerequisite: None | Lecture 3 hours

This course is an analysis of general theories of crime prevention through environmental design (CPTED), development of physical security programs, risk assessment surveys, hardware and technology application, guard performance, technology interface assessment, and operational design and use of alternate cost-effective integrated security systems.

424 ETHICS & THE JUDICIAL SYSTEM 3 UNITS

Prerequisite: None | Lecture 3 hours

This course includes an analysis of the challenging task of strengthening respect for human dignity in both the attitudes and behaviors of Police Officers. This class addresses how to control excessive force and misuse of authority by police.

425 LEGAL ASPECTS OF CORRECTION 3 UNITS

Prerequisite: AdmJus 75 | Lecture 3 hours

This course covers a description of the legal parameters governing correctional officers and correctional administrators in state correctional institutions. Extra points on the oral exam are given by the California State Department of Corrections for the "Correctional Officers Apprenticeship Program."

426 CUSTODY & CONTROL IN A CORRECTIONAL ENVIRONMENT 3 UNITS

Prerequisite: AdmJus 1 | Lecture 3 hours

This course examines the procedural requirements for a safe and efficient operation within a correctional facility. It addresses critical issues of correctional patrol procedures, risk assessments, inmate control and inmate discipline. In addition, this class will outline correctional emergency operations protocol.

427 UNDERSTANDING TERRORISM (CSU) 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.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lecture 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

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.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See cooperative education credit guide.

African-American Studies
SOCIAL SCIENCES

DEPARTMENT CHAIR: Myriam Mekelburg

2 THE AFRICAN-AMERICAN IN CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

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 IN THE HISTORY OF THE UNITED STATES I (UC:CSU) 3 UNITS

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.

Anatomy
LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair | Mohamed Elkerdany

1 INTRODUCTION TO HUMAN ANATOMY (UC:CSU) 4 UNITS

Prerequisite: Biology 3 | Advisory: English 28 or ESL 8 | Lecture 3 hours, lab 3 hours | (CAN BIOL 10; CAN BIOL SEQ B: Anatomy 1 + Physiology 1)

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.

Anthropology
LIFE SCIENCES

DEPARTMENT CHAIR: J. Michael Reynolds

101 HUMAN BIOLOGICAL EVOLUTION (UC:CSU) 3 UNITS

Prerequisite: None | Advisory: English 28 or ESL 8 | Lecture 3 hours | (CAN ANTH 2)

Students examine the unifying principles of human evolution including: the basic principles of natural selection, the fossil record, the position of humans within the primate order and the features that make homo sapiens unique.

102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN ANTH 4)

Comparative study of the cultures, languages, technology, political organizations, and religion.

104 HUMAN LANGUAGE & CULTURE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours
Same as Linguistics 1

Examines basic linguistics concepts in cultural context. Language diversity, origins, acquisition and use are explored, with emphasis on communication and socio-cultural factors.

121 ANTHROPOLOGY OF RELIGION, MAGIC & WITCHCRAFT (UC:CSU) 3 UNITS

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, HEALTH & PHYSICAL EDUCATION

FACULTY: Leslie Milke, Chair | Barbara Kerwin, Vice Chair
Deborah Paulsen

EDUCATIONAL PROGRAMS

Associate in Arts – Art

This curriculum is designed to provide an opportunity to complete an undergraduate major in Art.

Required Courses UNITS

(Select two of the following 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	
and 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
Total:		24

A minimum of 60 units must be completed for the Associate in Arts Degree. These are only requirements for the major. Always consult a counselor for information on graduation requirements.

Disciplines, Educational Programs & Course Descriptions

Associate in Arts – Drawing

This curriculum is designed to provide an opportunity to complete an undergraduate major in Drawing.

Required Courses

(Select two of the following art history courses)

Art 101	Survey of Art History I	6
Art 102	Survey of Art History II	
Art 109	History of Arts of Africa, Oceania & Ancient America	

and Art 201	Drawing I	3
Art 202	Drawing II	3
Art 204	Life Drawing I	3
Art 205	Life Drawing II	3
Art 203	Drawing III	3

or Art 206	Life Drawing III	3
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

Total: 33

A minimum of 60 units must be completed for the Associate in Arts Degree. These are only requirements for the major. Always consult a counselor for information on graduation requirements.

Associate in Arts – Painting

This curriculum is designed to provide an opportunity to complete an undergraduate major in Painting.

Required Courses

(Select two of the following Art History courses)

Art 101	Survey of Art History I	6
Art 102	Survey of Art History II	
Art 109	History of Arts of Africa, Oceania & Ancient America	

and Art 201	Drawing I	3
Art 202	Drawing II	3
or Art 204	Life Drawing I	

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

Total: 33

A minimum of 60 units must be completed for the Associate in Arts Degree. These are only requirements for the major. Always consult a counselor for information on graduation requirements.

Associate in Arts – Sculpture

This curriculum is designed to provide an opportunity to complete an undergraduate major in Sculpture.

Required Courses

(Select two of the following 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

and Art 201	Drawing I	3
Art 202	Drawing II	3
or Art 204	Life Drawing I	

Art 501	Beginning Two Dimensional Design	3
Art 502	Beginning Three Dimensional Design	3
Art 700	Introduction to Sculpture	3
Art 701	Sculpture I	3
Art 702	Sculpture II	3
Art 703	Sculpture III	3
Multimd 100	Introduction to Multimedia Computer Applications (Photoshop)	3

Total: 33

A minimum of 60 units must be completed for the Associate in Arts Degree. These are only requirements for the major. Always consult a counselor for information on graduation requirements.

101 SURVEY OF ART HISTORY I (UC:CSU) 3 UNITS

Prerequisite: None | **Advisory:** English 21 or ESL 6A

Required of Art majors | Lecture 3 hours

(CAN ART 2; CAN ART SEQ A: Art 101 + 102)

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 21 or ESL 6A

Required of Art majors | Lecture 3 hours

(CAN ART 4; CAN ART SEQ A: Art 101 + 102)

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 21 or ESL 6A | Lecture 3 hours

An introductory course that explores insight into the visual arts. Students will develop an understanding of the relationship of 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

Required of Art majors | 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.

201 DRAWING I (UC:CSU) 3 UNITS

Prerequisite: None | Required of Art majors

Lecture 2 hours, lab 2 hours | (CAN ART 8)

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.

202 DRAWING II (UC:CSU) 3 UNITS

Prerequisite: Art 201 | Required of Art majors

Lecture 2 hours, lab 2 hours

This is an intermediate course in drawing. Students will develop an advanced ability to observe and render from life using perspective, with emphasis on the human head, hands, feet, and their anatomy, incorporating both contemporary and traditional media and techniques.

203 DRAWING III (UC:CSU) 3 UNITS

Prerequisite: Art 201 | Required of Art majors

Lecture 2 hours, lab 2 hours

Course extends the experiences from Intermediate Drawing with special emphasis on creating an advanced portfolio of drawing using techniques and media which emphasizes individual artistic development.

204 LIFE DRAWING I (UC:CSU) 3 UNITS

Prerequisite: None | Required of Art majors

Lecture 2 hours, lab 2 hours

This is a beginning course in drawing the figure from life. Drawing 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 proportions, structure and anatomy. This course is recommended for all art majors.

205 LIFE DRAWING II (UC:CSU) 3 UNITS

Prerequisite: Art 204 | Required of Art majors

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 | Required of Art majors

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 | (CAN ART 10)

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 Intro. 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

An 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 non-objective imagery.

501 BEGINNING TWO-DIMENSIONAL DESIGN (UC:CSU) 3 UNITS

Prerequisite: None | Required of Art Major

Lecture 2 hours, lab 2 hours | (CAN ART 14)

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 | Required of Art Major

Lecture 2 hours, lab 2 hours | (CAN ART 16)

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 DISPLAY TECHNIQUES (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 1 hours, lab 5 hours

This course provides an introduction to the practical application of design concepts as they relate to exhibitions, environments and displays. Students will gain a working knowledge of commercial and college galleries. Exhibition preparation, installation and funding will be presented.

520 DESIGN WORKSHOP (CSU) 3 UNITS

Prerequisite: None | 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.

638 COMPUTER-AIDED ART LABORATORY (CSU) 1 UNITS RPT 3

Prerequisite: None | Lab 2 hours

This course is designed to reinforce lectures presented in each art class. Emphasis is placed on applying design principles to projects using selected computer applications.

700 INTRODUCTION TO SCULPTURE (UC:CSU) 3 UNITS

Prerequisite: Art 502 | Lecture 2 hours, lab 2 hours

This course explores the study and creation of sculptural forms. Emphasis is placed on concept, experimentation, and development of style while applying the techniques of assemblage, wire and plaster, conceptual art, and non-traditional media.

Disciplines, Educational Programs & Course Descriptions

701 SCULPTURE I (UC:CSU) 3 UNITS

Prerequisite: Art 502 | Lecture 2 hours, lab 2 hours

This course explores the appreciation of sculptural forms. Emphasis is placed on concepts experimentation, and development of style while specifically examining cultural identity and public art.

702 SCULPTURE II (UC:CSU) 3 UNITS

Prerequisite: Art 502 | Lecture 2 hours, lab 2 hours

This course explores the appreciation and creation of sculpture forms in both traditional and contemporary applications. Emphasis is placed on concept, experimentation, and development of style and skill while applying the techniques of relief design, additive plaster and cast mold.

703 SCULPTURE III (UC:CSU) 3 UNITS

Prerequisite: Art 502 | Lecture 2 hours, lab 2 hours

This course explores the appreciation and creation of sculptural forms in both traditional and contemporary applications. Emphasis is placed on concept experimentation, and development of style and skill while specifically 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

This course is a journey through space, exploring the galaxies, stars, and planets, with an eye to the origin and proliferation of life in the universe.

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.

Banking

See Finance.

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 & DECIMALS NON-CREDIT

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 & PERCENT NON-CREDIT

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 & INTEGERS

NON-CREDIT

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.

Bilingual Bicultural Studies

Mission College offers classes in the bilingual mode (English-Spanish) in several subject areas. Consult the Schedule of Classes for specific course offerings.

Bilingual Bicultural Education Aide

See Child Development.

Biology LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair | Angela Echeverri
Mohamed Elkerdany

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 active use of the scientific method. Meets UC/CSU GE requirement of natural science with a lab. Acceptable for credit: UCLA, CSUN

6 GENERAL BIOLOGY I – MOLECULAR & CELLULAR BIOLOGY (UC:CSU) 5 UNITS

Prerequisite: Chemistry 65 or Chemistry 101
Advisory: English 28 or ESL 8
Lecture 3 hours, lab 6 hours
(CAN BIOL 2; CAN BIOL SEQ A: Biology 6 + 7)

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 – ORGANISMAL, EVOLUTIONARY & ECOLOGICAL BIOLOGY (UC:CSU) 5 UNITS

Prerequisite: Math 125 | Lecture 3 hours, lab 6 hours
Advisory: English 28 or ESL 8
(CAN BIOL SEQ A: Biology 6 + 7)

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 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

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.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Section.

Business BUSINESS & LAW

FACULTY: Pat Flood, Chair | Vilma Bernal | Cleveland Rush

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.

FIRST SEMESTER

	UNITS
Bus 1 Introduction to Business	3
Bus/CAOT 31 Business English	3
Graduation Requirements and Electives	9
Total:	15

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
Total:	15

THIRD SEMESTER

Acctg 1 Introductory Accounting I or Acctg 21 + Acctg 22	5-6
*Bus 5/Law 1 Business Law I	3
Econ 2 Principles of Economics II	3
Mgmt 13 Small Business Management I	3
Graduation Requirements and Electives	1
Total:	15-16

Disciplines, Educational Programs & Course Descriptions

FOURTH SEMESTER

Acctg 2	Introductory Accounting II	5
Bus 15	Business Statistics	3
Finance 1	Principles of Finance	3
Market 21	Principles of Marketing	3
Graduation Requirements and Electives		3
		Total: 17

* Business majors are encouraged to complete courses within the Business Department.

RECOMMENDED COURSES

CAOT 1	Typewriting I
CAOT 82	Microcomputer Software Survey in the Office
Soc 11	Ethnic & Racial Minorities in the United States Cooperative Education (work experience) courses

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

Same as Law 1 | (CAN BUS 8)

Business 5 is a study of the fundamental principles of law as they apply in the business world. The course examines 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 | Same as Law 2

Business 6 is a further study of the fundamental principles of law as they apply in the business world. The course examines bailment: principles of agencies, principles and third parties, partnerships, formation and management of California corporations; legal aspects of negotiable instruments and securities.

15 BUSINESS STATISTICS (UC:CSU) 3 UNITS

Prerequisite: Math 238 | Lecture 3 hours

Examines the collection, tabulation, and graphic presentation of data, average and index numbers, economic trends and cycles, correlation, and the applications.

31 BUSINESS ENGLISH 3 UNITS

Prerequisite: None | Lecture 3 hours

Same as CAOT 31

Review of grammar and punctuation fundamentals with practical applications.

32 BUSINESS COMMUNICATIONS (CSU) 3 UNITS

Advisory: Bus 31 or CAOT 31 | Lecture 3 hours

Same as CAOT 32

This is a complete communications course with practical business applications with provide an opportunity to improve writing, speaking, and listening skills.

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.

185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in depth study of a chosen area of Business 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 Business 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 Business on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

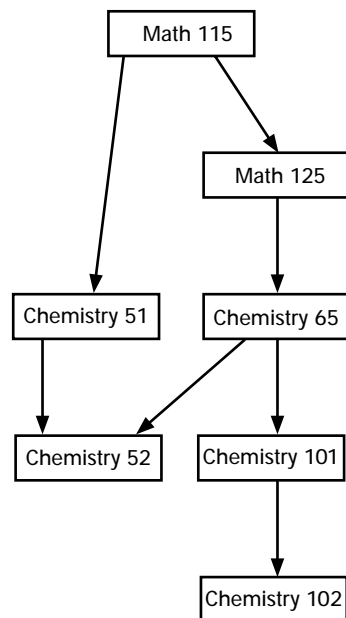
941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Business Data Processing

See Computer Science-Information Technology.

CHEMISTRY COURSE SEQUENCE



51 FUNDAMENTALS OF CHEMISTRY I (UC:CSU) 5 UNITS
Prerequisite: Math 115 | (CAN CHEM 6)

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
(CAN CHEM 2; CAN CHEM SEQ A: Chem 101 + 102)
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 3 hours

(CAN CHEM 4; CAN CHEM SEQ A: Chem 101 + 102)
A continuation of Chemistry 101. 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 actions.

EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Chicano Studies.

Associate in Arts – Chicano Studies

Required Courses	UNITS
Chicano 2 The Mexican-American in Contemporary Society	3
Chicano 7/History 43 The Mexican-American in the History of the US I	3
Chicano 8/History 44 The Mexican-American in the History of the US II	3
Chicano 37 Chicano Literature	3
Chicano 47 The Mexican American Woman in Society	3
Spanish 2 Elementary Spanish II, or higher	5
Soc 1 Introduction to Sociology	3
Total:	23

RECOMMENDED

Spanish 10 Latin-American Civilization
Anthro 102 Human Ways of Life; Cultural Anthropology
Sociology 11 Ethnic & Racial Minorities in the United States
Psychology 1 General Psychology I

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.

2 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course will attempt to introduce the student to the major characteristics of this third largest minority group in the United States and largest in the Southwest. Special attention will be given to the social, cultural, economic and political elements which differentiate the Mexican-American from other groups in American society.

Disciplines, Educational Programs & Course Descriptions

- 7 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
Same as History 43
A survey history course of Mexican-Americans in the U.S. It traces their historical evolution from Pre-Columbian societies to the conquest of Mexico, through the Treaty of Guadalupe Hidalgo and its impact on the communities of Mexicans living in the Southwest.
- 8 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
Same as History 44
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
This survey course covers the span of Mexican history. Topics include Indian civilizations, the Spanish period, the Independence movement, the turmoil of the nineteenth century, the 1910 Revolution, the post-revolution period, and a review of trends in contemporary Mexico.
- 20 THE MEXICAN AMERICAN IN CALIFORNIA** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
This course surveys the political, economic, social and intellectual history of the Pacific Coast from the Pre-Columbian Era, the Spanish Era, the Mexican Years and lastly, the Anglo presence, with special emphasis on California.
- 37 CHICANO LITERATURE** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
An analysis of the literary, social, and historical aspects of essay, novel, drama, short story and poetry written by Mexican Americans, revealing the progression of culture in America as interpreted by Mexican American writers who seek to define themselves and other Americans.
- 42 CONTEMPORARY MEXICAN LITERATURE** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
This is a survey course designed to review the major literary trends in Mexico. The period of Conquest and Exploration, Colonial Times involving the Baroque and the Neoclastic, the XIX Century involving Romanticism, Realism, Symbolism and Naturalism and the XX Century Contemporary movements.
- 44 MEXICAN CIVILIZATION** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
This course is a broad survey of Mexican civilization and culture. Through classroom discussions and group project presentations, we will be covering the periods of pre-historic expansion of Mesoamerica, Pre-columbian Mexican Civilization, the Spanish conquest, the Colonial period, and Mexico in the nineteenth and twentieth century.
- 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.

Chinese CHICANO STUDIES & FOREIGN LANGUAGES

DEPARTMENT CHAIR: Yolanda Ramil

1 CHINESE 5 UNITS

Prerequisite: None | Lecture 5 hours

This is an introductory course containing a set of materials that gives students grammatical tools and also prepare them to function in a Chinese language environment. The course guides students with four-skill instructions covering everyday life topics, such as greeting, family, food, school life, and transportation.

Child Development PROFESSIONAL STUDIES

FACULTY: Dr. Eloise Cantrell, Chair | Lilamani de Silva
Julie Ruelas | Janice Silver | June Wada

EDUCATIONAL PROGRAMS

The Child Development Program offers the student several options. The student should carefully analyze these programs for their differences as well as similarities before choosing a specific option. Completion of each program leads to a Skill Certificate, Certificate of Completion and/or Associate in Arts degree. Those students interested in transferring to a four-year college or university should meet with a counselor to discuss requirements. The order for completion of the courses is suggested but can be modified to meet the needs of individual students.

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.

Note: In order to meet Title 22 regulations to teach in a private Child Development Program, the Department of Social Services requires 12 units from the following courses: Child Development 1 and 11, and 6 units from Child Development 2, 3 or 4*.
If working with Infants and Toddlers, Child Development 30 is required and may be substituted for Child Development 2.

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. 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: All Child Development courses must be completed with a grade of "C" or better.*

Child Development 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.

Skill Certificates

Completion of the Skill Certificate requires 12 units:

Required Courses	UNITS
ChDev 1/Psy 11 Child Growth & Development	3
ChDev 11 Home, School & Community Relations	3
and ChDev 3 Creative Experiences for Children 1	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	

Total: 12

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	
Total: 12	

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. Completion of this Skill Certificate requires 12 units:

Required Courses	UNITS
ChDev 1/Psy 11 Child Growth & Development	3
ChDev 10 Child Health	3
ChDev 60 Intro to Family Child Care 1	1
ChDev 61 Intro to Family Child Care 11	1
ChDev 62 Developmental Profiles: Pre-Birth Through Eight	2
ChDev 63 Creative Curriculum in a Family Child Care Setting	2
Total: 12	

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.



Disciplines, Educational Programs & Course Descriptions

Associate in Arts Degree – 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 A or B for General Education. Requirements include Fam&CS 31 Marriage & Family (3 units) for a minimum of 60 units. Always consult a counselor for information on graduation requirements.

Certificate of Completion – Child Development

No substitutions will be accepted for the following certificates. All courses must have been completed within eight (8) years of Certificate completion date.

PRESCHOOL

Required Courses	UNITS
ChDev 1/Psy 11 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 Child Health	3
ChDev 11 Home, School, and Community Relations	3
ChDev 42 The Child in a Diverse Society	3
ChDev 22 Practicum in Child Development I	4
ChDev 23 Practicum in Child Development II	4
Eng 28/ESL 8 Intermediate Reading & Composition	3
Psych 1 General Psychology I	3
Total:	35

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

BILINGUAL/BICULTURAL PRESCHOOL

Required Courses	UNITS
ChDev 1/Psy 11 Child Growth & Development	3
ChDev 2 Early Childhood: Principles & Practices	3
ChDev 3 Creative Experiences for Children I	3
ChDev 10 Child Health	3
ChDev 11 Home, School & Community Relations	3

ChDev 14 Bilingual/Bicultural Programs	3	ChDev 23 Practicum in Child Development II	4
ChDev 15 Creative Curriculum in Bilingual/Bicultural Programs	3	ChDev 42 The Child in a Diverse Society	3
ChDev 22 Practicum in Child Development I	4	ChDev 46 School Age Programs I	3
ChDev 23 Practicum in Child Development II	4	ChDev 47 School Age Programs II	3
Spanish 1-3 Spanish I, II, or III (5 units required)	5	Eng 28/ESL 8 Intermediate Reading & Composition	3
Eng 28/ESL 8 Intermediate Reading & Composition	3	Psych 1 General Psychology I	3
Total:	37	Total:	35

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

RECOMMENDED

ChDev 42 The Child in a Diverse Society

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

INFANT & TODDLER

Required Courses	UNITS
ChDev 1/Psy 11 Child Growth & Development	3
ChDev 3 Creative Experiences for Children I	3
ChDev 10 Child Health	3
ChDev 11 Home, School & Community Relations	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 The Child in a Diverse Society	3
Eng 28/ESL 8 Intermediate Reading & Composition	3
Psych 1 General Psychology I	3
Total:	35

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	UNITS
ChDev 1/Psy 11 Child Growth & Development	3
ChDev 3 Creative Experiences for Children I	3
ChDev 10 Child Health	3
ChDev 11 Home, School & Community Relations	3
ChDev 22 Practicum in Child Development I	4

FAMILY CHILD CARE

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	UNITS
ChDev 1/Psy 11 Child Growth & Development	3
ChDev 10 Child Health	3
ChDev 11 Home, School & Community Relations	3
ChDev 60 Intro to Family Child Care I	1
ChDev 61 Intro 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 The Child in a Diverse Society	
ChDev 22 Practicum in Child Development I	4
ChDev 23 Practicum in Child Development II	4
Eng 28/ESL 8 Intermediate Reading & Composition	3
Psych 1 General Psychology I	3
Total:	35

Note: An A.A. Degree in Child Development will also require Fam&CS 31.

SPECIAL NEEDS

This certificate will support teachers and paraprofessionals working with children with special needs.

Required Courses

	UNITS
ChDev 1/Psych 11 Child Growth & Development	3
ChDev 3 Creative Experiences for Children I	3
ChDev 10 Child Health	3
ChDev 11 Home, School & Community Relations	3
ChDev 22 Practicum in Child Development I	4
ChDev 23 Practicum in Child Development II	4
ChDev 42 The Child in a Diverse Society	3
ChDev 44 Programs for Children with Special Needs I	3
ChDev 45 Programs for Children with Special Needs II	3
Eng 28/ESL 8 Intermediate Reading & Composition	3
Psych 1 General Psychology I	3

Total: 35

RECOMMENDED

Psych 17 Exceptional Child

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/Psych 11 Child Growth & Development	3
ChDev 3 Creative Experiences for Children I	3
ChDev 4 Creative Experiences for Children II	3
ChDev 11 Home, School & Community Relations	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 The Child in a Diverse Society	3
Eng 28/ESL 8 Intermediate Reading & Composition	3
Psych 1 General Psychology I	3

Total: 32

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/Psych 11 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/ESL 8 Intermediate Reading & Composition or English 101 College Reading & Composition I	3
Fam&CS 31 Marriage & Family	3
History 43 The Mexican-American in the History of the United States I	3
or 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

Math 215 Principles of Mathematics

Chicano 37 Chicano Literature

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

Same as Psych 11 | (CAN Fam&CS 14)

The essential facts of development from conception through pregnancy, infancy, childhood and adolescence are studied. Adult states are reviewed with special attention to parenting. Particular emphasis is placed on the processes through which the normal human being reaches physical, social, mental and emotional maturity.

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. 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 | **Advisory:** ChDev 1 and 2
Lecture 3 hours

The creative approach to program planning in areas of art, crafts, dramatic play, puppetry, blocks, music and movement will be explored. Emphasis will be on the development of creative teaching strategies and the values of these curriculum areas.

4 CREATIVE EXPERIENCES FOR CHILDREN II (CSU) 3 UNITS

Prerequisite: None | **Advisory:** ChDev 1 and 2
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 evaluation of the child's experience.

10 CHILD HEALTH (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course addresses the areas of health, safety and nutrition in the early childhood setting. First Aid and CPR certificates will be earned. May be offered as a three-unit course or in one-unit modules.

11 HOME, SCHOOL & COMMUNITY RELATIONS (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course 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.



Disciplines, Educational Programs & Course Descriptions

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: English 21 or ESL 6A, and 12 units in ChDev that are equivalent to a Child Development skill certificate; health examination; verification of TB test | Lecture 2 hours, lab 6 hours

Supervised experience in a preschool, child development

center, elementary school, special education center, or other childcare and development setting. The student will relate all previous theory and curriculum courses to practical application in the classroom.

23 PRACTICUM IN CHILD DEVELOPMENT II (CSU) 4 UNITS RPT 1

Prerequisites: English 21 or ESL 6A, and ChDev 22
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.

30 INFANT & TODDLER STUDIES (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course focuses on group care for infants and toddlers including regulations, the role of the caregiver, the environment, positive relationships and appropriate experiences. Infant and toddler growth and development will be reviewed.

31 INFANT & TODDLER STUDIES II 3 UNITS

Prerequisite: None | Lecture 3 hours

Study of infant and toddler development, brain research, and caregiving as related to environments, resources and curriculum. Home visits, assessment, intervention and inclusion skills will be developed. Curriculum development and direct observation in infant and toddler programs are requirements.

32 TEACHER ASSISTANT IN THE ELEMENTARY CLASSROOM (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course is designed for those currently employed or intending to become employed as teacher's assistant paraprofessionals in elementary school classrooms. The roles and responsibilities of a paraprofessional including activity planning will be examined.

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 THE CHILD IN A DIVERSE SOCIETY (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course includes the philosophy, principles and methods relating to teaching children from diverse backgrounds. Materials and experiences will be explored relating to diversity, including cultural, ethnic, ability, gender and generation differences.



44 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS I (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course is 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 II (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course is designed for students interested in working with children with special needs from preschool through school age. It will include a study of various programs, legislation, characteristics of various exceptionalities and educational implications. Observations 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 care 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 3 UNITS

Prerequisite: None | Lecture 3 hours

Students will be introduced to school age care 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

This course focuses on the business aspects of family childcare programs: contracts, advertising, budgets, and laws related to family child care.

62 DEVELOPMENTAL PROFILES: PRE-BIRTH THROUGH AGE EIGHT (CSU) 2 UNITS

Prerequisite: None | Lecture 2 hours

This course defines concise profiles of physical, emotional, social and intellectual development from pre-birth through age eight. It also deals with key concepts in current child development literature.

63 CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING (CSU) 2 UNITS

Prerequisite: None | Lecture 2 hours

This course is 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 EARLY CHILDHOOD MENTORING & ADULT SUPERVISION 2 UNITS

Prerequisite: ChDev 23 or 39 or 82

Lecture 2 hours

This course explores methods and principles of supervising adults in early childhood education settings. Emphasis will be on the role of administrators and experienced teachers acting as mentors to new and student teachers. This course is required for the Master Teacher, Site Supervisor and Program Director categories of the California Child Development Permit and for eligibility to apply 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.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Cinema
ARTS, HEALTH & PHYSICAL EDUCATION

FACULTY: Leslie Milke, Chair | Stan Levine

3 HISTORY OF MOTION PICTURES & TELEVISION (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. Acceptable for credit: CSUN



Disciplines, Educational Programs & Course Descriptions

Computer Applications & Office Technology

BUSINESS & LAW

FACULTY: Pat Flood, Chair | Sherrill Frank
Joyce Woodmansee

EDUCATIONAL PROGRAMS

Associate in Arts –Computer Applications & Office Technology

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.

FIRST SEMESTER

	UNITS
CAOT 1 Keyboarding I	3
CAOT/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 Application: Word Processing	3
Graduation Requirements and Electives	9
Total:	17

THIRD SEMESTER

CAOT 3 Keyboarding III	3
CAOT 86 Microcomputer Office Application: 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/Bus 32 Business Communications	3
CAOT 85 Microcomputer Office Application: Spreadsheet	3
Graduation Requirements and Electives	8
Total:	17

Certificates of Completion

At the completion of the particular 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 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.

ADMINISTRATIVE

This program prepares a student for an office occupation. Previous training and level of proficiency will determine the amount of time and number of courses required to achieve this goal.

Required Courses

CAOT 3 Keyboarding III	3
CAOT 6 Electronic Calculators	1
CAOT 7 Machine Transcription	3
CAOT/Bus 31 Business English	3
Bus/CAOT 32 Business Communications	3
CAOT 33 Records Management & Filing	2
CAOT 34 Business Terminology	2
CAOT 84 Microcomputer Office Applications: Word Processing	3
CAOT 85 Microsoft Office Applications: Spreadsheet	3

CAOT 86 Microcomputer Office Applications: Database	3
CAOT 89 Microcomputer Office Applications: Windows Operating System	3
CAOT 91 Microcomputer Office Application: Advanced Word Processing	3
Total:	32

BUSINESS COMMUNICATIONS

Required Courses

	UNITS
CAOT 2 Keyboarding II	3
CAOT 3 Keyboarding III	3
CAOT 7 Machine Transcription	3
CAOT/Bus 31 Business English	3
Bus/CAOT 32 Business Communications	3
CAOT 34 Business Terminology	2
CAOT 84 Microcomputer Office Applications: Word Processing	3
Total:	20

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

CAOT 1 Keyboarding I	3
CAOT 2 Keyboarding II	3
CAOT 6 Electronic Calculators	1
CAOT/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 Certificates

The student will be given a Skill Certificate following the completion of any of the following programs. 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.

COMMUNICATIONS

Required Courses

	UNITS
CAOT 2 Keyboarding II	3
CAOT/Bus 31 Business English	3
Bus/CAOT 32 Business Communications	3
CAOT 34 Business Terminology	2
Total:	11

COMPUTER APPLICATIONS

Required Courses

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
Total:	12

KEYBOARDING

Required Courses

CAOT 1 Keyboarding I	3
CAOT 2 Keyboarding II	3
CAOT 3 Keyboarding III	3
CAOT 7 Machine Transcription	3
Total:	12

1 KEYBOARDING I 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
Legal, medical, and technical applications integrated into office projects using Microsoft Word.

6 ELECTRONIC CALCULATORS 1 UNIT

Prerequisite: None | Lab 2 hours
Learn basic business functions along with speed-touch addition on the computer numeric keypad and the electronic calculator.

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 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 3 UNITS

Prerequisite: None | Lecture 3 hours
Same as Business 31
Review of grammar and punctuation fundamentals with practical applications.

32 BUSINESS COMMUNICATIONS (CSU) 3 UNITS

Prerequisite: CAOT 1 and CAOT 31
Lecture 3 hours | Same as Business 32
This is a complete communications course which provides opportunities for improving writing, speaking, and listening skills.

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

Advisory: CAOT 31 | Lecture 2 hours
Sharpen written and oral communication skills by improving spelling and vocabulary.

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 & OFFICE APPLICATIONS LABORATORY 1 UNIT RPT 2

Prerequisite: None | **Corequisite:** Enrollment in at least one other CAOT course. | Lab 2 hours
Note: Class graded credit/no-credit.
This course is designed as an aid to students who need additional time and practice to increase their skills in any CAOT subject area.

76 KEYBOARDING FOR COMPUTERS 1 UNIT

Prerequisite: None | Lab 2 hours
Designed to meet the needs of the data processing students by giving them skills necessary to input information into a computer efficiently and accurately.

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 commercially available 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.



Disciplines, Educational Programs & Course Descriptions

84 MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (MICROSOFT WORD) (CSU) 3 UNITS RPT 2

Prerequisite: None | Lecture 2 hours, lab 3 hours
Using Microsoft Word to create documents, which include graphics and desktop publishing.

85 MICROSOFT OFFICE APPLICATIONS: SPREADSHEET (EXCEL) 3 UNITS RPT 1

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: OPERATING SYSTEM 3 UNITS RPT 2

Prerequisite: None | Lecture 2 hours, lab 3 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 2 UNITS RPT 1
Prerequisite: None | Lecture 1 hour, lab 2 hours

This course provides an overview of presentation design software. Students learn to use PowerPoint templates, outlines, clipart, and Microsoft Office documents to create presentations, electronic slide shows, and web sites.

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.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Computer Science – Information Technology

ENGINEERING & COMPUTER SCIENCE

FACULTY: Robert Smazenka, Chair
Faculty Advisor - Mari Rettke 818.609.4761 | 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.

The Computer Science Computer Club - (ROBETECAS) operates a repair and service lab which provides computer /printer service, upgrade, and repair. There is no charge except for parts. This service is available to the faculty, staff, and students of Los Angeles Mission College as well as the surrounding community. The ROBETECAS repair and service lab provides students with hands-on experience in problem solving and offers student internships.

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. Students who wish to transfer to a four-year college or university should consult with their counselor and the respective catalog of the school they wish to attend for additional requirements. Questions about the program should be taken to the Faculty Advisor - Mari Rettke at 818.609.4761.

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

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

Associate in Arts – Computer Science: Business Emphasis PLAN B

FIRST SEMESTER

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 and 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/Law 1 Business Law I	3
Graduation Requirements and Electives	6
Total:	15

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 3.0 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

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 417 Beginning Micro Assembly Language	
CoSci 433 Microcomputer Database Programming	
CoSci 439 Programming in C	
CoSci 440 Programming in C ++	

UNITS	CoSci 452 Programming in Java	3
	CoSci 453 A+ Certification Preparation	3
	Total:	30

COMPUTER SCIENCE – MICROCOMPUTER PROGRAMMING

Full Certificate–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 417 Beginning Micro Assembly Language	
CoSci 433 Microcomputer Database Programming	
CoSci 440 Programming in C ++	
Total:	30

Skill Certificates

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 3.0 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 – SKILL CERTIFICATE – MICROCOMPUTER APPLICATIONS

Required Courses

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



Disciplines, Educational Programs & Course Descriptions

COMPUTER SCIENCE – SKILL CERTIFICATE – MICROCOMPUTER PROGRAMMING

Required Courses

Course	Description	UNITS
CoSci 407	Programming Logic	3
CoSci 408	Visual Basic	3
CoSci 409	Advanced Visual Basic	3
CoSci 439	Programming in C	3
CoSci 452	Programming in Java	3
Total:		15



401 INTRODUCTION TO COMPUTERS & THEIR USES (UC:CSU) 3 UNITS

Prerequisites: None | Lecture 3 hours, lab 1 hour (CAN CSCI 2)

The student will become acquainted with electronic methods of data processing, and will learn about the development of the computer and the uses of the computer by business management. Topics covered are computer terminology, DOS, and programming in BASIC.

406 BEGINNING PASCAL PROGRAMMING (UC:CSU) 3 UNITS (CAN CSCI 12)

Prerequisite: None | Lecture 2 hours, lab 2 hours

An introduction to algorithms, their representation, design, structuring, analysis, and optimization. Implementation of algorithms as structured programs in a high level language.

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: None | Lecture 2 hours, lab 2 hours (CAN CSCI 6)

This course teaches programming in Visual Basic. A select set of problems using Visual Basic are assigned to be used.

417 BEGINNING MICRO ASSEMBLY LANGUAGE (UC:CSU) 3 UNITS

Prerequisite: CoSci 406 | Lecture 2 hours, lab 2 hours

The student will study the fundamentals and applications of Assembly language on microcomputers. This will

include data representation and program organization. The use of registers, addressing, arithmetic, and macro instructions will be covered through programming projects.

430 MICROCOMPUTER APPLICATIONS SOFTWARE 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 SOFTWARE II (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours

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.

432 ADVANCED TEXT PROCESSING APPLICATIONS 3 UNITS

Prerequisite: CoSci 431 | Lecture 2 hours, lab 2 hours

The students will master the use of a text-processing program on a microcomputer and create a macro-driven text processing system. Graphics, desktop publishing, and merge processing applications using a text processor will be emphasized. Currently popular microcomputer software will be utilized on IBM-PC's and compatibles.

433 DATABASE PROGRAMMING (CSU) 3 UNITS

Prerequisite: CoSci 430 | Lecture 2 hours, lab 2 hours

The student will master the use of a database programming system on a microcomputer. Command language programming will be emphasized. The student will create a complete menu driven database system. Currently popular microcomputer software will be utilized on IBM PC's and compatibles.

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 | (CAN CSCI 16)

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 (CAN CSCI 18)

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.

447 ADVANCED MICRO ASSEMBLY LANGUAGE 3 UNITS**Prerequisite:** CoSci 417 | Lecture 2 hours, lab 2 hours

This course is an extension of the principles covered in CoSci 417. Students will have the opportunity to apply Assembler to more complex business applications.

448 ADVANCED MICROCOMPUTER SPREADSHEET APPLICATIONS (CSU) 3 UNITS**Prerequisite:** CoSci 430 | Lecture 2 hours, lab 2 hours

The student will master the use of a spreadsheet program and a micro computer. The use of graphics, database commands, advanced functions and macros will be emphasized. The student will create a micro-driving, error trapped, and custom menu spreadsheet. Currently popular microcomputer spreadsheet software will be used on IBM-PC's and compatibles.

449 ELECTRONIC PUBLISHING 3 UNITS**Prerequisite:** CoSci 432 | Lecture 2 hours, lab 2 hours

The student will master the use of a desktop processing program on a microcomputer, and create newsletters, reports, and brochures. Documents will be created that include text and graphics. Currently popular microcomputer software will be utilized on IBM-PC's and compatibles.

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.

472 INTRODUCTION TO PERSONAL COMPUTER HARDWARE (CSU) 3 UNITS RPT 2**Prerequisite:** None | Lecture 2 hours, lab 2 hours

Installation, setup, troubleshooting and optimization of hardware related to personal computer systems and peripheral devices. First of two classes to prepare students 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.

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.



Disciplines, Educational Programs & Course Descriptions

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.

921 COOPERATIVE EDUCATION

(CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION

(CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION

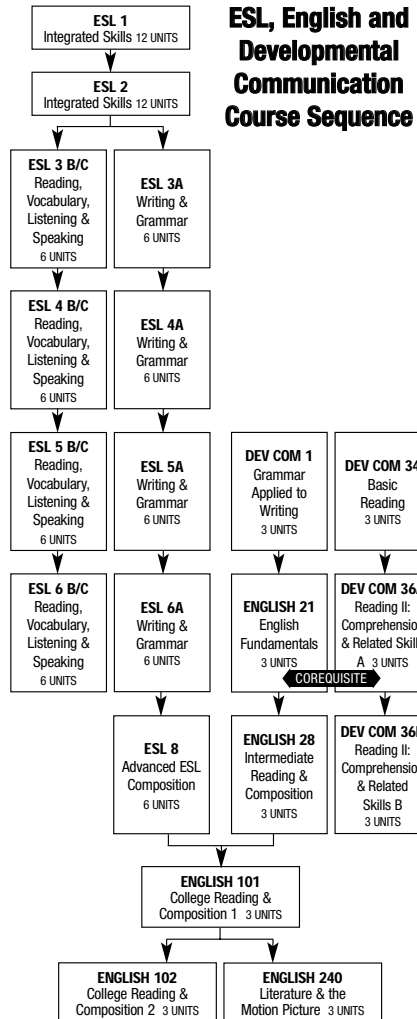
(CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Developmental Communications

DEVELOPMENTAL COMMUNICATIONS

FACULTY: Teresa English | Susan Polk



1 GRAMMAR: APPLIED TO WRITING (NDA) 3 UNITS RPT 1

Prerequisite: None | Lecture 3 hours

Note: Class graded credit/no credit.

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 (NDA) 5 UNITS RPT 2 A/B/C/D/E

Prerequisite: None | Lab 10 hours

Note: Class graded credit/no credit.

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 credit/no credit.

A basic reading course designed to improve word-attack skills, build vocabulary, improve dictionary skills, and develop comprehension and critical reading skills.

36A READING II: COMPREHENSION & RELATED SKILLS (NDA) 3 UNITS RPT 1

Prerequisite: None | Lecture 3 hours

Note: Class graded credit/no credit.

Intermediate course in reading; emphasizes finding main ideas, critical thinking, vocabulary skills, and study skills.

36B READING II: COMPREHENSION & RELATED SKILLS (NDA) 3 UNITS RPT 1

Prerequisite: None | Lecture 3 hours

Note: Class graded credit/no credit.

Comprehensive course in advanced study skills, note-taking, and efficient study techniques. Transition from everyday reading skills to college reading skills.

Drafting ENGINEERING & COMPUTER SCIENCE

FACULTY: Robert Smazenka, Chair
Faculty Advisor – Mari Rettker 818.609.4761

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 | Terry Bommer

1 PRINCIPLES OF ECONOMICS 1 (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN ECON 4)

An 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 | (CAN ECON 2)

This is an 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.

4 ECONOMICS FOR THE CONSUMER 3 UNITS

Prerequisite: None | Lecture 3 hours

The student will learn about budgeting a limited income. Consumer preferences, influences of advertising, and other factors related to consumer expenditures will be considered. Financial institutions and their relationship to the consumer will be analyzed. Savings, consumer aids, insurance, and investments will be detailed.

10 ECONOMIC HISTORY OF THE UNITED STATES 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.

185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in depth study of a chosen area of Economics 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 Economics 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 Economics on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Education LEARNING CENTER/DEV COM

FACULTY: Phoebe Rivera, Chair | Rick Scuderi | Mark Pursley

6 METHODS & MATERIALS OF TUTORING 1 UNIT RPT 3

Prerequisite: None | Lecture 1 hour

Note: Class graded credit/no credit.

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.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION 4 UNITS RPT 4

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: See Cooperative Education Credit Guide.



Disciplines, Educational Programs & Course Descriptions

Engineering, General ENGINEERING & COMPUTER SCIENCE

FACULTY: Robert Smazenka, Chair
Faculty Advisor – Mari Rettke 818.988.4183

EDUCATIONAL PROGRAMS

The student may work towards a Bachelor of Science Degree by transferring to any of several four-year colleges and universities throughout the country. All three major universities in the area – UCLA, USC and CSUN – have full articulation agreements with the Mission College Engineering Department. The recommended sequence for the transfer program requires six semesters (three years) to complete; that is only a recommended sequence and should not prevent students from completing either program in a shorter period of time, if they are dedicated and capable of doing so. At any time, students may join the work force in industry or in professional offices with which the engineering faculty maintains close ties.

Employment opportunities for engineering students at Mission College are also available in many related fields such as aerospace, architecture, interior design, construction, engineering, and manufacturing. Many manufacturing firms and professional offices contact the engineering department offering employment to its students on a part-time as well as a full-time basis.

The greater Los Angeles area – the North San Fernando Valley in particular – is one of the most important sources of work for engineering in the United States. There are countless employment opportunities for the graduate engineer and the technician with a solid background in basic sciences and engineering concepts, especially

when this includes hands-on training in Computer-Aided-Design-Drafting (CADD). Mission College has developed a comprehensive program. This includes the basic sciences, such as chemistry, mathematics and physics and general engineering courses including Materials Science, Statics and Strength of Materials, plus vocational courses in computer drafting in two-dimensions and solid modeling in three-dimensions.

Thanks to generous donations from the Ralph Parsons Foundation and the Rocketdyne Division of the Boeing Company, the Engineering Lab is the most modern in the country, with state-of-the-art IBM computers, printers and plotters, numerical controlled lathe-milling machine and microscope/color-printer station for use in crystallography. The labs and programs are updated regularly to meet the needs of the students, the industry, and the community.

For the latest information on transfer requirements, certificates and Associate Degrees consult with Professor Lee Risemberg, telephone number 818.989.3700 or 818.364.7664.

Transfer Program for Bachelor of Science Degree

The Engineering Program at Mission College fulfills most of the lower-division engineering requirements for the Bachelor of Science Degree at various four-year colleges and universities.

The following is the recommended sequence which will allow the student to complete the lower division requirements in six semesters. Refer to graduation Plan B for the general graduation requirements. Always consult a counselor for information or graduation requirements and transfer. 18 units of general education courses are generally required, consult with the four-year college of your choice.

TRANSFER PROGRAM

Sequential Required Courses

FIRST SEMESTER		UNITS
GenEng 101	Intro to Science, Engineering & Tech	2
Math 265	Calculus with Analytic Geometry I	5
RECOMMENDED (Choose 1)		
Drafting 16	Blueprint Reading	(2)
English 211A	General English	(2)
		Total: 9

SECOND SEMESTER

Math 266	Calculus with Analytic Geometry	5
Physics 1	Mechanics of Solids	4
RECOMMENDED (Choose 1)		
GenEng 211B	CADD for Engineers I	(1)
	Design CADD 3-D	(1)
		Total: 10

THIRD SEMESTER

GenEng 243	Statics and Strength of Materials (Calculus based)	4
Math 267	Calculus with Analytic Geometry III	5
RECOMMENDED		
GenEng 211C	AUTOCADD 2-D	(1)
		Total: 10

FOURTH SEMESTER

Math 275	Ordinary Differential Equations	3
Chem 101	General Chemistry I	5
RECOMMENDED		
GenEng 281A	Engineering Design I	(1)
		Total: 9

FIFTH SEMESTER

GenEng 151	Materials of Engineering	3
GenEng 152	Materials of Engineering Laboratory	1
Physics 3	Electricity & Magnetism	4
RECOMMENDED		
GenEng 281B	Engineering Design II	(1)
		Total: 9

SIXTH SEMESTER	UNITS
Physics 2 Mechanics of Fluids, Heat & Sound	4
or Chem 102 General Chemistry II	(5)
RECOMMENDED	
GenEng 281C Engineering Design III	(1)
	Total: 10
Total Number of Units in Program 57	

Note: Recommended courses may not transfer, but they provide valuable additional preparation for engineering. Units of these courses are shown within parentheses and do not count for transfer requirements. Some of the required courses may have to be taken elsewhere.

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 (CAN ENGR 4)

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, Chemistry 101 | Lab 3 hours

Introduction to the engineering properties of materials, atomic and crystal structures of solids and selection and use of engineering materials.

211 CADD FOR ENGINEERS I (CSU) 3 UNITS RPT 3

Prerequisite: None | Lab 6 hours

Introduction to alternate CADD systems, develops design and drafting skills using computers and special software, to be used in other engineering courses and improve employment opportunities in the marketplace.

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.

284 PROJECTS LABORATORY (CSU) 3 UNITS RPT 3

Prerequisite: None | Lab 6 hours

Students will meet with the instructor to be assigned a specific project in the engineering field of their choice and at their level of knowledge.

185 DIRECTED STUDY (CSU) 1 UNIT RPT 2

Provides opportunity for in depth study of a chosen area of Engineering 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 Engineering 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 Engineering on a contract basis, under the direction of a supervising instructor. Credit limit: Maximum of 3 units may be taken for credit.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

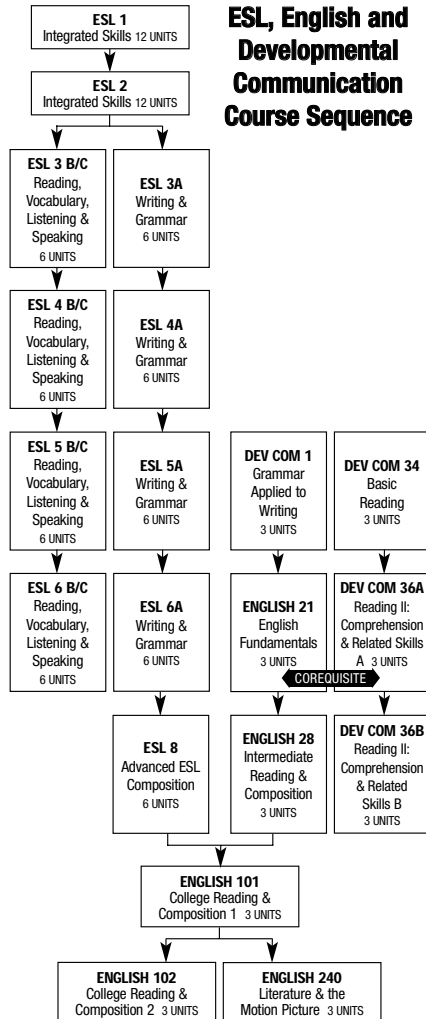


Disciplines, Educational Programs & Course Descriptions

English ESL / ENGLISH

FACULTY: Ruthie Grant, Chair | Louise Barbato
Carolyn Daly | Ralph La Rosa | Victoria Oddino

ESL, English and Developmental Communication Course Sequence



21 ENGLISH FUNDAMENTALS (NDA) 3 UNITS

Prerequisite: DevCom 1 or appropriate skill level demonstrated through the ENL assessment process

Corequisite: DevCom 36A | Lecture 3 hours

Note: Class graded credit/no credit

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 (UC:CSU) 3 UNITS

Prerequisite: English 21 or ESL 6A or appropriate skill level demonstrated through the ENL assessment process | Lecture 3 hours

This is a course in reading and writing designed to strengthen the student's ability to use basic communication skills, including grammar, spelling, punctuation, and sentence construction. Instruction will include the assignment of full-length expository and argumentative essays.

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

(CAN ENGL 2; CAN ENGL SEQA: Eng 101 + 102)

This course further develops proficiency in critical 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
(CAN ENGL 4; CAN ENGL SEQA: Eng 101 + 102)

This is 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 research paper.

240 LITERATURE & THE MOTION PICTURE I (UC:CSU) 3 UNITS

Prerequisite: English 101 | Lecture 3 hours

This is a course developing critical thinking, reading, and writing skills using literature and motion pictures as subject matter. Emphasis is placed on a comparison and contrast of literature to motion pictures.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

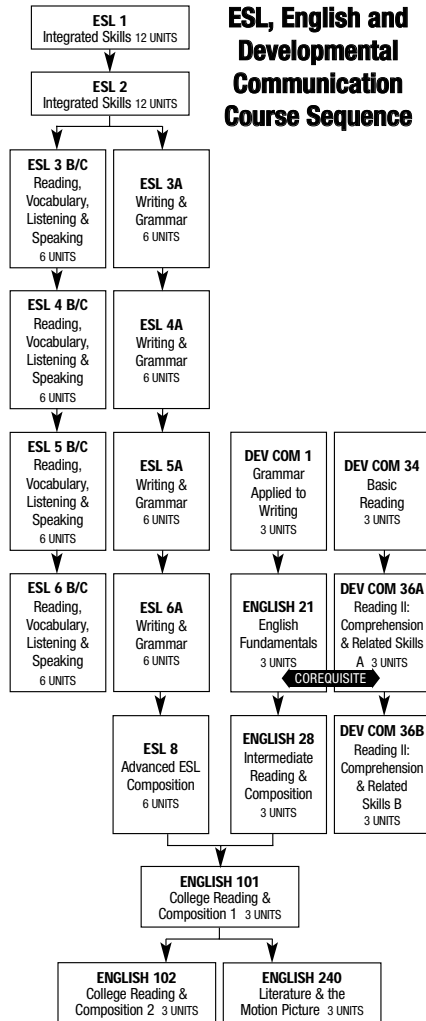
941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

FACULTY: Ruthie Grant, Chair | Louise Barbato
Michael J. Climo | Gary Prostack

ESL, English and Developmental Communication Course Sequence



1 COLLEGE ENGLISH AS A SECOND LANGUAGE I: INTEGRATED SKILLS (NDA) 12 UNITS

Prerequisite: None | Lecture 12 hours
Note: Class graded credit/no-credit.

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: INTEGRATED SKILLS (NDA) 12 UNITS

Prerequisite: ESL 1 or appropriate skill level demonstrated through the ESL assessment process
Lecture 12 hours | Note: Class graded credit/no credit.

Builds grammar and vocabulary for students entering with a 500-600 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 III: GRAMMAR/WRITING (NDA) 6 UNITS

Prerequisite: ESL 2 with "C" or appropriate placement | Lecture 6 hours
Note: Class graded credit/no credit.

Emphasizes low intermediate grammar and writing development through guided and free composition.

3B COLLEGE ESL III: READING/ VOCABULARY (NDA) 3 UNITS

Prerequisite: ESL 2 with "C" or appropriate placement
Corequisite: ESL 3C | Lecture 3 hours
Note: Student must take 3B + 3C together.
Note: Class graded credit/no credit.

Builds reading and vocabulary skills through the reading of passages on a wide variety of interesting topics.

3C COLLEGE ESL III: LISTENING/ SPEAKING (NDA) 3 UNITS

Prerequisite: ESL 2 with "C" or appropriate placement
Corequisite: ESL 3B | Lecture 3 hours
Note: Student must take 3B + 3C together.
Note: Class graded credit/no credit.

Builds oral and listening comprehension skills, as well as the learning of new conversational forms.

4A COLLEGE ESL IV: WRITING/GRAMMAR (NDA) 6 UNITS

Prerequisite: ESL 3A with "C" or appropriate placement | Lecture 6 hours
Note: Class graded credit/no credit.
Emphasizes high intermediate grammar and writing development leading to college-level writing proficiency.

4B COLLEGE ESL IV: READING/ VOCABULARY (NDA) 3 UNITS

Prerequisite: ESL 3B with "C" or appropriate placement | Corequisite: ESL 4C | Lecture 3 hours
Note: Student must take 4B + 4C together.
Note: Class graded credit/no credit.

Builds reading and vocabulary skills through the reading and discussion of high-intermediate passages.

4C COLLEGE ESL IV: LISTENING/SPEAKING (NDA) 3 UNITS

Prerequisite: ESL 3C with "C" or appropriate placement | Corequisite: ESL 4B | Lecture 3 hours
Note: Student must take 4B + 4C together.
Note: Class graded credit/no credit.

Development of high intermediate oral and listening skills, necessary for the classroom, and professional and personal life.

5A COLLEGE ESL V: WRITING/GRAMMAR (NDA) 6 UNITS

Prerequisite: ESL 4A with "C" or appropriate placement | Lecture 6 hours
Note: Class graded credit/no credit.

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.



Disciplines, Educational Programs & Course Descriptions

5B COLLEGE ESL V: READING/ VOCABULARY (NDA) 3 UNITS

Prerequisite: ESL 4B with "C" or appropriate placement | **Corequisite:** ESL 5C | Lecture 3 hours
Note: Student must take 5B + 5C together.
Note: Class graded credit/no credit.

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 V: LISTENING/SPEAKING (NDA) 3 UNITS

Prerequisite: ESL 4C with "C" or appropriate placement | **Corequisite:** ESL 5B | Lecture 3 hours
Note: Student must take 5B + 5C together.
Note: Class graded credit/no credit.

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 VI: WRITING/GRAMMAR (NDA) 6 UNITS

Prerequisite: ESL 5A with a passing writing sample or appropriate placement | Lecture 6 hours
Note: Class graded credit/no credit.

There is intensive practice in writing and critical thinking skills that students need in college courses.

6B COLLEGE ESL VI: READING/ VOCABULARY (NDA) 3 UNITS

Prerequisite: ESL 5B with "C" or appropriate placement | **Corequisite:** ESL 6C | Lecture 3 hours
Note: Student must take 6B + 6C together.
Note: Class graded credit/no credit.

Develops college reading versatility and efficiency, critical reading skills in analyzing difficult material.

6C COLLEGE ESL VI: LISTENING/ SPEAKING (NDA) 3 UNITS

Prerequisite: ESL 5C with "C" or appropriate placement | **Corequisite:** ESL 6B | Lecture 3 hours
Note: Student must take 6B + 6C together.
Note: Class graded credit/no credit.

Improves listening skills to aid in the comprehension of lectures, and improves oral skills in order to participate more effectively in the classroom and business world.

8 ADVANCED ESL COMPOSITION 6 UNITS

Prerequisites: ESL 6A | Lecture 6 hours
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 of expository and argumentative essays and research papers.

52 ESL READING & CONVERSATION A (NDA) 3 UNITS

Prerequisite: Limited English | Lecture 3 hours
Note: Class graded credit/no-credit.

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 skill level demonstrated through the ESL assessment process
Lecture 3 hours
Note: Class graded credit/no-credit.

Fluency in reading English, understanding literal and inferential comprehension questions, vocabulary development, listening in English.

Environmental Science LIFE SCIENCES

FACULTY: J. Michael Reynolds, Chair | Angela Echeverri
Mohamed Elkerdany

2 THE HUMAN ENVIRONMENT: BIOLOGICAL PROCESSES (UC:CSU) 3 UNITS

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.

Family & Consumer Studies PROFESSIONAL STUDIES

FACULTY: Dr. Eloise Cantrell, 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.

Associate in Arts – Consumer Education & Management

FIRST SEMESTER UNITS

Fam&CS1/IntrDgn101 Professional Career Opportunities	2
Fam&CS 70 Development of Community Projects	2
Fam&CS 91 Life Management	3
Graduation Requirements and Electives	

Total: 15

SECOND SEMESTER

Fam&CS109 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&CS15/IntrDgn102 Intro to Interior Design	3
Fam&CS 22 Nutrition & the Consumer	3
Graduation Requirements and Electives	9

Total: 15

FOURTH SEMESTER

Fam&CS17/IntrDgn105 Textiles	3
Fam&CS 31 Marriage & Family Life	3
Graduation Requirements and Electives	9

Total: 15

RECOMMENDED ELECTIVES

Fam&CS 25 Meal Planning & Purchasing or FSMgmt103 Menu Planning	(3) (2)
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Associate in Arts – Foods & Nutrition

FIRST SEMESTER UNITS

Fam&CS/FSMgmt 50 Sanitation & Safety	3
Fam&CS 91 Life Management	3
Fam&CS/FSMgmt101 Food Production I	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 FSMgmt103 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/FSMgmt108 Internship (2 semesters*)	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.*

Associate in Arts – Gerontology PLAN A

FIRST SEMESTER

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 or Fam&CS 36 Nutrition for Older Adult	3
Fam&CS 38 In-Home Care	3
Fam&CS/FSMgmt 50 Sanitation & Safety	3
H50 65/99E Physiology & Pharmacology: Alcohol & Other Drugs	3

Total: 12

THIRD SEMESTER UNITS

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&CS109 Supervision & Management	3

Total: 5

Associate in Arts – Marriage & Family Life Studies

FIRST SEMESTER

ChDev1 Child Growth & Development	3
Fam&CS 31 Marriage & Family Life	3
Psych1 General Psychology I	3
Graduation Requirements and Electives	6

Total: 15

SECOND SEMESTER

Fam&CS 6 Challenges of Aging	3
Fam&CS164 Introduction to Family Development I	3
Graduation Requirements and Electives	9

Total: 15

THIRD SEMESTER

Fam&CS 21 Nutrition	3
Fam&CS165 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&CS1/IntrDgn101 Professional Career Opportunities	2
Fam&CS 6 Challenges of Aging	3
Fam&CS15/IntrDgn102 Introduction to Interior Design	3
Fam&CS17/IntrDgn105 Textiles	3
Fam&CS 21 Nutrition	3
Fam&CS 22 Food, Nutrition and the Consumer	3
Fam&CS 25 Meal Planning & Purchasing or FSMgmt103 Menu Planning	3-2
Fam&CS 70 Development of Community Projects	2
Fam&CS 91 Life Management	3
Fam&CS109 Supervision & Management	3
Total:	27-28

RECOMMENDED

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
Total:	20-21

RECOMMENDED

Fam&CS/FSMgmt 50 Sanitation & Safety	
Fam&CS/FSMgmt101 Food Production I	
CAOT 82 Microcomputer Software Survey in the Office	

**Meets State DSS RCFE requirement.*

DIETARY SERVICES SUPERVISOR

Required Courses	UNITS
Fam&CS/FSMgmt 50 Sanitation & Safety	3
Fam&CS/FSMgmt101 Food Production I or Fam&CS 24 Food Preparation	4-3
Fam&CS 21 Nutrition	3
Fam&CS 26 Modified Diets	3
Fam&CS109 Supervision & Management	3
Total:	15-16

INTRODUCTION TO HOSPITALITY SKILL

Required Courses	UNITS
Fam&CS/FSMgmt100 Intro to Hospitality Industries (including the Internet)	3
Fam&CS112 Managing Guest Relations	3
CAOT 82 Microcomputer Software Survey in the Office	3
Fam&CS 91 Life Management	3
Fam&CS109 Supervision & Management	3
Total:	15

LODGING MANAGEMENT SKILL

Required Courses	UNITS
Fam&CS/FSMgmt108 Internship	2
Fam&CS110 Hotel Operations	3
Fam&CS114 Convention Management	3
Fam&CS113 Housekeeping Management Operations	3
Acctg 21 Bookkeeping & Accounting 1	3
Total:	14

TRAVEL & TOURISM SKILL

Required Courses	UNITS
Fam&CS/FSMgmt100 Intro to Hospitality Industries	3
Fam&CS/FSMgmt108 Internship (2 semesters*)	4
Fam&CS111 Travel Agency Operations & Administration	3
Acctg 21 Bookkeeping & Accounting 1	3
Total:	13

**2 unit Internship class must be taken two times to obtain a total of 4 units.*

RESTAURANT MANAGEMENT SKILL

Required Courses	UNITS
Fam&CS109 Supervision & Management	3
Fam&CS/FSMgmt104 Dining Room Presentation, Service & Management	4
Fam&CS/FSMgmt106 Food & Beverage Cost Control/Records	3
Fam&CS/FSMgmt108 Internship	2
FSMgmt115 Restaurant Operations Management	3
Total:	15

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
Total:	14

FAMILY DEVELOPMENT SKILL

Required Courses	UNITS
Fam&CS164 Introduction to Family Development I	3
Fam&CS165 Introduction to Family Development II	3
Fam&CS 91 Life Management	3
Fam&CS 31 Marriage and Family Life	3
Fam&CS 70 Development of Community Projects	2
Total:	14

FAMILY DEVELOPMENT/GERONTOLOGY SKILL		
Required Courses		UNITS
Fam&CS164	Introduction to Family Development I	3
Fam&CS165	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
 Same as IntrDgn101

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
 Same as IntrDgn109

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
 Same as IntrDgn102

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
 Same as IntrDgn104

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 (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 Same as IntrDgn105

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 | Same as IntrDgn108

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
 (CAN Fam&CS 2)

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: None | 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 | (CAN Fam&CS 8)
 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.

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
Corequisite: Fam&CS 21 | 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
 Same as Soc 12

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.



Disciplines, Educational Programs & Course Descriptions

- 34 CHILD NUTRITION** 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** 3 UNITS
Prerequisite: None | Lecture 3 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
Same as FSMgmt 50
An introduction to basic principles of sanitation, safety, work simplification and use and care of institutional food service equipment.
- 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
Advisory: Fam&CS 50 | Lecture 3 hours
Same as FSMgmt 100
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 hours | Same as FSMgmt 101
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/FSMgmt 101, negative TB test
Lecture 2 hours, lab 6 hours | Same as FSMgmt 102
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, 100
Lecture 2 hours | Same as FSMgmt 103
Course examines basic principles of menu design, including all phases of menu planning for today's trends as well as 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, SERVICE & MANAGEMENT** (CSU) 4 UNITS
Prerequisites: Fam&CS 50, 101
Corequisites: Fam&CS 102 and English 21
Lecture 2 hours, lab 6 hours | Same as FSMgmt 104
Provides training in duties and functions of the professional food buyer: basic information on sources, grades, quality and standards for selecting food items. Stressing points on specifications: receiving, storing, and issuing procedures. Cost and operational expense and seasonal variations included.

- 105 FOODSERVICE PURCHASING & INVENTORY MANAGEMENT** (CSU) 2 UNITS
Prerequisites: Fam&CS 21, 50, and 100
Corequisite: Fam&CS 106 | Lecture 2 hours
 Same as FSMgmt 105
 Provides training in duties and functions of the professional food buyer: basic information on sources, grades, quality; and standards for selecting food items, stressing points on specifications: receiving storing, and issuing procedures. Cost and operational expense and seasonal variations included.
- 106 FOOD & BEVERAGE COST CONTROL/RECORDS** (CSU) 3 UNITS
Advisory: Fam&CS 104 | Lecture 3 hours
 Same as FSMgmt 106
 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: Fam&CS 21 and completion of 12 units in discipline with 2.5 GPA | Lecture 1 hour, lab 3 hours and field work | Same as FSMgmt 108
 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 programs, and desirable labor management 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.
- 115 PREVENTIVE PRACTICES – WELLNESS & LONGEVITY** 2 UNITS
Prerequisite: None | Lecture 3 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 3
Corequisite: Any IntrDgn or Fam&CS course
 Lab 3 hours | Same as IntrDgn 103
 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
Corequisite: IntrDgn 102, 106, 108A, 108B
 Lecture 2 hours, lab 3 hours | Same as IntrDgn 111
 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 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.



Disciplines, Educational Programs & Course Descriptions

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 | Same as FSMgmt 225

Lab 6 hours | 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/FSMgmt 101 | Lab 9 hours

Same as FSMgmt 325

Note: Class graded credit/no-credit.

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.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Hands on experience provided on the use of the Internet for gathering information for academic research and personal knowledge. Methods of accessing information in the World Wide Web using appropriate search engines and basic search tools are examined and tried.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Finance BUSINESS & LAW

FACULTY: Pat Flood, Chair | Cleveland Rush

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.

Associate in Arts – Finance

FIRST SEMESTER		UNITS
Bus1	Introduction to Business	3
Bus/CAOT 31	Business English	3
Finance1	Principles of Finance	3
CAOT 82	Microcomputer Software Survey in the Office	3
Graduation Requirements and Electives		3
Total:		15
SECOND SEMESTER		
Acctg 21*	Bookkeeping & Accounting I	3
Econ1	Principles of Economics	3
Finance 2	Investments	3
Finance15	Principles of Banking	3
Graduation Requirements and Electives		6
Total:		18
THIRD SEMESTER		
Acctg 22*	Bookkeeping & Accounting II	3
Finance 8	Personal Finance and Investments	3
Finance 31	Insurance Principles	3
Marketing 21	Principles of Marketing	3
Graduation Requirements and Electives		6
Total:		18

FOURTH SEMESTER

Bus 5/Law1	Business Law I	3
Finance17	Analysis of Financial Statements	3
Mgmt 2	Organization & Management Theory	3
Choose 1 course from recommended electives		3
Graduation Requirements and Electives		3

Total: 15

* or Acctg 1 + Finance 485

RECOMMENDED ELECTIVES

Bus15	Business Statistics
Bus/CAOT 32	Business Communications
Bus 38	Business Computation
Marketing1	Principles of Selling
CAOT1	Keyboarding I
Soc11	Ethnic & Racial Minorities in the U.S.

1 PRINCIPLES OF FINANCE (CSU) 3 UNITS

Prerequisite: Business 1 | 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.

15 PRINCIPLES OF BANKING (CSU) 3 UNITS

Prerequisite: Finance 1 | Lecture 3 hours

This course is designed to provide an understanding of bankers and a working knowledge of how they are not merely retailers of money, but are manufacturers of money.

17 ANALYSIS OF FINANCIAL STATEMENTS (CSU) 3 UNITS

Prerequisite: Accounting 1 | Lecture 3 hours

Stresses the analysis of financial statements, building upon the student's accounting ability and further extends his capability to understand and interpret financial statements with the possibility of extending credit on a sound and constructive basis.

31 INSURANCE PRINCIPLES (CSU) 3 UNITS

Prerequisite: Finance 1 | Lecture 3 hours

This course examines the insurance product and the use of insurance within the risk management framework in the reduction of loss caused by uncontrollable events.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

Food Service Management

PROFESSIONAL STUDIES

FACULTY: Dr. Eloise Cantrell, Chair | Rudy Garcia
Louis Zandalasini

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/Fam&CS100	Intro to Hospitality Industries	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

Associate in Arts – Food Management Production Services & Related Technologies*

FIRST SEMESTER

	UNITS
FSMgmt/Fam&CS 50 Sanitation & Safety	3
FSMgmt/Fam&CS100 Intro to Hospitality Industries	3
FSMgmt/Fam&CS101 Food Production I	4
Graduation Requirements and Electives	5

Total: 15

SECOND SEMESTER

FSMgmt/Fam&CS102 Food Production II	4
FSMgmt/Fam&CS103 Menu Planning	2
FSMgmt/Fam&CS105 Food Service Purchasing & Inventory Management	2
Fam&CS 21 Nutrition	3
Graduation Requirements and Electives	4

Total: 15

THIRD SEMESTER

FSMgmt/Fam&CS104 Dining Room Presentation, Service & Management	4
FSMgmt/Fam&CS106 Food & Beverage Cost Control/Records	3
FSMgmt/Fam&CS108 Internship	2
Graduation Requirements and Electives	7

Total: 16

FOURTH SEMESTER

FSMgmt/Fam&CS108 Internship	2
Fam&CS109 Supervision & Management	3
FSMgmt110 Managing Catering Operations	3
Graduation Requirements and Electives	7

Total: 15

*Meets L.A. County Handler Certificate

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/Fam&CS 50 Sanitation & Safety	3
Fam&CS/FSMgmt100 Intro to Hospitality Industries	3
Fam&CS/FSMgmt101 Food Production I	4
FSMgmt/Fam&CS102 Food Production II	4
FSMgmt/Fam&CS103 Menu Planning	2
FSMgmt/Fam&CS104 Dining Room Presentation, Service & Management	4
FSMgmt/Fam&CS105 Food Service Purchasing & Inventory Management	2
FSMgmt/Fam&CS106 Food & Beverage Cost Control/Records	3
FSMgmt/Fam&CS108 Internship	4
Fam&CS 109 Supervision & Management	3

Total: 34

FOOD SERVICE MANAGEMENT SKILL CERTIFICATE

Required Courses

Fam&CS 21 Nutrition	3
FSMgmt/Fam&CS 50 Sanitation & Safety	3
FSMgmt/Fam&CS100 Intro to Hospitality Industries	3
FSMgmt/Fam&CS101 Food Production I	4
FSMgmt/Fam&CS104 Dining Room Presentation, Service & Management	4

Total: 17

RESTAURANT MANAGEMENT SKILL CERTIFICATE

Required Courses

FSMgmt/Fam&CS108 Internship	2
FSMgmt/Fam&CS104 Dining Room Presentation, Service & Management	4
FSMgmt115 Restaurant Operations Management	3
FSMgmt/Fam&CS106 Food & Beverage Cost Control/Records	3
Fam&CS109 Supervision & Management	3

Total: 15

BAKING SKILL CERTIFICATE

Required Courses

FSMgmt/Fam&CS 50 Sanitation & Safety	3
FSMgmt109 Professional Baking	4
FSMgmt130 Cake Decoration I	3

Total: 10

50 SANITATION & SAFETY (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Same as Fam&CS 50

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/Fam&CS 50 | Lecture 3 hours

Same as Fam&CS100

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 | Same as Fam&CS 101
 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/Fam&CS 101 and negative TB test | Lecture 2 hours, lab 6 hours
 Same as Fam&CS 102
 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 foodservice operation.
- 103 MENU PLANNING** (CSU) 2 UNITS
Advisories: FSMgmt/Fam&CS 100 and Fam&CS 21
 Lecture 2 hours | Same as Fam&CS 103
 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, SERVICE & MANAGEMENT** (CSU) 4 UNITS
Prerequisites: FSMgmt/Fam&CS 50 and 101
Corequisite: FSMgmt/Fam&CS 102
 Lecture 2 hours, lab 6 hours | Same as Fam&CS 104
 Instructional 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/Fam&CS 50, 101 and Fam&CS 21
Corequisite: FSMgmt/Fam&CS 106
 Lecture 2 hours | Same as Fam&CS 105
 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/Fam&CS 50 and 100
Corequisites: FSMgmt/Fam&CS 105
 Lecture 3 hours | Same as Fam&CS 106
 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: Completion of 12 units in discipline with 2.5 GPA | Lecture 1 hour, lab 3 hours, 15 hours in industry | Same as Fam&CS 108
 Provides supervised fieldwork experience in industry and gives hands-on training in a food service/hotel/restaurant establishment. Field work required. Students learn skill required for job competence.
- 109 PROFESSIONAL BAKING** (CSU) 4 UNITS RPT 2
Prerequisites: FSMgmt/Fam&CS 50 and 100
 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/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.
- 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 graded credit/no-credit.
 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.



Disciplines, Educational Programs & Course Descriptions

225 FOODS LABORATORY (NDA) 2 UNITS RPT 3

Prerequisite: None | Lab 6 hours

Same as Fam&CS 225

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: FSMgmt/Fam&CS 101 | Lab 9 hours

Same as Fam&CS 325

Note: Class graded credit/no-credit

Supervised practice in college-operated food service operation. Food preparation in range, pantry, bakery, and short order.

French

CHICANO STUDIES & FOREIGN LANGUAGES

FACULTY: Yolanda Ramil, Chair | David Pardess

1 ELEMENTARY FRENCH I (UC:CSU) 5 UNITS

Prerequisite: None | Lecture 5 hours

(CAN FREN 2; CAN FREN SEQ A: French 1+2)

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

(CAN FREN 4; CAN FREN SEQ A: French 1+2)

Continuation of French 1.

3 INTERMEDIATE FRENCH I (UC:CSU) 5 UNITS

Prerequisite: French 2 or equivalent | Lecture 5 hours

(CAN FREN 8; CAN FREN SEQ B: French 3+4)

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

(CAN FREN 10; CAN FREN SEQ B: French 3+4)

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

*** (Pending State Approval)

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/Ling 1 Fam&CS 16/Intrdgn 104
Art 101, 102, 103, 201 Human 1, 31
Chicano 37 Multi 100, 200, 620
Cinema 3 Music 101, 111
English 102 Phil 1, 33

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 Phil 5, 6
Journal 100, 101 Speech 101, 121, 151
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 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 1, 20
Anthro 101 Ocean 1
Astro 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 Psy 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. Coursework selected must be completed in at least two different disciplines.

Afro Am 2, 4 Econ 1, 2, 10
Anthro 101, 102, 121 Fam&CS 31, 91
Anthro 104/Ling 1 Geog 1, 2, 7, 14
Biology 3 History 1, 2, 11, 12, 13, 52, 86
Bus 5/Law 1 PolSci 1
ChDev 1/Psy 11 Psy 1, 2, 13
Chicano 2 Soc 1, 2, 11, 28
Chicano 7/History 43 Spanish 9, 10
Chicano 8/History 44

Geography PHYSICAL SCIENCES

FACULTY: Said Pazirandeh, Chair | Lorraine Manoogian

1 PHYSICAL GEOGRAPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course covers the changing processes within the Earth's Major Ecosystems: the Atmosphere, Hydrosphere, Lithosphere and Biosphere. Units of study include, weather, climate, landforms, plate tectonics, gradational 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 | (CAN GEOG 4)

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.



Disciplines, Educational Programs & Course Descriptions

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

DEPARTMENT CHAIR: Said Pazirandeh

1 PHYSICAL GEOLOGY 3 UNITS

Prerequisite: None | Advisory: English 28
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 ARTS, HEALTH & PHYSICAL EDUCATION

FACULTY: Leslie Milke, Chair | Cindy Cooper | John Klitsner

8 WOMEN'S PERSONAL HEALTH (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course presents health problems unique to women. Topics considered include physiological and psychological aspects of nutrition, exercise, hygiene, sexuality and reproduction, drugs, and diseases common to the female. This course is open to men.

11 PRINCIPLES OF HEALTHFUL LIVING (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Implements the World Health Organization's definition of health that Health is the state of physical, mental and social well being, not merely the absence of disease.

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 | Angela Echeverri
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.

Associate in Science – Health Science

Required Courses

		UNITS
Biology 3	Introduction to Biology	3
Anatomy1	Introduction to Human Anatomy	4
Physiol1	Introduction to Human Physiology	4
Chem 51	Fundamentals of Chemistry I	4-5
or Chem 65	Introductory General Chemistry	
Psych1	General Psychology I	3
or Soc1	Introduction to Sociology	
Math 227	Statistics	4
or higher		
Choose:		
One required course		4-5
One elective course		3-4
		Total: 29-32

Required Course (choose one):

Chemistry 52	Fundamentals of College Chemistry II	4
Microbiology 1	Introduction to Microbiology	4-5
or Microbiology 20	General Microbiology	
Physics 6	General Physics I	4
Elective courses (choose one):		
Psych1	General Psychology I	3
or Soc1	Introduction to Sociology	
FSC 21	Nutrition	3



FSC 24 Food Preparation
Physics 7 General Physics II

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.



DEPARTMENT CHAIR: Myriam Mekelburg

*Note: U.S. History – History 11, 12, 43
U.S. Constitution – History 11, 43
State and local government – History 12, 44*

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. Please consult with a counselor or a history instructor.

1 INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours
(CAN HIST 2; CAN HIST SEQ A: History.1+2)

The development of man from Paleolithic times through the civilizations of the Ancient Middle East, Greece, Rome, the Middle Ages, Renaissance and the emergence of nation states is emphasized.

2 INTRODUCTION TO WESTERN CIVILIZATION II (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours
(CAN HIST 4; CAN HIST SEQ A: History. 1+2)

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
(CAN HIST 8; CAN HIST SEQ B: History. 11+12)

This course is a general survey of the social and political developments that shaped the history of the United

3 States from before the European Invasions to the
4 Civil War.

12 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES II (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours
(CAN HIST 10; CAN HIST SEQ B: History 11+12)

This course is a general survey of the social and political developments that shaped the history of the United States from before the Civil War to the Present.

13 UNITED STATES HISTORY 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. This course fulfills the state graduation requirement in state and local government.

43 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours
Same as Chicano Studies 7

A survey history course of Mexican-Americans in the U.S. It traces their historical evolution from Pre-Columbian societies to the conquest of Mexico, through the Treaty of Guadalupe Hidalgo and its impact on the communities of Mexicans living in the Southwest.

44 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours
Same as Chicano Studies 8

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.

52 HISTORY OF WOMEN (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course explores 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

This course traces the development and inter-relationships of the major world civilizations and their cultural traditions and contributions from the earliest times to the beginning of the era of European expansion in the sixteenth 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.



Disciplines, Educational Programs & Course Descriptions

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

Hospitality PROFESSIONAL STUDIES

DEPARTMENT CHAIR: Dr. Eloise Cantrell

99 RECREATION SERVICES IN CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This introductory course provides an overview of the impact of the recreation service industry on personal, social, economic and political vitality of individuals, organizations, communities, regions and institutions.

135 MEETING, EVENT & CONVENTION PLANNING 3 UNITS

Prerequisite: None | Lecture 3 hours

An introduction to all elements needed to successfully plan and execute meetings, expositions, events and conventions

Humanities SOCIAL SCIENCES

FACULTY: Myriam Mekelburg, Chair | Harlan Goldberg
Stan Levine

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.

Associate in Arts – Humanities

Required Courses

Select four (4) courses:

Human 1	Cultural Patterns of Western Civilization	12
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:

Art 101	Survey of Art History I	6
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

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.

1 CULTURAL PATTERNS OF WESTERN CIVILIZATION (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Course is a one-semester survey of the arts in Western civilization and serves as an introduction to the general concepts of the humanities. Music, literature, painting,

sculpture, and architecture are studied and compared in relation to their background, medium, organization, and style. Stress is placed on awareness of differences in cultural heritages, values, and perspectives as revealed in the arts.

2 STUDIES IN SELECTED CULTURES (UC:CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 3 hours

Art, music, and literature are studied as they interrelate to reveal non-western man's views of philosophy, science, religion and the self. Emphasis is placed on Japan, China, the Middle East, and Sub-Sahara Africa.

3 THE ARTS OF CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A study of the literature, music, painting, and sculpture 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: None | Lecture 3 hours

Course is a survey of the cultural heritage of Western civilization from ancient times to the Renaissance. Literature, philosophy and art are studied and compared in relation to their background, medium, organization and style.

31 PEOPLE IN CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Traces the arts in their interrelations with each other and their interactions with philosophy, science, and politics from the Baroque to the present. Stress is placed on the arts as mirrors of western man's view of himself in a changing world.

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.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Interdisciplinary Studies

See General Studies.



Interior Design

PROFESSIONAL STUDIES

FACULTY: Dr. Eloise Cantrell, Chair | Sharon L. Anderson
Karen Withers | Dean Weilacher

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.

Associate in Arts – Interior Design

FIRST SEMESTER

	UNITS
IntrDgn102/Fam&CS15 Intro to Interior Design	3
IntrDgn103/Fam&CS132 Interior Design Project Laboratory	1
IntrDgn104/Fam&CS16 Historical & Contemporary Interior Design	3
IntrDgn106 Drafting for Interior Designers	4
IntrDgn114 Materials & Components	2
Total:	13

SECOND SEMESTER

IntrDgn103/Fam&CS132 Interior Design Project Laboratory	1
IntrDgn105/Fam&CS17 Textiles	3
IntrDgn107 Color for Interiors	3
IntrDgn108A* Space Planning A (Residential)	2
IntrDgn115 Window Treatments	1
Total:	10

THIRD SEMESTER

IntrDgn108B* Space Planning B (Commercial)	2
IntrDgn109A** Kitchen Design	2
IntrDgn110 Lighting	3
Total:	7

FOURTH SEMESTER

IntrDgn109B** Bath Design	2
IntrDgn111/Fam&CS 33 Interior Design Portfolio	3
IntrDgn113 Internship	2
Total:	7

SUGGESTED COURSE

Drafting16 Blueprint Reading I	2
* IntrDgn108A together with IntrDgn108B (4 units) equals Fam&CS18 (3 units)	
** IntrDgn109A together with IntrDgn109B (4 units) equals Fam&CS 5 (3 units)	

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.

Required Courses	UNITS
IntrDgn101/Fam&CS1 Professional Career Opportunities	2
IntrDgn102/Fam&CS15 Intro to Interior Design	3
IntrDgn104/Fam&CS16 Historical & Contemporary Interior Design	3
IntrDgn105/Fam&CS17 Textiles	3
IntrDgn106 Drafting for Interior Designers	4
IntrDgn108 A or B/Fam&CS18 Space Planning	2-3
IntrDgn109 A or B/ Fam&CS 5 Kitchen & Bath Design	2-3
IntrDgn110 Lighting	3
IntrDgn111/Fam&CS 33 Interior Design Portfolio	3
IntrDgn112 Interiors Management	4
IntrDgn113/FSMgmt108 Internship	2
Total:	31-33

SUGGESTED ELECTIVES

IntrDgn103/Fam&CS132 Interior Design Project Laboratory	1
IntrDgn107 Color for Interiors	3
IntrDgn114 Materials and Components*	2
IntrDgn115 Window Treatments	1

*Required for degree



Disciplines, Educational Programs & Course Descriptions

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 SKILL CERTIFICATE I

Required Courses	UNITS
IntrDgn101/Fam&CS1 Professional Career Opportunities	2
IntrDgn102/Fam&CS15 Intro to Interior Design	3
IntrDgn104/Fam&CS16 Historical & Contemporary Interior Design	3
Total:	8

INTRODUCTION TO SPACE PLANNING SKILL CERTIFICATE II

Required Courses	UNITS
IntrDgn106 Drafting for Interior Designers	4
IntrDgn108A* Space Planning A (Residential)	2
IntrDgn108B* Space Planning B (Commercial)	2
IntrDgn109A** Kitchen Design	2
IntrDgn109B** Bath Design	2
Total:	12

* *IntrDgn108A together with IntrDgn108B (4 units) equals Fam&CS18 (3 units)*

** *IntrDgn109A together with IntrDgn109B (4 units) equals Fam&CS 5 (3 units)*

TECHNOLOGY & INTERIOR DESIGN SKILL CERTIFICATE III

Required Courses	UNITS
IntrDgn110 Lighting	3
IntrDgn114 Materials & Components	2
IntrDgn115 Window Treatments	1
GenEng 211 CADD for Engineers I	3
Total:	9

101 PROFESSIONAL CAREER OPPORTUNITIES (CSU) 2 UNITS

Prerequisite: None | Lecture 2 hours
Same as Fam&CS1

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.

102 INTRODUCTION TO INTERIOR DESIGN (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours
Same as Fam&CS15

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

Corequisite: IntrDgn102/Fam&CS15, IntrDgn108/Fam&SC18, IntrDgn109/Fam&SC5, Fam&CS133 or any other Interior Design Course | Lab 3 hours
Same as Fam&CS132

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
Same as Fam&CS16

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
Same as Fam&CS17

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

Advisory: IntrDgn102/Fam&CS15

Lecture 2 hours, lab 4 hours | Same as Fam&CS18

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: IntrDgn102/Fam&CS15 or IntrDgn115
Lecture 2 hours, lab 4 hours | Same as Fam&CS 5

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.

111 INTERIOR DESIGN PORTFOLIO (CSU) 3 UNITS

Advisory: Concurrent enrollment in IntrDgn102/
Fam&CS15, IntrDgn108/Fam&CS18, Fam&CS133
Lecture 2 hours, lab 3 hours | Same as Fam&CS 33

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: Completion of 12 units in Interior Design | 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, door, 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.

FACULTY: Yolanda Ramil, Chair | David Pardess

1 ELEMENTARY ITALIAN I (UC:CSU) 5 UNITS

Prerequisite: None | Lecture 5 hours
(CAN ITAL 2; CAN ITAL SEQ A: Ital1+2)

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
(CAN ITAL 4; CAN ITAL SEQ A: ITAL1+2)

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 (UC: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.



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Journalism ESL/ENGLISH

FACULTY: Ruthie Grant, Chair | Vickie Oddino

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 (CAN JOUR 2)

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.

Law 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.

Associate in Arts/Certificate of Completion – Legal Assisting (Paralegal)

Required Courses		UNITS
Law 1/Bus 5*	Business Law I	3
Law 2/Bus 6*	Business Law II	3
Law 10	Intro to Legal Assistant I	3
Law 11	Intro 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

CAOT 84	Microcomputer Office Applications: Word Processing
English 101	College Reading & Composition I

1 BUSINESS LAW I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN BUS 8)
Same as Business 5

Law I is a study of the fundamental principles of law as they apply in the business world. The course examines 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

Same as Business 6

Law 2 is a study of the fundamental principles of law as they apply in the business world. The course examines bailment, principles of agency, including 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 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 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 3 UNITS**Prerequisite:** None | Lecture 3 hours

This course explores the fundamental principles of the law of wills, and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.

16 CIVIL & CRIMINAL EVIDENCE 3 UNITS**Prerequisite:** None | Lecture 3 hours

Law 16 is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court, as well as deposition comprehension and use in court, and interrogatory summarizing and use in court.

17 LEGAL WRITING 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 3 UNITS**Prerequisite:** None | Lecture 3 hours

This course is a study of family law, with emphasis on Dissolution of Marriage, California community property laws, Restraining Orders, and domestic disputes. This course covers jurisdiction, forms completion, calendaring, discovery, support and custody issues.

19 PROPERTY & CREDITOR RIGHTS 3 UNITS**Prerequisite:** None | Lecture 3 hours

Law 19 is a study of the law of personal property and real property including community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, a study of the system of recording and search of public documents, a study of bankruptcy laws and forms.

20 BASIC PROBATE PROCEDURES 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.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3**931 COOPERATIVE EDUCATION** (CSU) 3 UNITS RPT 3**941 COOPERATIVE EDUCATION** (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Learning Skills

LEARNING CENTER/DEV COM

FACULTY: Phoebe Rivera, Director | Rick Scuderi

1 READING (NDA) 3 UNITS RPT 3**Prerequisite:** None | Lab 9 hours

Note: Class graded credit/no-credit.

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.

1A READING FUNDAMENTALS (NDA) 1 UNIT RPT 3**Prerequisite:** None | Lab 2 hours

Note: Class graded credit/no-credit.

Based on assessment, the student receives group and individualized instruction aimed at success in college/vocational coursework. Some examples of topics include word attack skills, identifying main ideas, identifying obvious inference, identifying supporting sentences.

1B READING FUNDAMENTALS (NDA) 1 UNIT RPT 3**Prerequisite:** None | Lab 2 hours

Note: Class graded credit/no-credit.

Based on assessment, the student receives group and individualized instruction aimed at success in college/vocational coursework. Some examples include word attack skills, identifying main ideas, identifying obvious inference, identifying supporting sentences, identifying author's intent and attitude.



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1C READING FUNDAMENTALS (NDA) 1 UNIT RPT 3

Prerequisite: None | Lab 2 hours

Note: Class graded credit/no-credit.

Based on assessment, the student receives group and individualized instruction aimed at success in college/vocational coursework. Some examples include word attack skills, main ideas, obvious inference, supporting sentences, author's intent and attitude, bias, tone and mood, and a writing sample critique.

2 ENGLISH FUNDAMENTALS (NDA) 3 UNIT

Prerequisite: None | Lab 9 hours

Note: Class graded credit/no-credit.

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.

2A ENGLISH FUNDAMENTALS (NDA) 3 UNITS RPT 3

Prerequisite: None | Lab 2 hours

Note: Class graded credit/no-credit.

Based on assessment, the student will receive group and individualized English instruction with emphasis on grammar, punctuation and sentence structure. Paragraph structure will be introduced.

2B ENGLISH FUNDAMENTALS (NDA) 3 UNITS RPT 3

Prerequisite: None | Lab 2 hours

Note: Class graded credit/no-credit.

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.

2C ENGLISH FUNDAMENTALS (NDA) 3 UNITS RPT 3

Prerequisite: None | Lab 2 hours

Note: Class graded credit/no-credit.

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 (NDA) 5 UNITS RPT 3

Prerequisite: None | Lecture 5 hours

Note: Class graded credit/no-credit.

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.

3A VOCABULARY DEVELOPMENT: INDIOMS & CONVERSATION (NDA) 1 UNIT

Prerequisite: None

Note: Class graded credit/no-credit.

This is a group conversation course for students in ESL 1 or ESL 2. In groups or pairs, students will practice vocabulary, idiomatic expressions and discuss topics of everyday and college life to promote fluency in English.

3B VOCABULARY DEVELOPMENT: ADVANCED CONVERSATION (NDA) 1 UNITS

Prerequisite: None

Note: Class graded credit/no-credit.

This is a conversation course for ESL students focused on continued vocabulary growth and development, as well as providing helpful strategies for understanding complex vocabulary words and idioms. Students will practice in small groups.

3C VOCABULARY DEVELOPMENT: WORD POWER (NDA) 1 UNITS

Prerequisite: None

Note: Class graded credit/no-credit.

This is a vocabulary-building course that will present language concepts and structural analysis, vocabulary reference materials, word attack skills, and language levels. Completion of the course will add approximately 500 words to each student's vocabulary.

4 THE MECHANICS OF SPELLING (NDA) 1 UNIT RPT3

Prerequisite: None | Lab 3 hours

Note: Class graded credit/no-credit.

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 (NDA) 3 UNITS RPT 3

Prerequisite: None | Lab 6 hours

Note: Class graded credit/no-credit.

Based on assessment, the student receives group and individualized instruction in math fundamentals aimed at success in college vocational courses requiring computation skills. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions.

10A MATHEMATICS FUNDAMENTALS (NDA) 1 UNIT RPT 3

Prerequisite: None | Lab 2 hours

Note: Class graded credit/no-credit.

Based on assessment, the student receives group and individualized instruction in math fundamentals aimed at success in college vocational courses requiring computational skills. Topics include whole numbers, fractions, decimals, percents, ratios and proportions.

10B MATHEMATICS FUNDAMENTALS (NDA) 1 UNIT RPT 3

Prerequisite: None | Lab 2 hours

Note: Class graded credit/no-credit.

Based on diagnostic assessment, the student receives group and individualized instruction in math fundamentals aimed at success in college vocational courses requiring computational skills. Topics include whole numbers, fractions, decimals, percents, ratios and proportions.

10C MATHEMATICS FUNDAMENTALS (NDA) 1 UNIT RPT 3

Prerequisite: None | Lab 2 hours

Note: Class graded credit/no-credit.

Based on assessment, the student will receive group and individualized instruction in math fundamentals aimed at success in college vocational courses requiring computational skills. Topics covered include whole numbers, fractions, decimals, percents, ratios and proportions, English and metric systems, perimeters, volume, and introduction to algebraic expressions.

20 EFFECTIVE NOTE TAKING (NDA) 1 UNIT

Prerequisite: None | Lab 3 hours

Note: Class graded credit/no-credit.

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 RPT1

Prerequisite: None | Lab 3 hours

Note: Class graded credit/no-credit.

Individualized diagnostic assessment processes are conducted. Students identify problems, become aware of individual strengths and weaknesses in achievements and learning skills, and develop individual educational plans outlining goals, objectives and recommendations. Students identified as learning disabled qualifies for further services and classes in the Learning Disabilities Program.

73 GRAMMAR & WRITING LAB (NDA) 1 UNIT RPT1

Prerequisite: None | Lab 3 hours

Note: Class graded credit/no-credit.

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 (CSU) (NDA) 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 (CSU) 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.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Laboratory: 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

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-A and D-B)
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



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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/Ling 1 Human 1
 Art 101, 102, 201 Multimd 100, 620
 Chicano 37 Music 111
 Cinema 3 Phil 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/CAOT 32 Econ 1, 2
 Bus 5/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 1, 20

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
 Afro Am 2, 4 Geog 1, 2, 7

Anthro 101, 102, 121 History 1, 2, 11, 12, 13, 52, 86
 Biology 3 Math 227
 ChDev 1/Psych 11 PolSci 1
 Chicano 2 Psych 1, 2, 13
 Chicano 7/History 43 Soc 1, 2, 4, 11
 Chicano 8/History 44

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.



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.

Required Courses		UNITS
Biology 3	Introduction to Biology	4
ChDev 1	Child Growth & Development	3
or Psych 11	Child Psychology	
English 101	College Reading & Composition I	3
Math 215	Principles of Mathematics I	3-4
or Math 227	Statistics	
PolSci 1	The Government of the U.S.	3
Speech 101	Oral Communication I	3
		Total: 19-20

RECOMMENDED COURSES

History 86 Introduction to World Civilization I
 PhysSc 1, 14 Physical Science & Lab

NEW! LIBERAL STUDIES DEGREE

Associate in Arts— Multiple Subject Teacher Prep

The Liberal Studies AA Degree is designed for students interested in entering the teaching profession. The courses will satisfy some lower division requirements for Liberal Studies Majors at most CSU campuses. The required courses will prepare students for transfer, but will NOT meet all of the Liberal Studies requirements.

Required Courses	UNITS
Biology 3 Introduction to Biology	4
English 101 College Reading & Composition I	3
PolSci 1 The Government of the U.S.	3
Speech 101 Oral Communication 1	3
ChDev 1 Child Growth & Development	3
or Psych 11 Child Psychology	
Math 215 Principles of Math 1	3
or Math 227 Statistics	
Total 19-20	

and Plan A Graduation Requirements

RECOMMENDED COURSES

Digital Portfolio* Pilot Course	
History 86 Introduction to World Civilization 1	3
PhysSc 1, 14 Physical Science & Lab	3-4

*Digital Portfolio is a free pilot course offered through the Teacher Prep Program (TPP).

Teacher Prep Program (TPP) at Los Angeles Mission College provides academic and supportive services to future teachers. Visit our TPP Counselor or other counselors on campus to learn more about the program.



TPP Counselor: Adriana Martinez
 818.364.7600 ext. 7009
www.lamission.edu/teacherprep
teacherprep@lamission.edu

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 0.5 hour, lab 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

CHICANO STUDIES & FOREIGN LANGUAGES

FACULTY: Yolanda Ramil, Chair | David Pardess

1 INTRODUCTION TO LANGUAGE & LINGUISTICS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Same as Anthropology 104

Examines basic linguistic concepts in cultural context. Language diversity, origins, acquisition and use are explored, with an emphasis on communication and socio-cultural 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. In addition to the courses listed below for the Associate in Arts Degree, it is also designed to add breadth to the program by completing all recommended electives. Always consult a counselor for information on graduation requirements.

Associate in Arts – Management

FIRST SEMESTER	UNITS
Bus 1 Introduction to Business	3
Bus/CAOT 31 Business English	3
CAOT 82 Microcomputer Software Survey in the Office	3
Graduation Requirements and Electives	6
Total: 15	

SECOND SEMESTER	UNITS
Acctg 1 Introductory Accounting I or Acctg 21+Acctg 22	5-6
Bus 32 Business Communications	3
Mgmt 2 Organization and Management Theory	3
Mgmt 31 Human Relations for Employees	3
Graduation Requirements and Electives	3
Total: 17-18	

THIRD SEMESTER	UNITS
Bus 5/Law 1 Business Law I	3
Econ 1 Principles of Economics I	3
Mgmt 13 Small Business Management	3
Graduation Requirements and Electives	4
Total: 13	



Disciplines, Educational Programs & Course Descriptions

FOURTH SEMESTER

Finance 1	Principles of Finance	3
Marketing 21	Principles of Marketing	3
Choose one course from recommended electives		3
Graduation Requirements and Electives		6
		Total: 15

RECOMMENDED ELECTIVES

Bus 15	Business Statistics
CAOT 1	Keyboarding I
Soc 11	Ethnic & Racial Minorities in the U.S.

SMALL BUSINESS MANAGEMENT

The Small Business Management curriculum is designed to give the student an in-depth understanding and appreciation of how to start and manage a small business for growth. The student is oriented in practical applications of starting new ventures and or effectively applying practical concepts to an existing small business for long-term growth and survival. The curriculum is also designed to promote the entrepreneurial spirit and keep it alive. Although the courses in this area of business offer an in-depth perspective of Small Business Management, it is highly recommended that the student complete all recommended electives. Always consult a counselor for information on graduation requirements.

Associate in Arts – Small Business Management

FIRST SEMESTER

Bus 1	Introduction to Business	3
Bus/CAOT 31	Business English	3
Bus/CAOT 82	Microcomputer Software Survey in the Office	3
Graduation Requirements and Electives		6
		Total: 15

SECOND SEMESTER

*Acctg 21	Bookkeeping & Accounting I	3
Bus/CAOT 32	Business Communications	3
Mgmt 13	Small Business Management	3
Mgmt 31	Human Relations for Employees	3
Graduation Requirements and Electives		3
		Total: 15

THIRD SEMESTER

*Acctg 22	Bookkeeping and Accounting II	3
Finance 11	Credits and Collections	3
Marketing 21	Principles of Marketing	3
Graduation Requirements and Electives		6
		Total: 15

FOURTH SEMESTER

Marketing 1	Principles of Selling	3
Finance 31	Insurance Principles	3
Choose one course from recommended electives		3
Graduation Requirements and Electives		9
		Total: 18

* or Acctg 1+Mgmt 485

RECOMMENDED ELECTIVES

Acctg 15	Tax Accounting I
Bus 5	Business Law I
Bus 15	Business Statistics
Econ 1	Principles of Economics I
Finance 17	Analysis of Financial Statements
CAOT 1	Keyboarding I
Soc 11	Ethnic & Racial Minorities in the U.S.

RETAIL MANAGEMENT CERTIFICATE

Required Courses		UNITS
Mgmt 2	Organization & Management Theory	3
Bus/CAOT 31	Business English	3
Bus 38	Business Computations	3
Acctg 21	Bookkeeping & Accounting I	3
Marketing 21	Principles of Marketing	3
Speech 101	Oral Communication I	3
Mgmt 33	Personnel Management	3
or Fam&CS 109	Supervision & Management	
Marketing 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	
		Total: 30

2 ORGANIZATION & MANAGEMENT THEORY (CSU) 3 UNITS

Prerequisite: None | **Advisory:** Bus 1
Lecture 3 hours

This is 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.

13 SMALL BUSINESS MANAGEMENT (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

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.

31 HUMAN RELATIONS FOR EMPLOYEES (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 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.

33 PERSONNEL MANAGEMENT (CSU) 3 UNITS
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.

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.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2
Prerequisite: None | Lab 2 hours
 Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content

fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3
 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: See Cooperative Education Credit Guide.



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 electives. Always consult a counselor for information on graduation requirements.

Associate in Arts – Marketing

	UNITS
Business 1 Introduction to Business	3
Bus/CAOT 31 Business English	3
Bus/CAOT 82 Microcomputer Software Survey in the Office	3
Marketing 21 Principles of Marketing	3
Graduation Requirements and Electives	3
Total:	15

SECOND SEMESTER		UNITS
Acctg 1 Introductory Accounting I		5-6
or Acctg 21+Acctg 22		
Mgmt 2 Organization & Management Theory		3
Marketing 1 Principles of Selling		3
Graduation Requirements and Electives		6
		Total: 17-18

THIRD SEMESTER		
Bus/CAOT 32 Business Communications		3
Business 15 Business Statistics		3
Econ 1 Principles of Economics I		3
Graduation Requirements and Electives		6
		Total: 15

FOURTH SEMESTER		
Bus 5/Law 1 Business Law I		3
Finance 1 Principles of Finance		3
Graduation Requirements and Electives		9
		Total: 15

RECOMMENDED ELECTIVES
 Mgmt 31 Human Relations for Employees
 CAOT 1 Keyboarding I
 or CAOT 84 Microcomputer Office Applications
 Sociology 11 Ethnic & Racial Minorities in the U.S.

1 PRINCIPLES OF SELLING (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 Emphasizes how to structure a complete professional sales presentation in the proper psychological sequence for maximum motivation appeal. Makes an analysis of the product knowledge, prospecting, and how to start the sale, demonstrate, handle sales objections, and close the sale.

3 SALES MANAGEMENT (CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours
 A course designed to provide students with an understanding of the key decisions required of the sales manager to establish an effective sales organization.

Disciplines, Educational Programs & Course Descriptions

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.

24 MARKETING PROBLEMS (CSU) 3 UNITS

Prerequisites: None | Lecture 3 hours

This course is designed to permit students to do marketing research (library, Internet, and field research) on marketing problems or opportunities of their own interest with the advice and guidance help and support of the instructor.

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.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

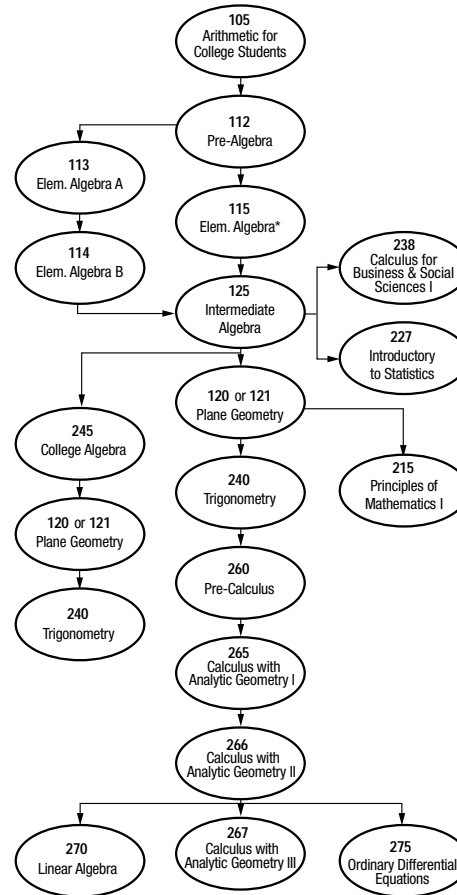
Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

Mathematics MATHEMATICS

FACULTY: Robert Smazenka, Chair | Leslie Foster
Abdo Malki | Debby Wong | Yoon Yun

Mathematics Course Sequence



Please note: Students first placed by exam or by permit and all prerequisites must have a grade of "C" or better.
*Also available Math 103: Study Workshop for Math 115.

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

Course Number	Course Title	Prerequisites
Math 114*	Elementary Algebra B	Math 113
Math 115	Elementary Algebra	Math 112
Math 121	Essentials of Plane Geometry	Math 125
Math 125	Intermediate Algebra	Math 115
Math 215	Principles of Mathematics I	Math 121, 125
Math 227	Statistics	Math 125
Math 240	Trigonometry	Math 121, 125
Math 260	Pre-calculus	Math 240
Math 265	Calculus with Analytic Geometry I	Math 260 or Math 240, 245
Math 266	Calculus with Analytic Geometry II	Math 265
Math 267	Calculus with Analytic Geometry III	Math 266
Math 275	Ordinary Differential Equations	Math 266

*Math 113 and 114 together are equivalent to Math 115
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.

100 MATH WORKSHOP

1 UNIT RPT 3

Corequisite: Math 113 or Math 114

This course provides computer-assisted instruction to students enrolled in elementary algebra courses in order to supplement and enhance their learning experience.

105 ARITHMETIC FOR COLLEGE STUDENTS

(NDA) 3 UNITS

Prerequisite: None | Lecture 3 hours

A review of elementary arithmetic. Topics include whole numbers, fractions, decimals, percent, measurements

(including the metric system), and an introduction to elementary algebra.

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.

113 ELEMENTARY ALGEBRA A (NDA) 3 UNITS

Prerequisite: Math 112, or appropriate skill level demonstrated through the math assessment process or by permit

Corequisite: Math 100 | Lecture 3 hours

Mathematics 113 and 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit is allowed in only one of Mathematics 115, or the Mathematics 113 and 114 combination. Concurrent enrollment in Mathematics 113 and 114 is not permitted.

114 ELEMENTARY ALGEBRA B 3 UNITS

Prerequisite: Math 113 or appropriate skill level demonstrated through the math assessment process
Corequisite: Math 100 | Lecture 3 hours

Mathematics 113 and 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit is allowed in only one of Mathematics 115, or the Mathematics 113 and 114 combination. Concurrent enrollment in Math 113 and 114 is not permitted.

115 ELEMENTARY ALGEBRA 5 UNITS

Prerequisite: Math 112, or appropriate skill level demonstrated through the math assessment process or by permit | Lecture 5 hours

An introduction to the concepts of algebra, including signed numbers, exponents, linear equations, graphs, and quadratic equations. Contains a variety of problems.

120 PLANE GEOMETRY 5 UNITS

Prerequisite: Math 125 or appropriate skill level demonstrated through the math assessment process
Lecture 5 hours

This course provides an introduction to formal proofs, logic and the study of plane figures such as triangles, parallelograms, other polygons and circles. It also covers construction methods with straight-edge and compass, and computations for area and volume.

121 ESSENTIALS OF PLANE GEOMETRY 3 UNITS

Prerequisite: Math 125 or appropriate skill level demonstrated through the math assessment process
Lecture 3 hours

This course 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.

134 ACCELERATED ELEMENTARY & INTERMEDIATE ALGEBRA 8 UNITS

Prerequisite: None | Lecture 8 hours.

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 equivalent to Math 115 and 125.

134A ACCELERATED ELEMENTARY & INTERMEDIATE ALGEBRA I 4 UNITS

Prerequisite: Math 112 | Lecture 4 hours.

First of two modules for Math 134, covering topics from Elementary and Intermediate Algebra, including properties of real numbers; linear equations and inequalities; polynomials; exponents; factoring; graphing; second degree equations; algebraic fractions; systems of equations and inequalities.



Disciplines, Educational Programs & Course Descriptions

- 134B ACCELERATED ELEMENTARY & INTERMEDIATE ALGEBRA II** 4 UNITS
Prerequisite: Math 134A | Lecture 4 hours.
Second of two modules for Math 134, covering topics from Intermediate Algebra, including roots and radicals; non-linear equations and inequalities; functions; complex numbers; conics; logarithmic and exponential functions.
- 136 PRE-COLLEGE ALGEBRA** 3 UNITS
Prerequisite: Math 134B, Math 123C | Lecture 3 hours
A bridge between Intermediate Algebra and College Algebra/other advanced math course. Topics include higher-degree polynomials; matrices; determinants; equations and inequalities with absolute value; sequences; series; binomial theorem; induction; topics from geometry.
- 215 PRINCIPLES OF MATHEMATICS I** (UC:CSU) 3 UNITS
Prerequisites: Math 121 and 125, or Math 120 and 125, or appropriate skill level demonstrated through the math assessment process | Lecture 3 hours (CAN MATH 4)
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 appropriate skill level demonstrated through the math assessment process | Lecture 4 hours | (CAN STAT 2)
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 SCIENCE I** (UC:CSU) 5 UNITS
Prerequisite: Math 125 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: Prerequisites: Math 121 and 125, or Math 120 and 125 or appropriate skill level demonstrated through the math assessment process | Lecture 3 hours | (CAN MATH 8)
This course studies the trigonometric functions, including their values, graphs, inverses, and verifying identities. It also includes solving right triangles and others, radian measure and polar equations.
- 245 COLLEGE ALGEBRA** (UC:CSU) 3 UNITS
Prerequisite: Math 125 or appropriate skill level demonstrated through the math assessment process | Lecture 3 hours | (CAN MATH 10)
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 | (CAN MATH 16)
This course consists of topics essential for a comprehensive background for the calculus sequence. Topics include 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 (CAN MATH 18; CAN MATH SEQ B: Math 265+266; CAN MATH SEQ C: Math 265+266+267)
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 | (CAN MATH 20; CAN MATH SEQ B MATH 265+266; CAN MATH SEQ C: Math 265+266+267)
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 | (CAN MATH 22; CAN MATH SEQ C: Math 265+266+267)
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 | (CAN MATH 26)
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 | (CAN MATH 24)

Standard techniques of separation of variables, exactness, and substitution are covered. Homogeneous linear equations with constant coefficients are covered completely. Extension to non-homogeneous equations is developed using the method of undetermined coefficients and Laplace Transforms. Systems of linear equations are also discussed. Solution by infinite series is used to treat variable coefficient linear equations.

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.



FACULTY: J. Michael Reynolds, Chair | Angela Echeverri

1 INTRODUCTORY MICROBIOLOGY (UC:CSU) 5 UNITS

Prerequisites: Biology 3 and Chem 51 or Chem 65 or Chem 101 | **Advisory:** English 28 or ESL 8
Lecture 3 hours, lab 6 hours | (CAN BIOL 14)

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 both allied health majors and biology majors with 6 hours of lab each week.

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.



FACULTY: Leslie Milke, Chair | Curtis Stage, Vice Chair



EDUCATIONAL PROGRAMS

Associate in Arts Degree

Students who complete Foundation Blocks I and II, one Area of Concentration 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.

FOUNDATION BLOCK I

(INTRODUCTION TO GRAPHIC DESIGN FOR MULTIMEDIA)

Required Courses	UNITS
Art 501 Beginning Two-Dimensional Design	3
Art 201 Drawing I	3
Art 502 Beginning Three-Dimensional Design	3
Multimedia 100 Introduction to Computer Applications	3
Multimedia 110 Visual Communication	3
Art 638 Computer-Aided Art Laboratory	1
Total: 16	

FOUNDATION BLOCK II
(ADVANCED GRAPHIC DESIGN FOR MULTIMEDIA)

Required Courses	UNITS
Art 300 Introduction to Painting	3
Multimedia 200 Digital Imaging	3
Multimedia 220 Illustration for Multimedia	3
Multimedia 240 Graphic Design for Multimedia	3
Multimedia 340 Vector Graphics	3
Art 638 Computer-Aided Art Laboratory	1
Total: 16	

Areas of Concentration for Multimedia Studies - A.A. Degree

Students may choose any or all of the following areas of concentration after completing the Foundation Blocks I and II.

DESIGN FOR ANIMATION & INTERACTIVE MULTIMEDIA

Required Courses	UNITS
Art 202 Drawing II	3
or Art 204 Life Drawing I	
Multimd 300 Design for 3-D Computer Applications	3
Multimd 310 Computer Applications for Interactive Multimedia	3
Multimd 320 Web Design	3
Multimd 400 Introduction to Experimental Animation	3
Multimd 500 Multimedia Laboratory	1
Total: 16	

DIGITAL VIDEO

Required Courses	UNITS
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
Total: 16	

Disciplines, Educational Programs & Course Descriptions

CURRENT TOPICS IN MULTIMEDIA

RECOMMENDED ELECTIVES (Capstone Courses)

Students may choose any or all individual elective courses.

COURSES OFFERED	UNITS
Multimd 401 Current Topics in Experimental Animation	3
Multimd 402 Animation Workshop	3
Multimd 411 Current Topics in 3D Animation	3
Multimd 430 Computer Applications for 3D Animation	3
Multimd 700 Web Animation	3
Multimd 800 Current Topics in Applied Multimedia	3

Certification of Completion

There are two Certificates of Completion available in Multimedia Studies. Students will earn a Certificate after successfully completing both Foundation Blocks I and II, and one of the following Areas of Concentration.

DESIGN FOR ANIMATION & INTERACTIVE MULTIMEDIA FOUNDATION BLOCK I

Required Courses

Art 201 Drawing I	3
Art 501 Beginning Two-Dimensional Design	3
Art 502 Beginning Three-Dimensional Designs	3
Multimd 100 Introduction to Computer Applications	3
Multimd 110 Visual Communication	3
Art 638 Computer-Aided Art Laboratory	1
Total:	16

FOUNDATION BLOCK II

Required Courses

Multimd 220 Illustration for Multimedia	3
Multimd 230 Visual Communication for Multimedia	3
Multimd 240 Graphic Design for Multimedia	3
Multimd 200 Digital Imaging	3
Multimd 210 Digital Editing	3
Art 638 Computer-Aided Art Laboratory	1
Total:	16

Areas of Concentration for Multimedia Studies Certificate
Students may choose any or all of the following areas of concentration after completing the Foundation Blocks I and II. General Education courses are not required for certificates.

Area of Concentration I:

DESIGN FOR ANIMATION & INTERACTIVE MULTIMEDIA

Required Courses

	UNITS
Art 202 Drawing II	3
or Art 204 Life Drawing I	
Multimd 300 Design for 3-D Computer Applications	3
Multimd 310 Computer Applications for Interactive Multimedia	3
Multimd 320 Web Design	3
Multimd 400 Introduction to Experimental Animation	3
Multimd 500 Multimedia Laboratory	1
Total:	16

Area of Concentration II:

DIGITAL VIDEO FOR MULTIMEDIA

Required Courses

Multimd 600 Story, Script & Screen	3
Multimd 610 Introduction to Digital Video	3
Multimd 620 Audio for Digital Video	3
Multimd 630 Digital Video Production: Footage Acquisition	3
Multimd 640 Digital Video Production: Digital Editing	3
Multimd 500 Multimedia Laboratory	1
Total:	16

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.

FOUNDATION BLOCK I

INTRODUCTION TO GRAPHIC DESIGN FOR MULTIMEDIA

Required Courses

	UNITS
Art 201 Drawing I	3
Art 501 Beginning Two-Dimensional Design	3
Art 502 Beginning Three-Dimensional Design	3
Multimd 100 Introduction to Computer Applications	3
Multimd 110 Visual Communication	3
Art 638 Computer-Aided Art Laboratory	1
Total:	16

FOUNDATION BLOCK II

ADVANCED GRAPHIC DESIGN FOR MULTIMEDIA

Required Courses

Art 300 Introduction to Painting	3
Multimd 200 Digital Imaging	3
Multimd 220 Illustration for Multimedia	3
Multimd 240 Graphic Design for Multimedia	3
Multimd 340 Vector Graphics	3
Art 638 Computer-Aided Art Laboratory	1
Total:	16

DESIGN FOR ANIMATION & INTERACTIVE MULTIMEDIA

Required Courses

Art 202 Drawing II	3
or Art 204 Life Drawing I	
Multimd 300 Design for 3-D Computer Applications	3
Multimd 310 Computer Applications for Interactive Multimedia	3
Multimd 320 Web Design	3
Multimd 400 Introduction to Experimental Animation	3
Art 638 Computer-Aided Art Laboratory	1
Total:	16

**100 INTRODUCTION TO MULTIMEDIA
COMPUTER APPLICATIONS** (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This course develops the skills necessary to digitally manipulate graphic images and text in industry standard multimedia computer applications. Emphasis is placed on mastering basic computer skills while applying design principles to finished projects.

110 VISUAL COMMUNICATION (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This is a fundamental course on the nature of visual communication. Emphasis is placed on historical, philosophical, theoretical, cultural and practical aspects of art, design, and multimedia.

200 DIGITAL IMAGING (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This is a fundamental course in digital imaging. Emphasis is placed on techniques used in computer manipulation of photographs, digital capture, color theory, lighting, the printing process, and presentation.

210 DIGITAL EDITING (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This course introduces the student to computer applications for the digital editing of video and sound. Emphasis is placed on non-linear post-production tools.

220 ILLUSTRATION FOR MULTIMEDIA (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This introductory course is in illustration for multimedia. Topics include storyboards, sequential sketching, and selected illustration techniques for the communication of original ideas.

**230 VISUAL COMMUNICATION FOR
MULTIMEDIA** (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This course examines visual communication as it is affected by recent trends in multimedia. Students create original projects that they must examine in the context of multimedia development.

240 GRAPHIC DESIGN FOR MULTIMEDIA (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This is an introductory course in graphic design for multimedia. Topics include composition for digital layouts, typography and image-text relationships. Emphasis is placed on the application of the principles of design to professional presentations in graphic design.

**300 DESIGN FOR THREE-DIMENSIONAL
COMPUTER APPLICATIONS** (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This course provides the student with the skills needed to create computer-generated 3D images using selected modeling and rendering software.

310 INTERACTIVE MULTIMEDIA (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This course covers the use of multimedia computer applications to create interactive projects for the web and CD-ROM. Emphasis is placed on the application of the principles of design to final projects. Projects range from interactive games to web-based portfolios.

320 WEB DESIGN (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This is a fundamental course in the application of the principles of design to building Web sites. Students use multiple software applications to prepare graphics and design a consistent visual interface for Internet sites.

340 VECTOR GRAPHICS (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This is a course in vector graphics for multimedia, using multimedia computer applications to produce full-color vector illustrations. Students will examine the role of vector graphics in various multimedia applications, such as game design and animation.

**400 INTRODUCTION TO EXPERIMENTAL
ANIMATION** (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This course 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.

402 ANIMATION WORKSHOP (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 2 hours, lab 2 hours
This is an introduction to the principles and practices of animation. Topics include character and object design, storyboards and animatics for traditional and non-traditional animation.

410 PRINCIPLES OF 3-D ANIMATION (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This course introduces the student to the basic principles of 3-D animation. Emphasis is placed on the application of the principles of design to completed projects.

**430 COMPUTER APPLICATIONS FOR
3-D ANIMATION** (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 2 hours
This course introduces the student to computer applications for 3-D animation. Emphasis is placed on the application of the principles of design to completed projects. Students learn industry standard software for creating sophisticated 3-D animations.

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

Prerequisite: None | Lab 2 hours
This laboratory course is designed to reinforce lectures presented in multimedia classes. Emphasis is placed in applying design principles to projects using selected computer applications.



Disciplines, Educational Programs & Course Descriptions

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

Prerequisite: None | Lecture 2 hours, lab 2 hours

This is an introductory course emphasizing the technical and creative aspects of digital video production and editing. Professional techniques in production and post-production are stressed. Students work on several small video projects to develop a personal style in digital filmmaking.

620 DIGITAL AUDIO (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 2 hours, lab 2 hours

This is an introductory course in audio that equips students with digital audio production and editing skills. Students work with digital equipment to capture mix, and compose audio.

630 DIGITAL VIDEO PRODUCTION: FOOTAGE ACQUISITION (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 2 hours, lab 2 hours

This course presents advanced production techniques for capturing footage to be applied to digital film projects for Multimedia 630 and 640 simultaneously. Students will progress through the entire production process for digital video filmmaking. Projects span film genres from documentary to narrative.

640 DIGITAL VIDEO PRODUCTION: DIGITAL EDITING (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 2 hours, lab 2 hours

This course presents principles of digital filmmaking editing and the techniques of non-linear editing, digitizing

and accessing source footage. Students create digital video projects in various film genres, from documentary to narrative, in coordination with Multimedia 630, the digital video production course for footage acquisition.

700 WEB ANIMATION (CSU) 3 UNITS RPT 3

Prerequisite: None | Lecture 2 hours, lab 2 hours

This is a fundamental course in creating animation. Students will develop vector and bitmap images for use in interactive and stand-alone animations. Many current popular television cartoons stem from web-based animations.

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.



FACULTY: Leslie Milke, Chair | Dudley Foster

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.

321 ELEMENTARY PIANO I (UC:CSU) 2 UNITS

(CAN MUS 22)

Prerequisite: None | Lecture 1 hour, lab 2 hours

This course provides instruction from the level of the complete beginner. Acquisition of basic skills and techniques in piano playing is stressed. Terminology and performance methods as related to the music studied are covered.

322 ELEMENTARY PIANO II (UC:CSU) 2 UNITS

Prerequisite: Music 321 | (CAN MUS 24)

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 UNIT

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.

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.

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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.

Oceanography

PHYSICAL SCIENCES

DEPARTMENT CHAIR: Said Pazirandeh

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.

Office Administration

See Computer Applications & Office Technologies.

Personal Development/ Counseling

COUNSELING

FACULTY: Suzanne Ritcheson, Chair | Joanne Kalter-Flink
Michong Park | Jose Luis Ramirez (EOPS)
Suzanne Ritcheson | Sonia Soto-Bair

4 CAREER PLANNING (CSU) 1 UNIT

Prerequisite: None | Lecture 2 hours

Note: Class graded credit/no-credit.

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.

17 COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) 1 UNIT

Prerequisite: None | Lecture 1 hour

Note: Class graded credit/no-credit.

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 (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.

105 COLLEGIATE FINANCIAL ASSISTANCE RESEARCH & PROCESS 0.5 UNIT RPT 1

Prerequisite: None

Collegiate financial assistance research, process, and policies are covered. Internet resources are to be included.

106 COLLEGE: THE LEARNING COMMUNITY (CSU) 3 UNITS

Prerequisite: None | Lecture 2 hours, lab 1 hour

Course assists in the transition to higher education, includes discussion of intellectual pursuit and integrity, college policies, services and resources with web exploration and skills necessary to function in an information society.



Disciplines, Educational Programs & Course Descriptions

Philosophy SOCIAL SCIENCES

FACULTY: Myriam Mekelburg, Chair | Mark Pursley

EDUCATIONAL PROGRAM

The following list of courses satisfies the requirements for a major in philosophy, as well as the university transfer requirements. Philosophy is the attempt to develop an understanding of man's nature, including his views of reality, religious aspirations, morality, and his concepts of truth and the good society. It also aims at developing the values of open-mindedness, tolerance of a wide variety of viewpoints and logical thinking. Always consult a counselor for information on graduation requirements.

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) 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

A minimum of 60 units must be completed to earn the Associate in Arts Degree. These are only the requirements for the major. Consult Graduation Requirements section for additional requirements.

1 INTRODUCTION TO PHILOSOPHY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN PHIL 2)

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 | (CAN PHIL 6)

Introduces skills of argument identification and evaluation. Students will learn to classify arguments as inductive or deductive and acquire techniques for recognizing valid deductive and strong inductive reasoning. Stresses the application of critical thinking skills to social and political discourse.

20 ETHICS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN PHIL 4)

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).

21 PHILOSOPHY OF ART (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course is a survey of major philosophical theories concerning the nature of art. Disciplines such as painting, music, literature and film will be considered in connection with the theories presented.

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.

Photography BUSINESS & LAW

FACULTY: Leslie Milke, Chair | Harlan Goldberg

Note: UC has a limit on the number of units allowable for transfer. Please consult with an LAMC counselor and the appropriate UC program advisor for information.

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

Prerequisite: None | 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. (CAN ART 18)

This introductory course is for students without photographic training. Basic camera and photo laboratory techniques, and digital imagery are studied to enable students to communicate through photographic statements.

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

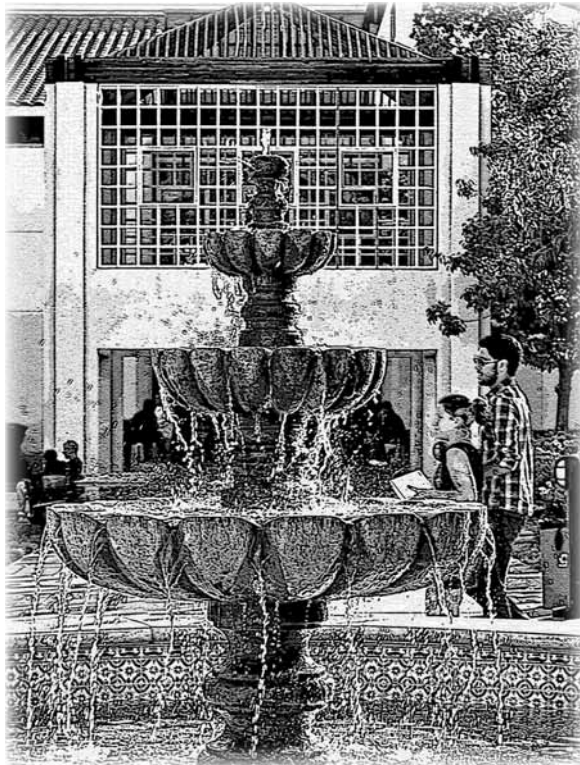
Prerequisite: Photo 11 or permission of instructor
Lecture 2 hours, lab 6 hours

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 INTRODUCTION 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.



Physical Education
ARTS, HEALTH & PHYSICAL EDUCATION

FACULTY: Leslie Milke, Chair | Vice Chair, Cindy Cooper
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

Principles, techniques and practices used in sports activities, rhythmic activities, aquatics, gymnastics and other conditioning activities as directed in this course.

102 SWIMMING SKILLS 1 UNIT

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.

INDIVIDUAL & DUAL ACTIVITIES (UC:CSU) 1 UNIT RPT 3

Prerequisite: None | Lab 2 hours

Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester.

- 212 TENNIS
- 259 GOLF SKILLS (3 hours)
- 289 BOWLING
- 295 ADAPTIVE ACTIVITIES
- 666 BODY CONDITIONING (3 hours)
- 690 WEIGHT TRAINING

TEAM SPORTS (UC:CSU) 1 UNIT RPT 3

Prerequisite: None | Lab 2 hours

Beginning, intermediate, and advanced levels offered for all courses listed below, but all levels may not be taught each semester.

- 301 BASEBALL SKILLS
- 313 SOCCER SKILLS

INTERCOLLEGIATE SPORTS (UC:CSU) 2 UNITS RPT 1

Prerequisite: Eligibility as required by the California State Athletic Code, consent of the coach, physical exam required.

Intercollegiate sport activity requiring a minimum of 10 hours during the sport season.

- 503 INTERCOLLEGIATE BASEBALL
- 511 INTERCOLLEGIATE SOCCER

212 TENNIS 1 UNIT

Prerequisite: None | Lab 2 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 1 UNIT

Prerequisite: None | Lab 3 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.

268 BOWLING 1 UNIT

Class addresses the basics of bowling as well as some intermediate and advanced strategies and techniques for those who are past the novice stage. Provides an understanding of the elements in the game, such as physical, psychological, philosophical and social.

Disciplines, Educational Programs & Course Descriptions

<p>289 BOWLING SKILLS 1 UNIT 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.</p>	<p>511 INTERCOLLEGIATE SOCCER (UC:CSU) 2 UNIT RPT 1 Prerequisite: None 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.</p>	<p>stepping skills in rhythm with music. Stepping is primarily a low impact aerobic exercise. Activity includes muscle conditioning and flexibility exercises.</p>
<p>295 ADAPTED ACTIVITIES 1 UNIT 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.</p>	<p>552 ATHLETICS PRE-SEASON CONDITIONING (UC:CSU) 1 UNIT RPT 4 Prerequisite: None Lab 3 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.</p>	<p>675 KARATE 1 UNIT Prerequisite: None 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.</p>
<p>301 BASEBALL SKILLS 1 UNIT Prerequisite: None Lab 2 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.</p>	<p>590 PILATES MAT 1 UNIT Prerequisite: None 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.</p>	<p>690 WEIGHT TRAINING 1 UNIT Prerequisite: None Lab 2 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.</p>
<p>313 SOCCER SKILLS 1 UNIT Prerequisite: None Lab 2 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.</p>	<p>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.</p>	<p>696 YOGA 1 UNIT Prerequisite: None 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 well-being and improve overall fitness.</p>
<p>503 INTERCOLLEGIATE BASEBALL (UC:CSU) 2 UNIT RPT 1 Prerequisite: None Course offers advanced instruction on the fundamental skills and techniques of baseball and the opportunity for practical application in intercollegiate competition.</p>	<p>673 STEPS AEROBICS 1 UNIT 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</p>	<p>742 CARDIO KICKBOXING (UC:CSU) 1 UNIT 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 calisthetic exercises may also be utilized.</p>

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.

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	Fundamentals of Chemistry I	4-5
or Chem 65	Introductory General Chemistry	
Math 260	Pre Calculus	5
or Math 265	Calculus with Analytic Geometry I	
or Math 266	Calculus with Analytic Geometry II	
or Math 267	Calculus with Analytic Geometry III	
Physics 6	General Physics I	4
		Total: 21-22

ELECTIVES:

Chem 101	General Chemistry I
Chem 102	General Chemistry II
Env Sci 2	The Human Environment: Biological Processes
Physics 7	General Physics II

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.

- 1 PHYSICAL SCIENCE** (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.

- 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
 (CAN PHYS 2; CAN PHYS SEQ A: Physics 6 + 7)

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
 (CAN PHYS 4; CAN PHYS SEQ A: Physics 6 + 7)

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 | 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
 (CAN BIOL12; CAN BIOL SEQ B: Anatomy 1+ Physiology 1)

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 Mekelburg, Chair | Charles Dirks

EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Political Science.

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	The History of Western Political Thought	3
PolSci 7	Contemporary World Affairs	3
History 11	Political & Social History of the US I	3
or History 12	Political & Social History of the US II	
History 1	Introduction to Western Civilization I	3
or History 2	Introduction to Western Civilization II	
PolSci 8	The Modern Far East	3
or PolSci 9	Government & Politics in Africa	

Total: 21



Disciplines, Educational Programs & Course Descriptions

RECOMMENDED

Anthro 102 Human Ways of Life: Cultural Anthropology
Soc 1 Introduction to Sociology
Econ 1 Principles of Economics I

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.

1 THE GOVERNMENT OF THE UNITED STATES (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN GOVT 2)

Meets the graduation and transfer requirements for all majors to take a course in federal, state and local governments. Deals with how the U.S. Constitution and Government meet democracy's challenge in a world of change: plus California and local governments.

2 MODERN WORLD GOVERNMENTS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

History and political pageants of England, France, the collapse of the Berlin Wall and the Soviet Republics. Examines the changes from King Arthur's castle and colorful cathedrals to the Euro-Communism after Gorbachev, the emergence of democracy, and the New Europe.

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

Deals with dynamics of geo-politics of international relations, causes of revolution, war and peace between major European powers, U.S., former Soviet Union, Peoples Republic of China and the Third World.

8 THE MODERN FAR EAST (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Explores political traditions, Forbidden City's palaces, golden pagodas of remote Tibet, rise of Japan and Pearl Harbor, Communist China and the Beijing Massacre of the "Democracy Movement." Class ends in L.A. Chinatown's Buddhist Temple.

9 GOVERNMENT & POLITICS IN AFRICA (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A comparative study of the governments and politics of emerging Africa, with its explosive background of slavery, imperialism, racism, tribalism, revolution, nationalism, socialism, and cold war competition, amidst the problems and challenges of building the world's newest group of nations.

41 PRINCIPLES OF STUDENT LEADERSHIP (CSU) 2 UNITS RPT 1

Prerequisite: None | Lecture 2 hours

Open to all students | Note: Required of all current student government officers.

Provides general training in parliamentary procedures, group dynamics, democratic procedures, and the mechanics of group process. Meets the need of potential student government and organization officers.

185 DIRECTED STUDIES (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.

485 INTERNET RESEARCH 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (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: See Cooperative Education Credit Guide.

Portuguese

CHICANO STUDIES & FOREIGN LANGUAGES

FACULTY: Yolanda Ramil, Chair | David Pardess

21 FUNDAMENTALS OF PORTUGUESE I (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

First half of first course in understanding, speaking, reading, and writing Portuguese. Introduction to Luso-Brazilian cultures and civilization. Intended primarily for students with little or no knowledge of Portuguese.

22 FUNDAMENTALS OF PORTUGUESE II (UC:CSU) 3 UNITS

Prerequisite: Portuguese 21 or equivalent
Lecture 3 hours

Second half of first course in understanding, speaking, reading, and writing Portuguese. Introduction to Luso-Brazilian cultures and civilization. Intended primarily for students with little or no knowledge of Portuguese.

Psychology

SOCIAL SCIENCES

FACULTY: Myriam Mekelburg, Chair

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.

Associate in Arts – Psychology

Required Courses	UNITS
Psych 1 General Psychology I	3
Psych 2 General Psychology II	3
Biology 3 Introduction to Biology or Biology 6 General Biology I	4-5
Math 227 Statistics	4
Select two (2) courses:	6
Psych 3 Personality & Social Development	
Psych 14 Abnormal Psychology	
Psych 52 Psychological Aspects of Human Sexuality	
Soc 1 Introduction to Sociology	
Total:	20-21

RECOMMENDED COURSES

- Anthro 101 Human Biological Evolution
- Anthro 102 Human Ways of Life: Cultural Anthropology
- ChDev 1 Child Growth & Development
- Soc 2 American Social Problems
- Soc 11 Ethnic & Racial Minorities in the U.S.

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.

1 GENERAL PSYCHOLOGY (UC:CSU) 3 UNITS (CAN PSY 2)

Prerequisite: English 21 or ESL 6A

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 GENERAL PSYCHOLOGY II (UC:CSU) 3 UNITS (CAN PSY 10)

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.
Acceptable for credit: CSUN

3 PERSONALITY & SOCIAL DEVELOPMENT (CSU) 3 UNITS

Prerequisite: Psych 1 | Lecture 3 hours

To provide the student with a basic conceptual and experimental understanding of the application of modern techniques of behavioral control and modification as they relate to the student's personal and social adjustment.

11 CHILD GROWTH & DEVELOPMENT (UC:CSU) 3 UNITS

Prerequisite: None | Lecture: 3 hours

Same as Child Development 1 | (CAN Fam&CS 14)

The essential facts of development from conception through pregnancy, infancy, childhood and adolescence are studied. Adult states are reviewed with special

attention to parenting. Particular emphasis is placed on the processes through which the normal human being reaches physical, social, mental and emotional maturity.

12 ADOLESCENT PSYCHOLOGY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Behavior patterns during the teenage years. This course deals with physical, social and emotional development, male-female roles and stereotypes, cross-cultural differences in adolescence; psychological needs of the period and how they may be met. Practical application of research findings is emphasized.

13 SOCIAL PSYCHOLOGY (UC:CSU) 3 UNITS

Prerequisite: Psych I | Lecture 3 hours

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 DSM-IV. Topics covered include the history of abnormal psychology, classifications, clinical frameworks, possible causal factors and treatment of mental disorders.

32 PSYCHOLOGY OF WOMEN (UC:CSU) 3 UNITS

Prerequisite: English 28 or ESL 8 | Lecture 3 hours

This course explores the biological and cultural factors influencing women's personality development. Explores cultural stereotypes, sex and gender, role development, female sexuality, and women's health issues in terms of the implications for personal and social change.

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



Disciplines, Educational Programs & Course Descriptions

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. Topics include male/female anatomy and function of sex organs. Senses of sexuality myths and fallacies regarding the sexual process.

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.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (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: See Cooperative Education Credit Guide.

Sociology SOCIAL SCIENCES

FACULTY: Myriam Mekelburg, Chair

EDUCATIONAL PROGRAM

This curriculum is designed to provide an opportunity for the student to complete an undergraduate major in Sociology.

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
Anthro 102 Human Ways of Life: Cultural Anthropology	3

Total: 22

RECOMMENDED

AfroAm 2 The African-American in Contemporary Society
Chicano 2 The Mexican-American in Contemporary Society

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.

1 INTRODUCTION TO SOCIOLOGY (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN SOC 2)

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. Acceptable for credit: UCLA, CSUN

2 AMERICAN SOCIAL PROBLEMS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours | (CAN SOC 4)

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 crimes committed by adult and juvenile offenders, efforts by society to cope with law violations. Analyze prevention, correction, and rehabilitation programs within the justice system.

4 SOCIOLOGICAL ANALYSIS (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This course considers the logic of the scientific analysis various methodological tools utilized in social science research and emphasizes clarification of the basic social science issues. Students will analyze collected data.

7 JUVENILE DELINQUENCY (CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

A non-technical course for students interested in the juvenile justice process, which deals with problems concerning maladjusted juveniles, ranging in type

from the potential delinquent to the institutionalized offender. Delinquency is related to other areas of social disorganization such as alcoholism.

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.

12 MARRIAGE & FAMILY LIFE (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

Same as Fam&CS 31

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.

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.

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 STUDIES (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.

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.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

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: See Cooperative Education Credit Guide.

FACULTY: Yolanda Ramil, Chair | 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. All Spanish majors must take Spanish 9 or 10 plus four courses from Spanish 1-6 for a total of 23 UNITS. Always consult a counselor for information on graduation requirements and transfer.

Associate in Arts – Spanish

Any 20 units from the following:		UNITS
Spanish 1	Elementary Spanish I	5
Spanish 2	Elementary Spanish II	5
Spanish 3	Intermediate Spanish I	5
Spanish 4	Intermediate Spanish II	5
Spanish 5	Advanced Spanish I	5
Spanish 6	Advanced Spanish II	5
and Spanish 9	Hispanic Civilization	3
or Spanish 10	Latin-American Civilization	3

Total: 23

RECOMMENDED COURSES

Chicano 37 Chicano Literature

Spanish 8 Conversational Spanish

Native or near-native speakers of Spanish normally begin with a section of Spanish 1 designated in the current schedule of classes as "for native or near-native speakers," followed by Spanish 4, 5, and 6 in that order.

Note: All sections of Spanish 2 and 3 are designed for students learning Spanish as a foreign language. Students learning Spanish as a foreign language begin with a section of Spanish 1 designated in the schedule of classes "as a foreign language," or with Spanish 2 or 3, depending on prior preparation, followed by Spanish 4, 5, or 6, all in numerical order. Spanish 9 and 10 are taught in English and may be taken at any time. Spanish 21 and 22 taken in sequence are the equivalent of Spanish 1.



Disciplines, Educational Programs & Course Descriptions

- 1 ELEMENTARY SPANISH I** (UC:CSU) 5 UNITS
Prerequisite: None | Lecture 5 hours
(CAN SPAN 2; CAN SPAN SEQ A: Span 1+2)

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 | (CAN SPAN 4; CAN SPAN SEQ A: Span 1+2)

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 | (CAN SPAN 8; CAN SPAN SEQ B: Span 3+4)

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. Acceptable for credit: CSUN

- 4 INTERMEDIATE SPANISH II** (UC:CSU) 5 UNITS
Prerequisite: Spanish 3 or equivalent
Lecture 5 hours | (CAN SPAN 10; CAN SPAN SEQ B: Span 3+4)

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.

- 9 HISPANIC CIVILIZATION** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours.
Note: Class taught in English.

Highlights of the civilization of Spain and Portugal, with emphasis on artistic, economic, social and historical developments. Required of Spanish and Portuguese majors at UCLA.

- 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.

Speech Communication PROFESSIONAL STUDIES

FACULTY: Eloise Cantrell, Chair | Margie Long

- 101 ORAL COMMUNICATION I** (UC:CSU) 3 UNITS
Prerequisite: None | Lecture 3 hours | (CAN SPCH 4)

This introductory speech course emphasizes 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 | (CAN SPCH 8)

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. Acceptable for credit: CSUN

151 SMALL GROUP COMMUNICATION (UC:CSU) 3 UNITS

Prerequisite: None | Lecture 3 hours

This activity/lecture/discussion course provides you with an analysis of the purposes, principles, and types of group processes. Development of individual skills in leadership, problem solving, conflict management, and collaborative learning is achieved through responsible group participation and small group activities. You will learn how to make decisions and function effectively in a variety of group situations.

921 COOPERATIVE EDUCATION (CSU) 2 UNITS RPT 3

931 COOPERATIVE EDUCATION (CSU) 3 UNITS RPT 3

941 COOPERATIVE EDUCATION (CSU) 4 UNITS RPT 3

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: See Cooperative Education Credit Guide.

Supervision
BUSINESS & LAW

FACULTY: Pat Flood, Chair | Ed Raskin

6 LABOR RELATIONS 3 UNITS

Prerequisite: None | Lecture 3 hours

Course covers the history and development of the labor movement/development of National Labor Relations Board as well as The Wagner Act and its effect, union contracts, and grievance procedure.

485 INTERNET RESEARCH (CSU) 1 UNIT RPT 2

Prerequisite: None | Lab 2 hours

Internet Research teaches how to use search engines; basic and advanced searches with Boolean and proximity operators; how to locate materials in various content fields; how to critically evaluate these sources; and how to use and cite electronic sources.



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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."

Credit by Examination

Course or unit credit granted for demonstrated proficiency through testing.

Glossary of Terms

Credit/No Credit

A form of grading whereby a student receives a grade of CR or NCR instead of an A, B, C, D, or F. A CR is assigned for class work equivalent grade to a grade of C or above.

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.

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.

Ticket Number

A term used interchangeably with Class Section Number; see "Class Section," above.

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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CalWORKs	818.364.7760
Campus Security	818.364.7843
Child Development Center	818.364.7863
College Ombudsperson	818.364.7690
Community Extension	818.364.7387
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 (EOP&S)	818.364.7645
ESL Program	818.364.7735
Financial Aid Office	818.364.7648
Health Center	818.362.6182
Honors/Transfer Alliance Program	818.364.7683
International Students	818.364.7741
ITV (Instructional Television)	818.833.3594
Learning Center	818.364.7756
Library	818.364.7600 ext. 7106
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	818.364.7600 ext. 7001
Transfer Center	818.364.7827
Veterans Office	818.364.7864

EQUAL OPPORTUNITY POLICY COMPLIANCE PROCEDURE

In order to ensure equal opportunity or sexual harassment policy compliance at Los Angeles Mission College, please direct inquiries to Compliance Officer, 818.364.7701. For Section 504 Compliance, contact Dr. Rick Scuderi, Director – Disabled Students Services and Programs, 818.364.7734. The campus Ombudsperson, Yolanda Ramil, may be reached at 818.364.7690. In addition, inquiries may also be directed to the District Office of Diversity Programs at 213.891.2315.

PROCEDIMIENTO PARA OBSERVAR LAS REGLAS DE IGUALDAD DE OPORTUNIDAD

Para asegurar que se cumplan los procedimientos de igualdad de oportunidad o las Reglas de Acoso Sexual en Los Angeles Mission College, favor de dirigir sus preguntas al representante de la oficina de Cumplimiento de las Reglas de Igualdad de Oportunidad, David Green, 818.364.7701. Para la oficina de cumplimiento de la sección 504, llame a Rick Scuderi, Director del Programa para Estudiantes Incapacitados, 818.364.7734. Puede ponerse en contacto con Yolanda Ramil, Mediadora de Asuntos Académicos, llamando al 818.364.7690. También puede dirigir sus preguntas a la Oficina de Programas de Diversidad del Distrito, teléfono 213.891.2315.

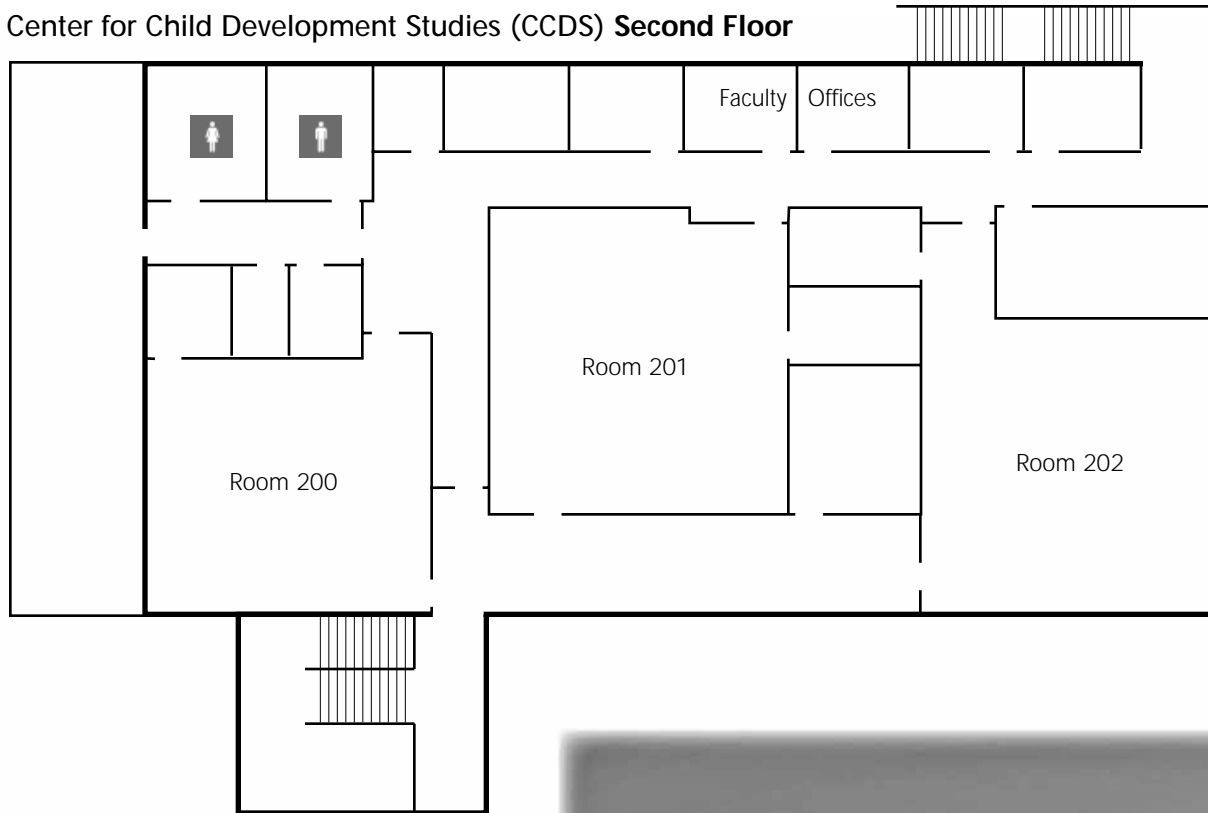
ACCURACY STATEMENT

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.

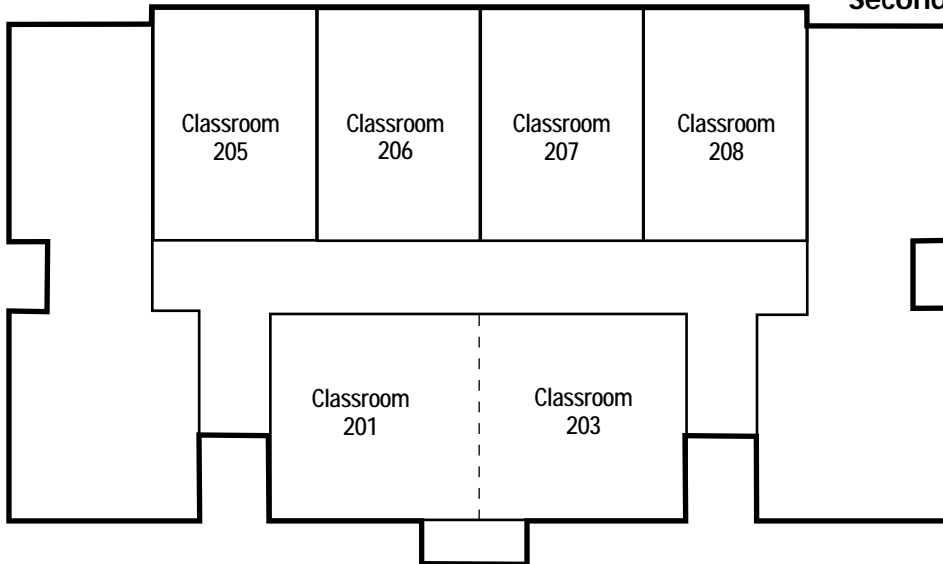


Buildings & Classrooms

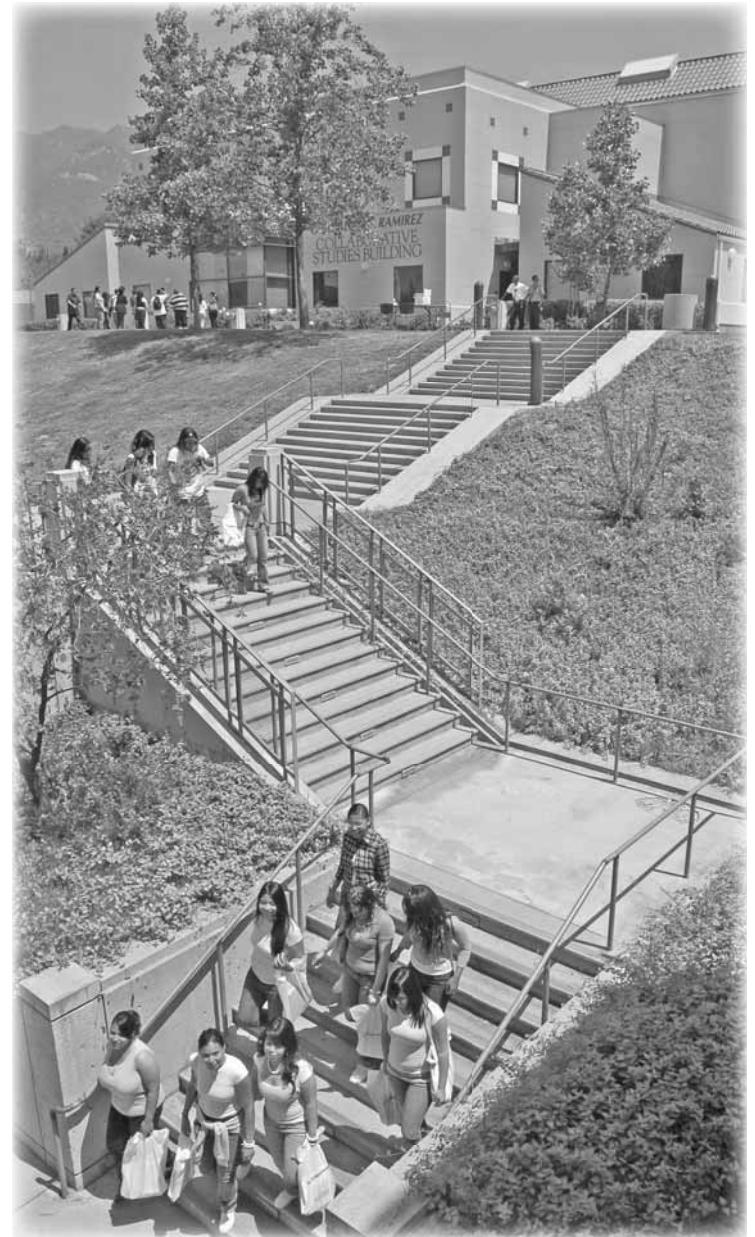
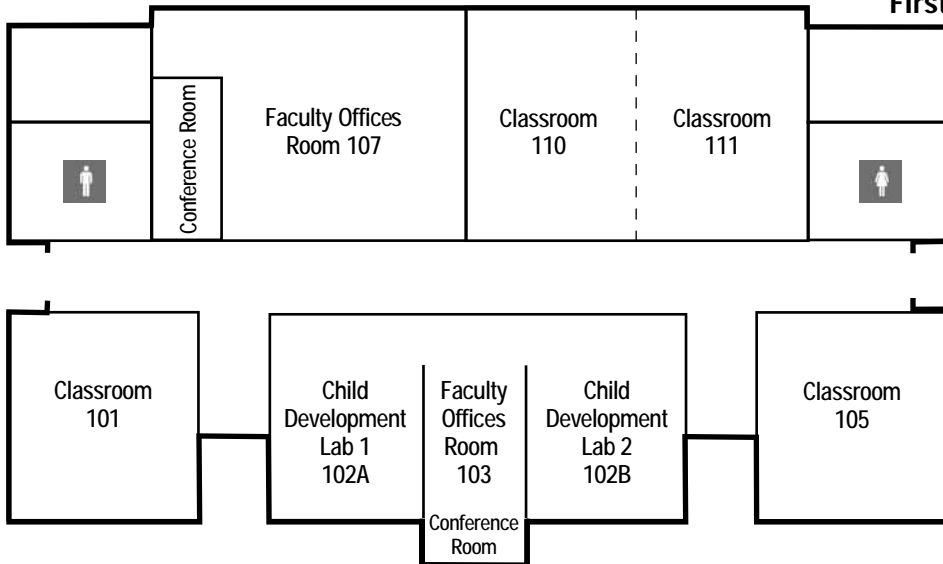
Center for Child Development Studies (CCDS) **Second Floor**



Guadalupe S. Ramirez Collaborative Studies Building (CSB)
Second Floor

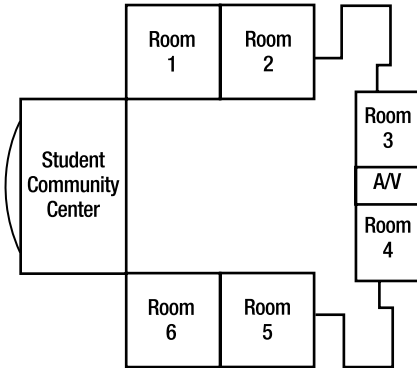


First Floor

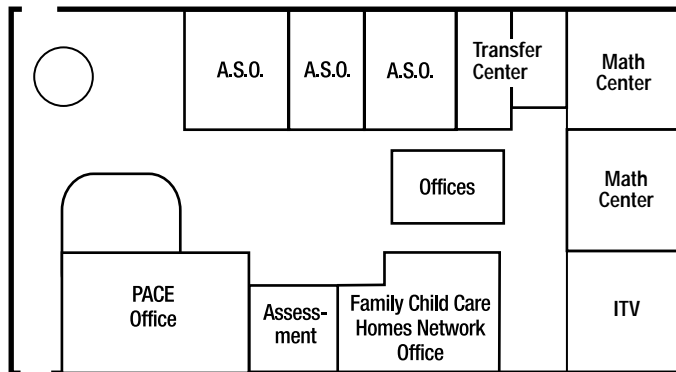


Buildings & Classrooms

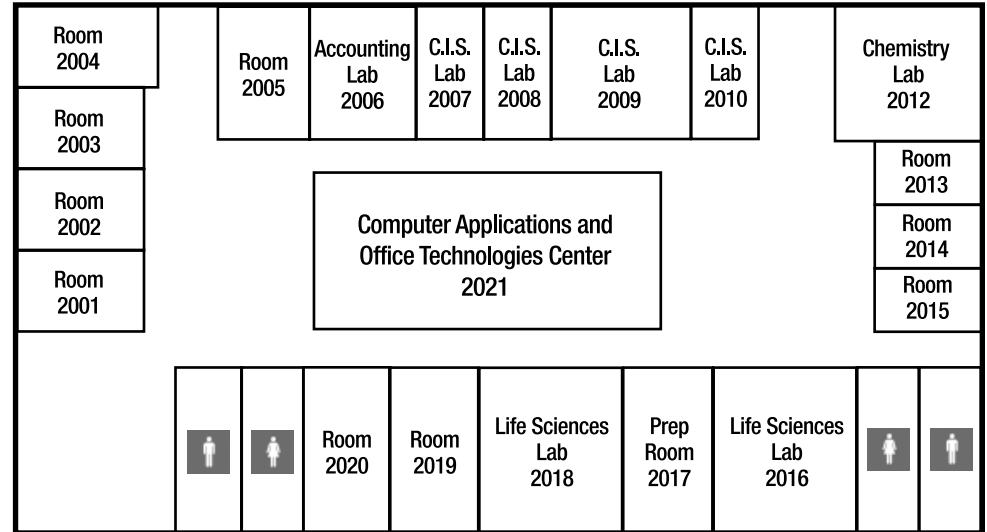
Campus Center Building (CC)
Second Floor - Ground level



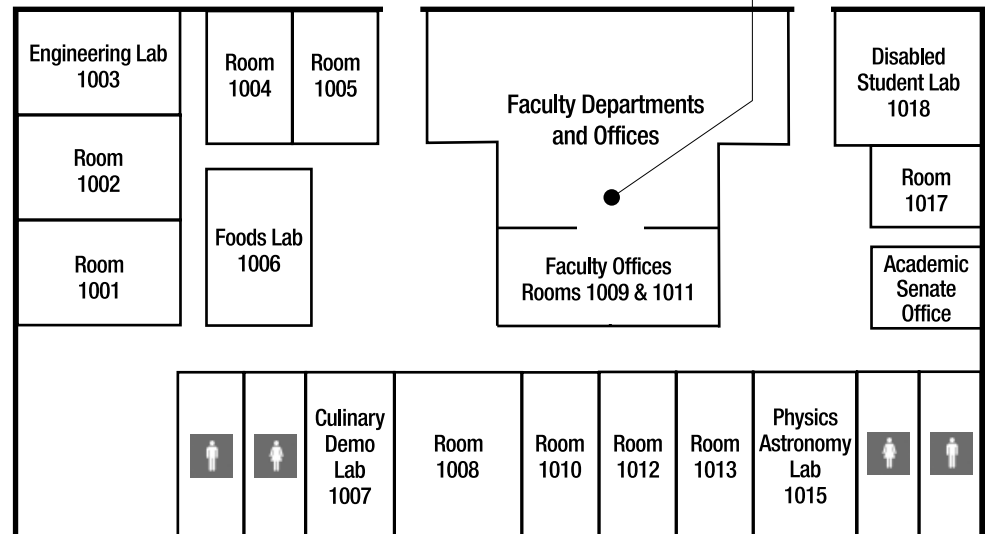
Campus Center Building (CC)
First Floor - Lower level



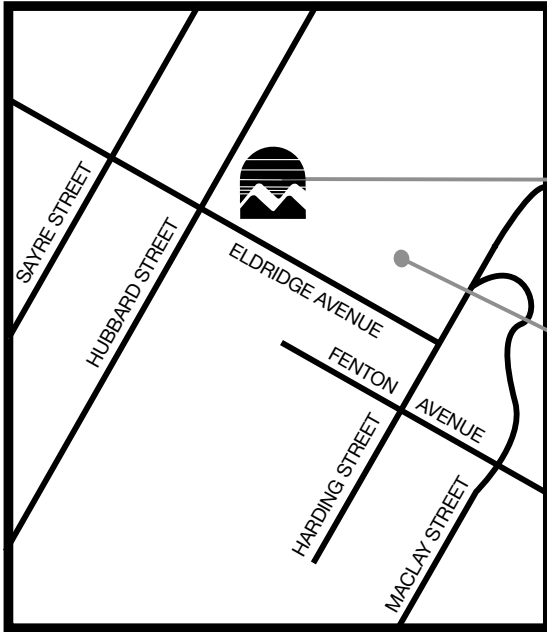
Instructional Building (INST) Second Floor



Instructional Building (INST) First Floor

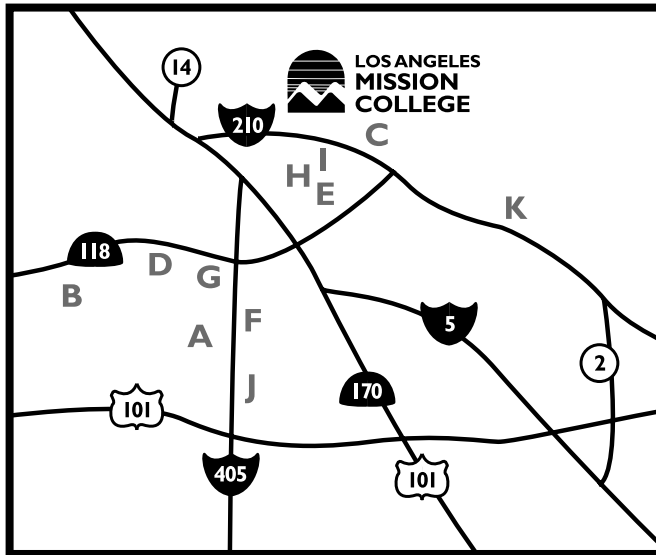


Directions to Mission College & Outreach Locations



**LOS ANGELES
MISSION
COLLEGE**
13356 Eldridge Avenue

**El Cariso
Golf Course
(ELCR-GOLF)**



A CCRC
Child Care Resource Center
8510 Balboa Blvd
Northridge

B CHAT-HS
Chatsworth High School
10027 Lurline Ave
Chatsworth

C FOOT
Physical Education Building
12843 Foothill Blvd, Suite B
Sylmar

D GRAN-HS
Granada High School
10535 Zelzah Ave
Granada Hills

E MONT-PREP
Montclair College Prep
8071 Sepulveda Blvd
Van Nuys

F MSSH-BOWL
Mission Hills Bowl
10430 Sepulveda Blvd
Mission Hills

G One Stop Career Center
11623 Glenoaks Blvd
Pacoima

H SFDO-HS
San Fernando High School
11133 O'Melveny Ave
San Fernando

I SYLM
Sylmar High School
13050 Borden Ave
Sylmar

J VANN-HS
Van Nuys High School
6535 Cedros Ave
Van Nuys

K VERD
Verdugo Hills High School
10625 Plainview Ave
Tujunga

Student Education Planner

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

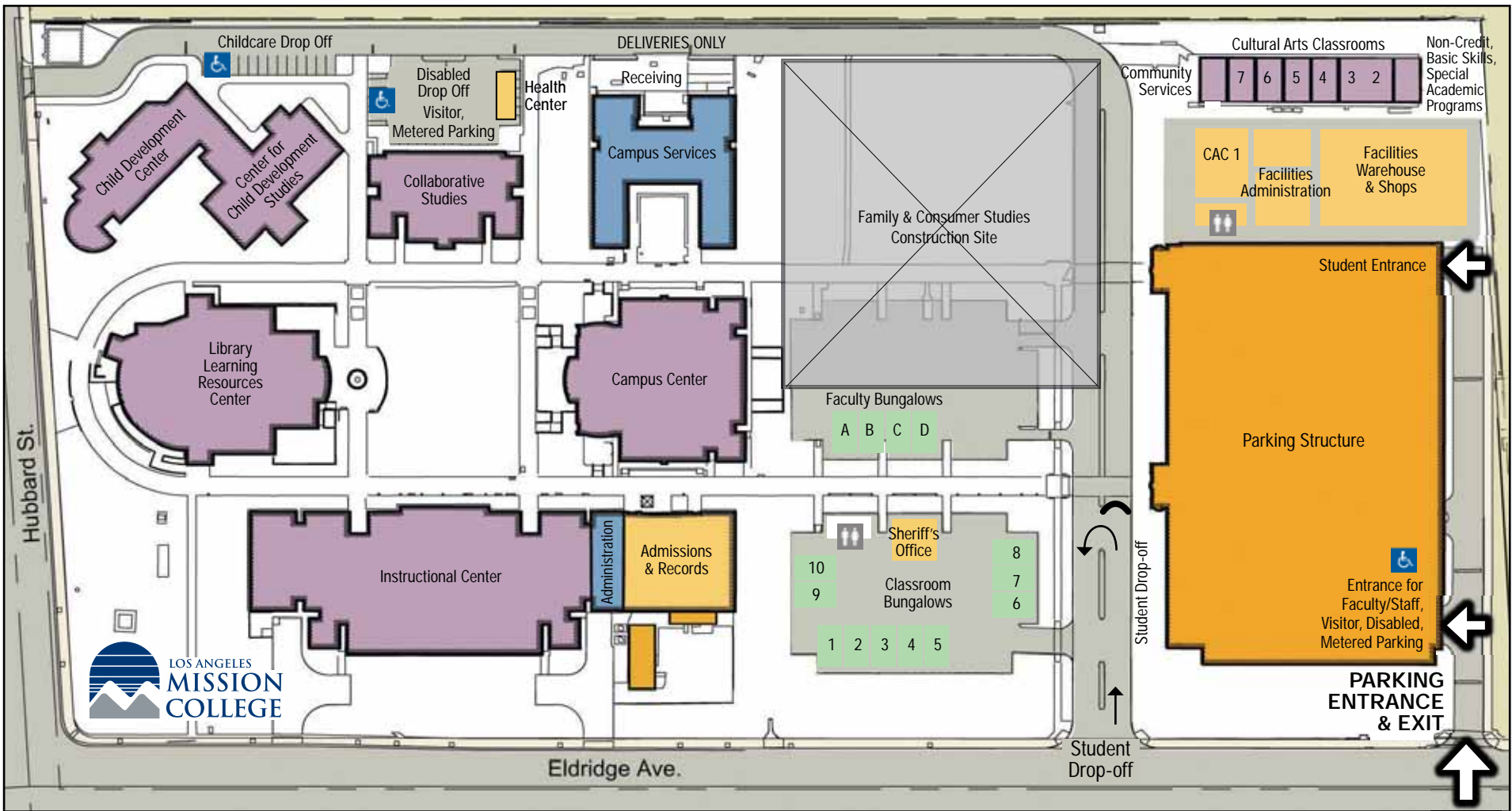
Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

Fall	Winter	Spring	Summer	
COURSES			Units	Grade
TOTALS				

NOTES:



CENTER FOR CHILD DEVELOPMENT STUDIES

- Child Development Center
- FCCHN Office

LIBRARY/LRC

- 1st Floor (Lower level)*
 - Media Production Lab/ Multimedia Labs
- 2nd Floor (Ground level)*
 - Computer-Aided Instruction
 - Electronic Training Rooms
 - Learning Center
 - Teleconference Room
- 3rd Floor (Top level)*
 - Library

INSTRUCTIONAL BUILDING

- 1st Floor*
 - Classrooms 1001-1018
 - Child Development Lab
 - Disabled Student Services
 - Engineering Lab
 - Faculty Offices
 - Foods Lab
 - Physics/Astronomy Lab
- 2nd Floor*
 - Classrooms 2001-2003
 - Accounting Lab
 - Chemistry Lab
 - Computer Science Lab
 - Life Sciences Lab
 - Computer & Office Applications Center

ADMINISTRATION WING

- Office of the President
- Vice President of Academic Affairs
- Academic Affairs
- Information Booth
- Admissions & Records
- Counseling
- EOP&S
- Financial Aid & Scholarships
- International Students Office

COLLABORATIVE STUDIES

- 1st Floor*
 - Classrooms 101-111
 - Faculty Offices
- 2nd Floor*
 - Classrooms 201-208

CAMPUS SERVICES

- Vice President of Administrative Services
- Vice President of Student Services
- Bookstore
- Business Office
- Fiscal Services
- Human Resources
- Purchasing
- Receiving
- Reprographics & Mail Room
- Student Activities
- Veterans Office

CAMPUS CENTER

- 1st Floor (Lower level)*
 - Assessment
 - ASO Office
 - Center for Student Success
 - ITV
 - Math Lab
 - PACE
 - Transfer Center
- 2nd Floor (Ground level)*
 - Assembly Area
 - Audio-Visual
 - Meeting Rooms 1-6
 - Student Community Center

FACULTY OFFICE BUNGALOWS

- Bungalows A-D

CLASSROOM BUNGALOWS

- Bungalows 1-10

CULTURAL ARTS

- Community Services
- CAC Classrooms 1-7
- Non-Credit, Basic Skills & Special Academic Programs

FACILITIES SERVICES

- Plant Facilities



LOS ANGELES
MISSION COLLEGE

Our Mission Is Your Success



ACHIEVE REALIZE EXPLORE
REACH DISCOVER ENHANCE
ENRICH OPTIMIZE ADVANCE
DEVELOP ACQUIRE EXPAND



**LOS ANGELES
MISSION COLLEGE**

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Sylmar, California 91342

818.364.7600
818.364.7861 TDD

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