Our Mission Is Your Success
Dear Mission College Student:

Welcome to your NEW Mission College! There are many new and exciting things happening on campus in which you can be involved. First, we are now really a campus that never sleeps. Our programs have been expanded to serve you beyond our traditional fall and spring semesters. We now have instituted weekend classes, a larger winter inter-session and have expanded our summer offerings. All of these changes have been to better serve you and allow you maximum flexibility in completing your educational goals.

If you are a returning student, you will see some of the many physical changes to our campus that will make Mission College a model of a twenty-first century institution of higher learning. Our new Child Care Facility will open its doors in the fall, construction has begun on the Fitness Center building and you can now park with ease in the multi-level parking structure on the edge of campus. And, if you haven’t noticed, the top floor of the parking structure is devoted to a solar energy producing facility that will bring electricity directly to the classrooms of Mission College. We “flipped the switch” for this innovative electricity producing facility last April and Mission can now boast of having its very own power plant! In addition to being environmentally friendly, this facility will help Mission to keep the costs of your college education low.

Mission College has also changed in many ways right before your eyes in the last year. Enrollment has increased significantly and we are expanding our commitment to those in our service area that OUR MISSION IS YOUR SUCCESS. We have developed programs both on and off campus to answer your educational needs. So, whatever your individual goal may be, ask us how we can assist you in achieving that goal.

One area of the college, however, that has not changed and will remain a constant for Mission, is our commitment to provide you with the best facilities, best educational experience and best college environment that is possible. Mission College has remained dedicated to student service. For more than three decades our graduates have used Mission as a gateway to higher education, success in business, film, politics, culinary arts, and vocational training. So I personally invite you to take advantage of what we have to offer and allow Mission College to be your Gateway To The Future!

Sincerely,

Judith Valles,
President
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Calendar

Registration Dates
The following registration dates apply to all three Summer 2008 Sessions

**EOPS & DSPS** telephone registration appointments......................................................April 14 to 16
**Continuing** students telephone registration appointments........................................April 17 to May 10
**New and re-entering** students telephone registration start............................................May 12 to June 9
Walk-in registration.............................................................................................................May 19

**On-Line Registration**........................................................................................................www.laccd.edu/student_information
**Telephone Registration**..................................................................................................818.988.2222
........................................................................................................................................213.689.8888
........................................................................................................................................310.605.0505
........................................................................................................................................323.226.1999

Applications for Admission......................................................................................................Year Round
Assessment & Orientation......................................................................................................Year Round

Enrollment fees are now only $20 per unit for ALL California residents*

*Fees subject to change by the California Legislature.

### Session I (5 weeks)

- **K to 8 student deadline** .............................................May 23
- **Memorial Day Holiday** ..............................................May 26
- **Classes begin** .........................................................June 9
- **Last day for refund** .....................................................June 12
- **Last day to add** ..........................................................June 12
- **Last day to petition for CR/NCR** ............................June 18
- **Last day to drop without a “W”** .................................June 18
- **Independence Day Holiday** .................................July 4
- **Final Exam** ...............................................................Last day of class
- **Session Ends** .............................................................July 11

### Session II (5 weeks)

- **K to 8 student deadline** .............................................July 3
- **Classes begin** .............................................................July 14
- **Last day for refund** .....................................................July 17
- **Last day to add** ..........................................................July 17
- **Last day to petition for CR/NCR** ............................July 23
- **Last day to drop without a “W”** .................................July 23
- **Final Exam** ...............................................................Last day of class
- **Session Ends** .............................................................August 15

### PACE 9-Week Summer Session

- **K to 8 student deadline** .............................................May 23
- **Memorial Day Holiday** ..............................................May 26
- **Classes begin** .........................................................June 9
- **Last day for a refund** ......................................................June 15
- **Last day to add** ..........................................................June 20
- **Last day to petition for CR/NCR** ............................June 27
- **Last day to drop without a “W”** .................................June 27
- **Final Exam** ...............................................................July 25
- **Final Exam** ...............................................................Last day of class
- **Session Ends** .............................................................August 9

On-Line Registration........................................................................................................www.laccd.edu/student_information

Telephone Registration........................................................................................................818.988.2222
........................................................................................................................................213.689.8888
........................................................................................................................................310.605.0505
........................................................................................................................................323.226.1999

Applications for Admission......................................................................................................Year Round
Assessment & Orientation......................................................................................................Year Round

Now you can pay registration with your credit card.
LAMC has an open door admissions policy for students who:

- are 18 years of age or over, or
- have completed high school, or
- are under 18 years of age and have their parents’ and high school principal’s permission to attend.

Apply at the Admission & Records Office if you...

- are a new student. Complete an application form. Bring proof of your social security number. If you do not have a social security number, we will issue a student ID number.
- did not attend LAMC last semester. Complete an application form. Bring proof of your social security number.

Enroll in Classes
After you complete the college application process, you can conveniently enroll by phone by following the STEP program on the next pages. You can also enroll in person at the Admissions & Records office on campus.

Assessment & Orientation
Upon submitting an application to the college, all new non-exempt (see Matriculation Steps to Success for matriculation exemptions) students are required to go through the assessment process. The results from the assessment process will help place students into the appropriate level of English or ESL & Math courses for their first semester.

All new students are encouraged to participate in orientation. Students will learn about the college, educational programs, services, degree requirements and more.

For more detailed information please consult the current college catalog which is available in the College Bookstore and on the college’s official website, www.lamission.edu

Student Health Fee Information
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.

The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) low-income students, including students on financial aid and/or recipients of a Board of Governors’ grant, (b) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (c) students who are attending classes under an approved apprenticeship training program, (d) non-credit education students, (e) students enrolled in District colleges exclusively at sites where student health services are not provided, (f) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (g) 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 I.D. must be presented to receive services.

Student ID
To comply with federal privacy requirements, Los Angeles Mission College and the Los Angeles Community College District has discontinued use of the Social Security Number as the student’s identification number. Instead, a new Student Identification Number will be issued for each student. The new nine-digit number is randomly generated, but each will begin with the digits “88.”

Where to use your new student ID card:
A valid student ID card is required to access student services in the following areas:
- Library
- Bookstore
- Financial Aid
- Health Center
- Computer Labs

Your first Student ID Card is free. Go to either admissions or the business office to obtain yours. You will need to present your current student registration/receipt and a second form of ID such as a California ID or a high school picture I.D. For additional information, see the F.A.Q. at www.lamission.edu
Continuing students' appointments to enroll were mailed to their home of record in mid-April. This is a priority registration date based on the number of units you have completed at Mission College. You may enroll by telephone anytime after your appointment until one day prior to the start of classes.

New students will receive their priority telephone enrollment appointments when they complete Assessment testing and Advisement counseling.

Before Registering by Phone:
- clear any holds or find out what type of holds, or financial obligations in the LA Community Colleges.
- contact the Business Office (818.364.7783).
- contact the Counseling Office (818.364.7655) for help in planning your program.
- contact the Financial Aid Office (818.364.7648) if you need fee assistance.

The registration system will enforce all English, Math, and ESL prerequisites. Students will only be permitted to enroll in courses for which they are eligible. If, after registering, you feel the system has made an error, please bring your permit of proof of eligibility to a counselor.

To Enroll by Phone:
- Carefully read these instructions.
- Complete the attached worksheet with both your first and second choices of classes.
- Call the STEP system using a touch-tone telephone at the date and time of your enrollment appointment or anytime after your appointment until one day prior to start of classes.

STEP System Hours:
Monday through Saturday from 8:00 am to 11:00 pm

STEP Telephone Numbers:
818.988.2222
213.689.8888
310.605.0505
323.226.1999

STEP Ahora también en Español!
STEP is now in Spanish.

El sistema para inscribirse por teléfono ahora también es en español.

TRANSFER CENTER
818/364-7827 • www.lamission.edu/counseling/transfercenter
Lower-Level Campus Center #1518

GET ON TRACK TO TRANSFER!
GO to the four-year, college/university of your choice!

TRANSFER STRATEGY:
- Complete Transferable Math and English requirements in the beginning of your academic career.
- Prepare early with transferable general education courses for California State University and/or University of California, Private or Independent.
- Meet with a Counselor to establish and maintain an educational plan.
- Visit the Transfer Center for transfer advisement/counseling and resources.

2. Semester: Press 1 for Spring.

3. Student ID Number: Enter your Student ID number.

4. PIN (Personal Identification Number)
   This is the month and date of your birth.
   (Example: If your birthday is March 5, press 0 3 0 5; if your birthday is October 25, press 1 0 2 5)

5. Enroll for classes: Press 1

6. Major code: Enter your 6-digit major code without the decimal point.

7. Hours worked: Enter the number of paid hours per week you will be working this semester followed by the pound # sign. If you are working 4 hours each week press 0 4; if you are working 40 hours each week, press 4 0.

The # sign is located on the lower right hand key of your telephone pad.
**Student Enrollment Schedule Worksheet**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec. No.</td>
<td>Course Name</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**STEP ITEM DIRECTIONS**

8. **Add classes:** Press 1 to add classes.

If a class you select is full and you choose to be placed on standby, you will not be enrolled in the class and you will not be charged for the class. Your standby status will be printed on your Registration/Fee receipt. The class instructor will receive a printout of the standby list prior to the first class meeting. Names are placed on that list in the order of registration. Attend the first class meeting. Instructors will issue Add Permits to students on the standby list as space in the class permits.

Before adding classes, fill out the Student Enrollment Schedule Worksheet (above) with your first choice and second choice of classes. This will help you through the enrollment procedure. Follow the directions for enrolling in classes. Choose your classes from the Schedule of Classes and enter the correct 4-digit section number. Listen carefully to the messages after each selection. If you enroll for any of the English or mathematics courses that require prerequisites, your enrollment will be blocked if you have not completed the prerequisites.

If you have questions concerning prerequisites call 818.364.7868.

9. Press # when you are finished adding classes.

10. Press 3 to review your program.

11. Press 9 to review fees. Do not hang up.

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**Determining Your Residency Status**

For enrollment fee purposes you are considered a RESIDENT of the state of California if you are:

1. a citizen of the United States **OR** have permanent resident status, are a holder of an asylum or refugee visa, **AND**
2. have lived in the state of California for at least one year and one day.

For enrollment fee purposes you are considered a NON-RESIDENT of the state of California if you are:

1. a citizen of the United States **OR** have permanent resident status, are a holder of an asylum or refugee visa, **AND**
2. have **NOT** lived in the state of California for at least one year and one day.

For enrollment fee purposes you are considered an international student if you hold an F-1 Visa or other non-resident visa.
Auditing a course...enables you to attend class but not receive a grade or credit. The enrollment fee for auditing a class is $15 per unit. Be sure to see a counselor because there are certain restrictions on auditing.

| Name __________________________________________________________________________ |
| Student ID No: ______________ |
| Enrollment Fee: $20 per unit per semester* (all students pay this fee) | units x $20* = |
| Non-resident Tuition† (see definition on page 6) | units x $173* = |
| International student tuition* (see definition on page 6) Additional $25 Report Fee due once per semester. | units x $183* = |
| Health Fee (see information on page 77) | $8.00 per semester = $8.00 |
| Student Representation Fee: | $1.00 per semester = $1.00 |
| Optional Fees: |  |
| Associated Student Organization Membership** | $3.00 per semester = |
| Parking Fee*** | $10.00 per semester = $10.00 |
| **TOTAL** (Pay this amount) = |

Attention Board of Governors Fee Waiver Students:
Beginning Fall 2006, all students will be charged the health fee ($11 for Fall and Spring and $8 for Summer and Winter). This fee will no longer be waived for students who are eligible for a waiver. Please feel free to contact the Financial Aid Office on extension 2412 if you have any questions. Students are required to pay for classes enrolled in beyond the refund deadline.

*ALL FEES ARE SUBJECT TO CHANGE BY THE CALIFORNIA LEGISLATURE. **The Associated Student Organization represents students and supports college programs including extended library hours, tutoring, and college activities such as cultural events and commencement. ***There are no student parking fee in Summer '08 but you must obtain a parking permit from the Business Office. **Non-resident tuition is due upon registration. Students who have not paid all non-resident tuition will be dropped from all classes on the Friday of the fourth week of the semester.

12. **FEE CARD**

**13. Payment:** Press 1 if you WILL pay by credit card. Pay your fees by credit card over the phone and avoid lines at the Business Office. If you choose to pay now by credit card, your semester Registration/Fee Receipt, ID verification sticker, and parking permit (if purchased) will be mailed to you.

**14. Credit Card Payment:** If you are paying by credit card, enter the card type and number.

<table>
<thead>
<tr>
<th>American Express</th>
<th>VISA</th>
<th>Discover</th>
<th>Mastercard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card No:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**15. Other payment:** Press 2 if you WILL NOT pay by credit card.

If you are not paying by credit card, you may pay in person at the Business Office or by mail to:

LOS ANGELES MISSION COLLEGE BUSINESS OFFICE • 13356 ELDRIDGE AVENUE • SYLMAR, CA 91342

Send FEE CARD (#12) with a check or money order. Do not send cash. Print your Student ID number and semester on the face of your check. Your semester fee receipt, student ID validation, and parking permit (if purchased) will be mailed to you when payment is complete.
16. Program Changes: You may change your program by telephone or through the STEP and Web system anytime after you enroll through one day prior to the start of classes. You may also change your program in-person in the Admissions & Records Office.

17. Dropping Classes: It is your responsibility to drop any classes you stop attending. Do not rely on the instructor to exclude you. You will be liable for all enrollment fees, health fees, and non-resident tuition for any class not dropped by the third day of the session. You can use the STEP and web system at https://eweb2.laccd.edu to drop classes through the 4th week.

18. ATTENTION! It is the student’s responsibility to meet the prerequisites for all courses. Students who fail to do so may be dropped from the class.

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**Dropping a Course & Enrollment Fee Refund**

If you want to drop a course in which you have enrolled you must complete an official drop card available in the Admissions & Records Office. It is your responsibility to do this. FEES ARE DUE AT TIME OF ENROLLMENT. (You may also drop a class by telephone - using the STEP system and through the web system at https://eweb2.laccd.edu.)

The date you drop a course determines whether you will receive a refund of your enrollment fee. Normally, the last day to request a refund of your enrollment fee for full-term classes is the Friday of the second week of the semester. Exceptions are PACE classes and other short-term classes. Please check the calendar for the official date(s).

**TO OBTAIN A REFUND:**
- Drop the course by the deadline at the Admissions & Records Office, (may also be done by through the STEP system)
- Request refund at Business Office (refunds are not automatically issued).
- If you paid your fees by CHECK, a refund check will be issued.
- If you paid your fees by CREDIT CARD, the refund will be credited to your credit card.
- If you paid by CASH, refunds up to $100 will be made in cash; if your refund is more than $100, a refund check will be issued.

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**Board of Governors Fee Waiver Program – BOGFW-B**

Do you need assistance paying for enrollment fees?

The Board of Governors Fee Waiver Program (commonly referred to as BOGG) is a California state program that waives enrollment fees. This waiver does not have to be repaid.

Eligibility: Students must be residents of California, and they must receive state assistance or meet minimum income standards or demonstrate financial need as determined by the federal financial aid application (FAFSA).

How to apply: Fill out the Free Application for Federal Student Aid (FAFSA) form available in the Financial Aid Office or fill out the online application at www.fafsa.ed.gov

NEW! Effective Fall 2006 semester, the Health Fee will not be waived for all Fee Waiver eligible students.

Note: Audited classes are not covered by the Board of Governor’s Fee Waiver Program. Students are solely responsible for payment of enrollment fees for audited classes. No exception to this policy can be made.
California Non-Resident Tuition Exemption Request
For Eligible California High School Graduates

Complete and sign the form to request an exemption from Non-resident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures and applicable deadlines.

ELIGIBILITY:
I, the undersigned, am applying for a California Non-Resident Tuition Exemption for eligible California high school graduates at (specify college or university) __________________________and I declare the following:

Check YES or NO boxes:

- YES  NO I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

- YES  NO I have attended high school in California for three or more years.

Provide information on all school(s) you attended in grades 9-12:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>CITY</th>
<th>STATE</th>
<th>FROM - Month/Year</th>
<th>TO - Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, the California State University and some California Community Colleges. Follow campus directions.

Check the box that applies to you (check only one box):

- I am a non-immigrant alien as defined by federal law (including, but not limited to, a foreign student [F visa] or exchange visitor [J visa]).

- I am NOT a non-immigrant alien (including, but not limited to, a U.S. citizen, permanent resident, or an alien with out lawful immigration status).

AFFIDAVIT:
I, the undersigned, declare under penalty of perjury under the laws of the State of California that information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the non-resident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all non-resident charges from which I was exempted and may be subject to disciplinary action by the College or University.

Print Full Name (as it appears on your campus student records) 
Campus/Student Identification Number

Print Full Mailing Address (number, street, city, state, zip code) 
Email address (optional)

Signature 
Date
How to Read the Schedule of Classes

Classes are listed in alphabetical order from Administration of Justice to Supervised Learning Assistance. Check Real Time Schedule on the Web.

BUSINESS - ACCOUNTING
Business & Law

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Transferability</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>INTRODUCTORY ACCOUNTING 1 (UC:CSU)</td>
<td>5 UNITS</td>
<td></td>
</tr>
<tr>
<td>0125, 0126</td>
<td>10:40-1:10 MW, TTh</td>
<td>Bommer, T</td>
<td>INST 2006</td>
</tr>
<tr>
<td>3149, 3150</td>
<td>4:20-6:50 MW, 7:00-9:50 MW</td>
<td>Bommer, T, Brashear, C</td>
<td>INST 2006, INST 2006</td>
</tr>
<tr>
<td>3151</td>
<td>7:00-9:50 TTh</td>
<td>Ordonez, R</td>
<td>CSB 206</td>
</tr>
</tbody>
</table>

015 TAX ACCOUNTING (CSU) - 3 UNITS

<table>
<thead>
<tr>
<th>Section No.</th>
<th>Time &amp; Day(s)</th>
<th>Instructor</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0128</td>
<td>9:00-5:30 S</td>
<td>Staff</td>
<td>INST 1013</td>
<td></td>
</tr>
</tbody>
</table>

(8 Week Class - Starts 6/9/2008, Ends 8/1/2008)

BUILDING KEY

- BUNG: Bungalows (student parking lot)
- CAC: Cultural Arts Center (college campus)
- CMPC: Campus Center Building (college campus)
- CSB: Collaborative Studies Building, Northeast section of campus
- FOOT: Physical Education Building, 12843 Foothill Blvd., Suite B
- INST: Instructional Building (college campus)
- LRC: Library Building (college campus)
Prerequisites, Corequisites & Advisories

Prerequisite: A requirement that must be satisfied before enrolling in the target course.

Corequisite: A requirement that must be taken simultaneously with the target course. However, in some instances the corequisite may be satisfied before enrolling into the target course.

Advisory: A course or condition that a student is advised (but not required) to meet prior to enrolling in the target course.

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

- If the student satisfies the requirement 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 (818.364.7655).

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.

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.

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.
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ESL Program
at Mission College

Levels and Classes:
The ESL program at Mission College is very comprehensive. It has six levels, twelve units each. It is the philosophy of the department not to teach language skills in isolation, consequently some classes are combined. Students receive maximum benefit from taking all classes of each level concurrently.

Level 1: ESL 1 integrated (combined skills) - 12 units
Level 2: ESL 2 integrated (combined skills) - 12 units
Levels 3,4,5,6 have two segments:
1. A - Writing/Grammar - 6 units
2. B - Reading/Vocabulary - 3 units
   C - Listening/Speaking - 3 units

Assessment - Which Level Should I Take?
Students must go through the assessment process which will show what level they should enroll in. All colleges use different systems, so students cannot rely on class levels from another college or adult school to choose the correct class. It will probably be different at Mission College.

After attending classes, students who believe they are in the wrong level should confer with their instructor. That is the person who can best judge the appropriateness of the level.
For information call: 818.364.7735

Programa de Ingles
Como Segundo Idioma

El programa de inglés como segundo idioma (ESL) en Los Angeles Mission College se compone de seis niveles, cada nivel es de doce unidades. La filosofía del programa es la de enseñar las destrezas del idioma combinadas de acuerdo al nivel, para que los estudiantes reciban el máximo beneficio.

Nivel 1: ESL 1 integrado (habilidades combinadas) - 12 unidades
Nivel 2: ESL 2 integrado (habilidades combinadas) - 12 unidades
Niveles 3,4,5,6 se componen de dos segmentos:
1. A - Escritura/Gramática - 6 unidades
2. B - Lectura/Vocabulario - 3 unidades
   C - Destrezas auditivas/Conversación - 3 unidades

Días de clases: lunes, martes, miércoles y jueves
Horario: mañanas de 9:00 a 12:00
          noches de 6:00 a 9:00, 7:00-10:10
Para información llamar al teléfono: 818.364.7735
Ayuda financiera a quienes califiquen

Community Extension
The Community Extension Program at Los Angeles Mission College offers a wide variety of non-credit courses and one-time seminars for personal and skill development, cultural enrichment and recreational enjoyment for all ages in our community. Courses and workshops are offered year-round in such areas as fine and handcrafted art, floral design, performing arts and music, personal power, dance exercise, money and business, careers, digital media production, languages, kids college, computers and more! For further information please call our office at 818.364.7387 from 8:00 a.m. to 6:00 p.m. M on.-Thu. and 8:00 a.m. to 5:00p.m. on Fri.

Traffic School
For drivers who have received current traffic citations, the Community Extension Program provides Traffic Violators School on Saturdays only for eight hours. Pre-enrollment is necessary. Please call 818.364.7390 for registration information.

Escuela de Tráfico
Para aquellas personas que han recibido una infracción de tráfico recientemente, el programa "Community Extension" de Mission College ofrece ocho horas de clase de tráfico en español solo los sábados. Es necesario inscribirse con anticipación. Por favor llame al 818.364.7390 para más información.
Do you need assistance paying your enrollment fees?

The Board of Governors Fee Waiver Program (commonly referred to as BOGG) is a California state program that waives enrollment fees. This waiver does not have to be repaid.

Eligibility: Students must be residents of California, and they must receive state assistance or meet minimum income standards or demonstrate financial need as determined by the federal financial aid application (FAFSA).

How to apply: Fill out 2007-2008 Free Application for Federal Student Aid (FAFSA) form available in the Financial Aid Office or fill out the online application at www.fafsa.ed.gov.

NEW! Effective Fall 2006 semester, the Health Fee will not be waived for all Fee Waiver eligible students.

Note: Audited classes are not covered by the Board of Governors Fee Waiver Program. Students are solely responsible for payment of enrollment fees for audited classes. No exception to this policy can be made.

Financial Aid & Scholarships
818.364.7648
Email: lamcfaid@lamission.edu

Financial aid is made available by federal, state and private sources in the form of grants, scholarships, loans, and employment. Most financial aid resources are intended to supplement, not replace, the financial resources of the family to help pay for the cost of college education.

The Financial Aid Office offers many services to our students including financial aid awareness and FAFSA hands on workshops. Financial Aid counseling is available by appointment with the Financial Aid Director. Our Financial Aid Staff will answer your questions in person and over the phone with FERPA regulations for student privacy. We are here to help you fund your cost of education. Stop by the Financial Aid Office or visit our Financial Aid website at www.lamission.edu/financialaid. Remember that you are in charge of your education; we are here to help you finance it.

How To Apply for Financial Aid:
To apply for Summer 2008 financial aid, you must use the 2007-2008 Free Application for Federal Student Aid (FAFSA) and must submit it before June 30, 2008.

Applying for financial aid is in two easy steps:

Step 1: Apply for a Personal Identification Number (PIN) at www.pin.ed.gov. If you already have a PIN assigned to you by the United States Department of Education, go to Step 2.


When Do I Apply?
We encourage our students to apply as early as January 1, 2007 and apply before March 2, 2007 for the 2007-2008 academic year.

Our priority deadline to submit all required documents is May 1, 2007. Students who have missed the priority date may still apply as funds may be available. If in doubt, please visit our Financial Aid Office. Staff members are available during regular office hours to answer your questions and assist you in completing any of the forms.

If you will be continuing your education for the Fall 2008, you must reapply for financial aid starting Jan 1, 2008 and you must submit your 2008-2009 Free Application for Federal Student Aid (FAFSA) before March 2, 2008 to apply for the Cal Grant Program.

Office Hours:
Monday and Thursday 10:00 am – 2:00 pm and 5:00 pm – 7:00 pm
Tuesday and Wednesday 10:00 am – 2:00 pm
Friday Closed

Note: Financial Aid does not pay for audited classes.
ADMISTRATION OF JUSTICE  
Business & Law

001 INTRO TO ADMINISTRATION OF JUSTICE  
(U.C.:CSU) - 3.00 UNITS  
Prerequisite: None  
The history and philosophy of administration of justice including the various subsystems---police, courts, corrections, etc.  
0160 LEC 10:35-1:05 MTWTh Sinclair, R  CSB 208  
3046 LEC 7:30-10:00 MTWTh Smith, P  INST 1012

003 LEGAL ASPECTS OF EVIDENCE  
- 3.00 UNITS  
Prerequisite: None  
Origin, development, philosophy and constitutional basis of evidence in criminal cases.  
3134 LEC 7:30-9:55 MTWTh Mahanay, L  CSB 111

004 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM  
(U.C.:CSU) - 3.00 UNITS  
Prerequisite: None  
A study of the various agencies in the criminal justice arena.  
0164 LEC 1:25-3:55 MTWTh Enos, K  CSB 111

006 PATROL PROCEDURES  
- 3.00 UNITS  
Prerequisite: None  
Principles and procedures of patrol activities.  
0179 LEC 10:35-1:05 MTWTh Laflamme, F  CSB 101

039 PROBATION & PAROLE  
- 3.00 UNITS  
Prerequisite: None  
Examination of community treatment in the correctional process, contemporary usage of presentence investigation, selection, and of probationers and parolees.  
3048 LEC 7:30-9:55 MTWTh Kovnator, G  INST 1010

067 COMMUNITY RELATIONS I  
(U.C.:CSU) - 3.00 UNITS  
Prerequisite: None  
A study of the various agencies of the justice system and their attempts to gain the confidence and support of the citizens they serve. Community-based policing is highlighted.  
3067 LEC 6:00-9:20 F  Staff INST CLAB AND LEC 9:00-12:20 S  Staff INST 2005

160 POLICE ORGANIZATION & ADMINISTRATION  
3.00 UNITS  
3137 LEC 4:45-7:10 MTWTh Enos, K  CSB 203

921 COOP ED - ADMINISTRATION OF JUSTICE  
2.00 UNITS Rpt 3  
9093 3:20 hrs TBA Raskin, E  Schedule  
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008 )

931 COOP ED - ADMINISTRATION OF JUSTICE  
3.00 UNITS Rpt 3  
9094 5:30 hrs TBA Raskin, E  Schedule  
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008 )

941 COOP ED - ADMINISTRATION OF JUSTICE  
4.00 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.  
9095 7:50 hrs TBA Raskin, E  Schedule  
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008 )

ANTHROPOLOGY  
Life Science

Faculty Advisor: Mike Reynolds - 818.364.7695

001 INTRO TO HUMAN ANATOMY  
(U.C.:CSU) - 4.00 UNITS  
Prerequisite: Bio 3 with a grade of C or better.  
Advisory: English 28 or ESL 8.  
Equivalent to: CSUN Biology 211 and 212; CSULA Biology 200A + 200B with completion of Physiology 1.  
3011 LEC 5:25-6:50 MTWTh Ebnesahlaidi, A  INST 2001 AND LAB 7:00-8:30 MTWTh Ebnesahlaidi, A  INST 2018  
(8 Week Class - Starts 6/9/2008, Ends 8/1/2008 )

ART  
Arts, Health & Physical Education

101 SURVEY OF ART HISTORY I  
(U.C.:CSU) - 3.00 UNITS  
Advisory: English 21.  
Satisfies one of two Art History requirements for Art majors.  
A study is made of the historical development of art from prehistoric through the gothic era, with attention given to the painting, sculpture and architecture of each period. Emphasis is put on the relationship of art to culture within our western artistic tradition; with a brief survey of eastern, pacific and pre-Columbian periods include.  
0246 LEC 10:30-12:55 MTWTh Staff CSB 207

103 ART APPRECIATION I  
(U.C.:CSU) - 3.00 UNITS  
Prerequisite: None  
Advisory: English 21.  
This class is an introductory course that involves the students in an exploration into the nature and appreciation of the visual arts. All sections may be taken for honors credit. See the Honors Counselor.  
3103 LEC 4:45-7:10 MTWTh Staff CSB 207
109 THE ARTS OF AFRICA, OCEANIA, & ANCIENT AMERICA (UC:CSU)  -  3.00 UNITS
Prerequisite: None
This course is a survey of the painting, sculpture, architecture and craft of Africa, the Pacific Ocean areas and the Indians of North and South America in relation to their history, religion, and general culture.
0162 LEC 10:30-12:55 MTWTh Staff CSB 207

201 DRAWING I (UC:CSU)  -  3.00 UNITS
Prerequisite: None
Introductory problems in two-dimensional representation of nature with various drawing media; utilizing the elements of design, introductory perspective, with emphasis on the organization of vision and thought in terms of drawing techniques, composition and structure.
Required of Art Majors and Multimedia Block I.
7104 LEC 7:45-9:20 MTWTh Zarcone, J CAC 2&3
AND LAB 9:45-11:05 MTWTh Zarcone, J CAC 2&3

501 BEGINNING TWO-DIMENSIONAL DESIGN (UC:CSU)  -  3.00 UNITS
Prerequisite: None
A study of the elements and principles of design. A foundation course in design for application in all subsequent Art major courses. Emphasis is placed upon line, color, texture, shape and composition. Part of the Multimedia Studies Foundation Block I. Required for Art Majors.
6109 LEC 6:35-8:10 MTWTh Staff CAC 1
AND LAB 8:10-9:45 MTWTh Staff CAC 1

520 DESIGN WORKSHOP  -  3.00 UNITS
Prerequisite: Art 501.
This is a course in the principles of design. Emphasis is placed on individual research, experimentation, and the development of style. Students work with a variety of art materials.
6110 LEC 6:35-8:10 MTWTh Staff CAC 1
AND LAB 8:10-9:45 MTWTh Staff CAC 1

A STRONOMY
Physical Science
Faculty Advisor: Richard Rains - 818.364.7702

001 ELEMENTARY ASTRONOMY (UC:CSU)  -  3.00 UNITS
Advisory: English 21, or ESL 6.
All sections may be taken for honors credit. See the Honors Counselor.
3033 LEC 4:40-7:10 MTWTh Rains, R INST 1015
Astronomy 1 also offered through ITV. See page 31.

005 FUNDAMENTALS OF ASTRONOMY LABORATORY (UC:CSU)  -  1.00 UNIT
Prerequisite or Corequisite: Astronomy 1.
3124 LAB 7:30-10:00 MTWTh Rains, R INST 1015
941 COOP ED - BIOLOGY  -  4.00 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.
9011 LEC  7:50 hrs  TBA Raskin, E SCHEDULE
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

BUSINESS - MANAGEMENT
Business & Law

013 SMALL BUSINESS ENTREPRENEURSHIP
(CSU)  -  3.00 UNITS
Prerequisite: None
This course presents a systematic approach to successful small business operation.
3101 LEC  7:30-9:55  MW Bernal, V CSB 207
AND LEC  6:05 hrs  TBA Bernal, V Internet
www.lamission.edu/business/bernal
Management 13 is also offered in ITV. See page

921 COOP ED - MANAGEMENT  2.00 UNITS  Rpt 3
9049  3:20 hrs  TBA Raskin, E Schedule
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

931 COOP ED - MANAGEMENT  3.00 UNITS  Rpt 3
9050  5:50 hrs  TBA Raskin, E Schedule
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

941 COOP ED - MANAGEMENT  4.00 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.
9051  7:50 hrs  TBA Raskin, E Schedule
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

C H E M I S T R Y
Physical Science

051 FUNDAMENTALS OF CHEMISTRY I
(CSU)  -  5.00 UNITS
Prerequisite: Math 115 with a grade of “C” or better, or appropriate Math placement results.
Equivalent to CSUN Chem 103 or 105.
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.
Note: Not open for credit to students who have credit in Chem 101.
0222 LAB  8:00-10:05 MTWThF Staff INST 2012
AND LEC  10:25-1:15 MTWThF Staff INST 2003

101 GENERAL CHEMISTRY I
(CU:CSU)  -  5.00 UNITS
Prerequisite: Chem 65 with a grade of “C” or better, or appropriate placement test results and Math 125 with a grade of “C” or better, or appropriate Math placement results (For Placement Test questions contact 818.364.7868).
Equivalent to CSUN Chemistry 101.
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.
0153 LEC  8:00-9:25 MTWTh Pazirandeh, S INST 2003
AND LAB  9:30-10:05 MTWTh Pazirandeh, S INST 2003
AND LAB  10:25-12:50 MTWTh Pazirandeh, S INST 2012
C H I C A N O  S T U D I E S  
Foreign Languages & Chicano Studies
Faculty Advisor: Jose Maldonado- Phone: 818.364.3412.

002 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY (UC:CSU) - 3.00 UNITS
Prerequisite: None
7103 LEC  2:20-4:50  MTWTh Morales, J  JEFF HS

007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC:CSU) - 3.00 UNITS
Prerequisite: None
Traces the historical evolution of the Mexican-American to 1850.
0168 LEC  10:30 hrs TBA Maldonado, J Internet Email:maldonaja@lamission.edu
0101 LEC  10:30 hrs TBA Morales, J Internet Email:moralejj@lamission.edu
037 CHICANO LITERATURE (UC:CSU) - 3.00 UNITS
Prerequisite: None
0173 LEC  10:30 hrs TBA Maldonado, J Internet Email:maldonaja@lamission.edu
3003 LEC  4:40-7:05  MTWTh   Ruelas, J  CSB 102B

C H I L D  D E V E L O P M E N T  
Professional Studies

001 CHILD GROWTH & DEVELOPMENT (UC:CSU) - 3.00 UNITS
Prerequisite: None
Covers the development of a child from the prenatal stage through adolescence.
0119 LEC  7:45-10:15  MTWTh Singh, M  CSB 102B
3000 LEC  7:30-10:00  MTWTh Murphy, K  CSB 102A

002 EARLY CHILDHOOD: PRINCIPLES & PRACTICES - 3.00 UNITS
Prerequisite: None
Preschool principles, practices (including discipline and guidance) and philosophies.
0102 LEC  1:25-3:50  MTWTh Ruelas, J  CSB 102A

004 CREATIVE EXPERIENCES FOR CHILDREN II 3.00 UNITS
Advisory: Child Dev 1 and 2.
Language Arts, Math, Social Studies, Science, perceptual motor development and cooking.
Taught bilingually (English/Spanish).
3003 LEC  4:40-7:05  MTWTh Ruelas, J  CSB 102A

010 CHILD HEALTH (CSU) - 3.00 UNITS
Prerequisite: None
Health and safety, communicable illness and management, safe environment, child nutrition. Pediatric First Aid and Cardio-Pulmonary-Respiration certificates will be issued.
3055 LEC  4:40-7:10  MTWTh Staff  INST 1008

011 HOME, SCHOOL & COMMUNITY RELATIONS (CSU) - 3.00 UNITS
Prerequisite: None
Changes in families and schools, parent conferencing and community resources.
0129 LEC  10:35-1:05  MTWTh Silver, J  CSB 102A

045 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS II - 3.00 UNITS
Prerequisite: None
Study of programs for exceptional children (special education) and “mainstreaming.”
3002 LEC  4:40-7:05  MTWTh Doelitzsch, P  CSB 102B

921 COOP ED - CHILD DEVELOPMENT 2.00 UNITS Rpt 3

931 COOP ED - CHILD DEVELOPMENT 3.00 UNITS Rpt 3
9022 5:50 hrs  TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

941 COOP ED - CHILD DEVELOPMENT 4.00 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.
9023 7:50 hrs  TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

C IN E M A  
Arts, Health & Physical Education

003 HISTORY OF MOTION PICTURES (UC:CSU) - 3.00 UNITS
Prerequisite: None
This course includes 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.
All sections may be taken for honors credit. See the Honors Counselor.
3026 LEC  4:40-6:15  MTWTh Levine, S  LRC TCR
AND LAB  6:15-7:50  MTWTh Levine, S  LRC TCR
### COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES

**082. MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE** - 3.00 UNITS
7050 LEC 10:30-12:05 MTWTh Flood, P INST 2021
AND LAB 12:20-2:40 MTWTh Flood, P INST 2021

**921. COOP ED - COMPUTER APPLICATIONS OFFICE TECHNOLOGY** - 2.00 UNITS Rpt 3

**931. COOP ED - COMPUTER APPLICATIONS OFFICE TECHNOLOGY** - 3.00 UNITS Rpt 3
9058 5:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

**941. COOP ED - COMPUTER APPLICATIONS OFFICE TECHNOLOGY** - 4.00 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.
9025 7:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

### COMPUTER SCIENCE INFORMATION TECHNOLOGY

**401. INTRO TO COMPUTERS & THEIR USES (UC:CSU)** - 3.00 UNITS
Prerequisite: None. Introduction to Computer Science terminology, concepts and programming. This class satisfies the CAL STATE (CSUN) and the UC/system Computer Literacy Requirement at ONE FOURTH of the price.
0142 LAB 8:00-8:55 MTWTh Kubicki, P INST CLAB AND LEC 9:00-12:00 MTWTh Kubicki, P INST 2005
3074 LAB 6:00-7:00 MTWTh Rettke, E INST CLAB AND LEC 7:00-10:15 MTWTh Rettke, E INST 2004

**439. PROGRAMMING IN C (UC:CSU)** - 3.00 UNITS
Prerequisite: CS 401 and 406. This is a structured systems programming class. Students will learn types, operator's expressions, control flow, functions, arrays and file constants. 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.
3075 LAB 6:00-8:00 MTWTh Rettke, M INST CLAB AND LEC 8:00-10:00 MTWTh Rettke, M INST 2005

**921. COOP ED - COMPUTER SCIENCE-INFORMATION TECHNOLOGY** - 2.00 UNITS Rpt 3

**921. COOP ED - COMPUTER SCIENCE-INFORMATION TECHNOLOGY** - 3.00 UNITS Rpt 3
9024 5:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

**941. COOP ED - COMPUTER SCIENCE-INFORMATION TECHNOLOGY** - 4.00 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.
9025 7:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

### COOPERATIVE EDUCATION

Coop Ed
Faculty Advisor: Ed Raskin – Phone: 818.364.7700
921, 931 OR 941 WORK EXPERIENCE II, III OR IV (CSU) - 2, 3 or 4 UNITS
A program providing a student with a linkage to their future career success and job placement. All students may sign up for this. Questions or further information? Call the Coop Ed. Hot Line at 818.364.7700.
This program is open to all students who wish to gain transferable college credit for working toward goals at their job. Students may enroll in this program for up to 4 semesters, a maximum of 4 units per semester.

Requirements:
Students must be enrolled in seven or more units at Mission or another school including cooperative education and be employed, or in a voluntary job. One mandatory orientation is required. See times below. Contact the Coop Ed office for dates. Students may register for this program anytime during the first 4 weeks of the semester, by calling 818.364.7700.
Note: Addiction Studies sections 9017, 9018, and 9019; and Law sections 9045, 9046, and 9047; and Computer and Office Applications sections 9057, 9058, and 9059 WILL NOT TRANSFER to the California State University System.

Please ask the Coop Ed director about the LAMC Volunteer and Job Placement Program.

If you qualify for a BOGG fee waiver, you will not have to pay for taking this course. For information on the BOGG fee waiver, contact the Financial Aid Office.

**Day Classes:**
10:30-1:30 M E. Raskin LRC-COOP ED OFF
8:30-11:30 T E. Raskin LRC-COOP ED OFF
10 30-1:30 W E. Raskin LRC-COOP ED OFF

**Evening Classes:**
4:00-7:00 M Staff LRC-COOP ED OFF
4:00-7:00 W Staff LRC-COOP ED OFF
STUDENTS EMPLOYED 10-14 HOURS PER WEEK:
Enroll in class 921 and appropriate section number from college major list below.
Example: Accounting 921, Section 9001.

STUDENTS EMPLOYED 15 HOURS PER WEEK:
Enroll in class 931 and appropriate section number from college major list below.
Example: Accounting 931, Section 9002.

STUDENTS EMPLOYED 20 HOURS OR MORE PER WEEK:
Enroll in class 941 and appropriate section number from college major list below.
Example: Accounting 941, Section 9003.

Students can repeat the same Coop-Ed class for a maximum of 4 semesters.

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DEVELOPMENTAL COMMUNICATIONS
Developmental Communications

003A READING II: COMPREHENSION AND RELATED SKILLS
- 3.00 UNITS Rpt 1
Prerequisite: None
Class is graded credit/no-credit.
Intermediate course in reading; emphasizes finding main ideas, critical thinking, vocabulary skills, and study skills.
0112 LEC 10:35-12:00 MTWTh Staff INST 1003
3135 LEC 4:40-6:05 MTWTh Staff LRC 215
Developmental Communication 36A also offered through PACE. See page.

ENGLISH
ESL, English & Journalism

021 - ENGLISH FUNDAMENTALS - 3.00 UNITS
Prerequisite: Appropriate skill level demonstrated through the English assessment process or by permit.
Corequisite: Dev Com 36A.
Class graded credit/no credit.
Basic grammar, spelling, punctuation, topic sentences, and paragraph structure.
0171 7:45-10:15 MTWTh McKee, M CSB 201
0172 10:35-1:05 MTWTh Caggiano, S CSB 205
3017 4:40-6:05 MTWTh Stevenson, W CSB 105
(8 Week Class - Starts 6/9/2008, Ends 8/1/2008)

036A READING II: COMPREHENSION AND RELATED SKILLS A - 3.00 UNITS Rpt 1
Prerequisite: None
Class is graded credit/no-credit.
Intermediate course in reading; emphasizes finding main ideas, critical thinking, vocabulary skills, and study skills.
0112 LEC 10:35-12:00 MTWTh Staff INST 1003
3135 LEC 4:40-6:05 MTWTh Staff LRC 215
Developmental Communication 36A also offered through PACE. See page.

001 GRAMMAR: APPLIED TO WRITING
3.00 UNITS Rpt 1
Prerequisite: None
Class is 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.
0108 7:45-10:15 MTWTh Staff LRC 215
3024 7:30-10:00 MTWTh Staff LRC 215

022C COMMUNICATIONS LABORATORY C
1.00 UNITS Rpt 2
Prerequisite: None
Class is graded credit/no-credit.
0180 LEC 3:20 hrs TBA Scuderi, R INST 1018
Class is geared for disabled students.

022D COMMUNICATIONS LABORATORY D
1.00 UNITS Rpt 2
Prerequisite: None
Class is graded credit/no-credit.
0115 LEC 3:20 hrs TBA Scuderi, R INST 1018
Class is geared for disabled students.

022E COMMUNICATIONS LABORATORY E
1.00 UNITS Rpt 2
Prerequisite: None
Class is graded credit/no-credit.

021 COMMUNICATIONS LABORATORY C
1.00 UNITS Rpt 2
Prerequisite: None
Class is graded credit/no-credit.
0180 LEC 3:20 hrs TBA Scuderi, R INST 1018
Class is geared for disabled students.

022D COMMUNICATIONS LABORATORY D
1.00 UNITS Rpt 2
Prerequisite: None
Class is graded credit/no-credit.
0115 LEC 3:20 hrs TBA Scuderi, R INST 1018
Class is geared for disabled students.

022E COMMUNICATIONS LABORATORY E
1.00 UNITS Rpt 2
Prerequisite: None
Class is graded credit/no-credit.

021 COMMUNICATIONS LABORATORY C
1.00 UNITS Rpt 2
Prerequisite: None
Class is graded credit/no-credit.
0180 LEC 3:20 hrs TBA Scuderi, R INST 1018
Class is geared for disabled students.
028 INTERMEDIATE READING & COMPOSITION
3.00 UNITS
As a component of the student's final grade, a Common Department Final is required. Prerequisite: English 21 with a grade of “C” or better, or appropriate skills level demonstrated through the English assessment process, or by permit. English 28 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.
0113 7:45-10:15 MTWTh Grant, R INST 1005
3009 7:30-10:00 MTWTh Stevenson, W INST 1004

101 COLLEGE READING & COMPOSITION I
(UC:CSU) - 3.00 UNITS
Prerequisite: English 28 or ESL 8 with a grade of "C" or better, or appropriate skill level demonstrated through the English assessment process, or by permit. This is the first freshman composition course that meets requirements for the BA at four-year colleges and universities, comprising intensive reading, writing of essays, term papers, the study of style, methods of discourse, logic, and documentation. All sections may be taken for honors credit. See the Honors Counselor.
0114 LEC 10:35-1:05 MTWTh Grant, R CSB 201
3013 LEC 4:40-7:10 MTWTh Romero, T CSB 101
3025 LEC 7:30-10:00 MTWTh Campuzano, L CSB 205

102 COLLEGE READING & COMPOSITION II
(UC:CSU) - 3.00 UNITS
Prerequisite: English 101 with a grade of “C” or better, or by permit. Critical thinking and writing through the reading of poetry, drama, the short story, and the novel. All sections may be taken for honors credit. See the Honors Counselor.
0116 LEC 10:35-1:05 MTWTh Keawe, G BUNG 8
3042 LEC 4:40-7:10 MTWTh Keawe, G CSB 206

921 COOP ED - FAMILY & CONSUMER STUDIES
2.00 UNITS Rpt 3
931 COOP ED - FAMILY & CONSUMER STUDIES
3.00 UNITS Rpt 3
9038 5:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)
941 COOP ED - FAMILY & CONSUMER STUDIES
4.00 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.
9039 7:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

FAMILY AND CONSUMER STUDIES
Professional Studies
Faculty Advisor: Eloise F. Cantrell - 818.364.7625

021 NUTRITION (UC:CSU) - 3.00 UNITS
Prerequisite: None
Required for ACF Certificate and Food Production Certificate, meets Natural Science requirement. Comprehensive scientific nutrition information.
0185 LEC 10:30 hrs TBA Epps, F Internet
Email: professor_epps@live.com
3036 LEC 7:30-10:00 MTWTh Epps, F CSB 201

FOOD SERVICE MANAGEMENT
Professional Studies
Faculty Advisor: Eloise F. Cantrell - 818.364.7625

090 SANITATION & SAFETY (CSU) - 3.00 UNITS
Prerequisite: None
0184 IND 10:30 hrs TBA Struwe, K Internet
Email: kurtstruwe@sbcglobal.net (0184)
7107 LEC 7:45-10:15 MTWTh McKay, B INST 1008

Notes: The following series of classes FSM 100 through 108 and FCS 108, FCS 21, FCS 163 are required for AA, AS, ACF certification, and Food Management Certificate Program.
101 FOOD PRODUCTION I (CSU) - 4.00 UNITS
Prerequisite: FCS 50, 100 and negative TB test.
Study and lab experience of quality food production course, part of the American Culinary Federation Certification/Competencies.
100 LEC 8:00-9:00 MTWTh Zandalsini, L INST 1006
AND LAB 9:10-11:40 MTWTh Zandalsini, L INST 1006
(10 Week Class - Starts 6/9/2008, Ends 8/14/2008 )
7100 LEC 10:00-11:05 TWTh Luna, A CAMP HOLT
AND LAB 11:05-2:20 TWTh Luna, A CAMP HOLT
(11 Week Class - Starts 6/9/2008, Ends 8/21/2008 )
7102 LEC 8:00-9:05 TTh Higgins, A CAMP GONZ
AND LAB 9:10-11:40 MTWTh Zandalsini, L INST 1006
(8 Week Class - Starts 6/30/2008, Ends 8/21/2008 )
3035 LEC 4:40-5:40 TWTh Garcia, R INST 1006
AND LAB 5:55-9:15 TWTh Garcia, R INST 1006
(10 Week Class - Starts 6/9/2008, Ends 8/14/2008 )
011 PRINCIPLES OF HEALTHFUL LIVING
(UC:CSU) - 3.00 UNITS
Prerequisite: None
Implements the World Health Organization’s definition of health as the state of physical, mental and social well-being, not merely the absence of disease.
0121 LEC 7:45-10:10 MTWTh Milke, L CSB 110
0202 LEC 10:30-12:55 MTWTh Cooper, C CSB 110
3122 LEC 7:30-9:55 MTWTh Staff CSB 110
Health 11 also offered through ITV. See page 31.

001 INTRO TO WESTERN CIVILIZATION I
(UC:CSU) - 3.00 UNITS
Prerequisite: None
A survey course emphasizing the main political, social, and economic currents that shaped the development of Western Civilization from antiquity through the emergence of nations in the 18th Century.
0232 LEC 7:45-10:15 MTWTh Jimenez, G INST 1010

011 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I
(UC:CSU) - 3.00 UNITS
Prerequisite: None
A survey of major events, personages, and themes most significant to the political, economic, and social development of this nation from its New World beginnings through the Civil War. It meets the American History and Institutions requirements for the California State University system and the Social and Behavioral Sciences requirements for all universities.
0103 IND 10:30 hrs TBA Cramer, A Internet
www.lamission.edu/online
0104 IND 10:30 hrs TBA Sennet, R Internet
www.lamission.edu/online
0122 LEC 10:30-12:55 MTWTh Jimenez, G INST 1010
History 11 also offered through ITV. See page 31.

011 CULTURAL PATTERNS OF WESTERN CIVILIZATION
(UC:CSU) - 3.00 UNITS
Prerequisite: None
Survey of the arts in western civilization.
0125 10:30-12:55 MTWTh Schuster, M INST 1017

003 THE ARTS OF CONTEMPORARY SOCIETY
(UC:CSU) - 3.00 UNITS
Prerequisite: None
6503 LEC 8:00-10:00 W Staff CMPC 1
AND LEC 2:00-4:00 S Staff CMPC 1
AND LEC 2:00 hrs TBA Staff CMPC 1
102 BUSINESS LAW II (UC:CSU) - 3.00 UNITS
Prerequisite: None
Same as Business 6.
Second part of the civil law course, including bailment, principles of agency, third parties, partnerships, corporation, stockholders, and legal aspects of negotiable instruments.
This class may be taken for honors credit. See the Honors Counselor.
0167 IND 10:30 hrs TBA Morinaka, B Internet www.lamission.edu/law

011 INTRO TO LEGAL ASSISTANT II
(CSU) - 3.00 UNITS
Prerequisite: None
A detailed examination of civil and criminal cases, and an introduction to drafting and writing.
0107 IND 10:30 hrs TBA Jordan, D Internet www.lamission.edu/law

019 PROPERTY & CREDITOR RIGHTS - 3.00 UNITS
Prerequisite: None
Laws protecting landowners, tenants, and creditors. Law 19 is a study of law of personal property and real property, and bankruptcy law and forms.
0170 IND 10:30 hrs TBA Jordan, D Internet www.lamission.edu/law

020 BASIC PROBATE PROCEDURES - 3.00 UNITS
Prerequisite: None
Study of the fundamental principles and methods of fact gathering, office of both testate and intestate decedents, as well as the administration of estates in California Probate Courts.
0128 IND 10:30 hrs TBA Lampert, E Internet www.lamission.edu/law

MATHMATICS Mathematics

100 MATHEMATICS WORKSHOP
(NDA) - 1.00 UNIT Rpt 3
Corequisite: Math 113
Math 100 <--- Math 114
3131 3063
Students enroll in Math 100 section number 0227 must also enroll in Math 113 section number 0195. Students enrolled in Math section number 3131 must also enroll in Math 114 section number 3063.
3131 LAB 8:00-9:10 MTWTh Burds, J Math CTR (8 Week Class - Starts 6/9/2008, Ends 8/1/2008)

112 PRE-ALGEBRA (NDA) - 3.00 UNITS
Prerequisite: Math 105 with grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
0149 LEC 12:55-3:55 MTWTh Sani, R BUNG 1
0226 LEC 10:35-1:00 MTWTh Tadevosian, L BUNG 4
3068 LEC 7:30-10:00 MTWTh Reyes, C BUNG 1
Mathematics 112 also offered through PACE. See page 30.

114 ELEMENTARY ALGEBRA B - 3.00 UNITS
Prerequisite: Math 113 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
Math 113 and 114 together are equivalent to Math 115.
Corequisite: Math 100.
Students enrolled in Math 114 section number 3063 must also enroll in Math 100 section number 3131.
3063 6:00-7:50 MTWTh Burds, J BUNG 5 (8 Week Class - Starts 6/9/2008, Ends 8/1/2008)

115 ELEMENTARY ALGEBRA - 5.00 UNITS
Prerequisite: Math 112 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
Math 113 and 114 together are equivalent to Math 115.
All Mathematics 115 students are required to pass a comprehensive department final. Failure to take this examination at the Scheduled time and day will result in a score of zero.
3014 7:00-9:35 MTWTh Roshanain, A BUNG 3 (8 Week Class - Starts 6/9/2008, Ends 8/1/2008)
Math 115 also offered through PACE. See page 30.

125 INTERMEDIATE ALGEBRA - 5.00 UNITS
Prerequisite: Math 115 or Math 114 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
3016 7:00-9:35 MTWTh Butler, D INST 1003 (8 Week Class - Starts 6/9/2008, Ends 8/1/2008)
Math 125 also offered through PACE. See page 30.
Math 125 also offered through ITV. See page 31.

215 PRINCIPLES OF MATHEMATICS I (UC:CSU) - 3.00 UNITS
Prerequisite: Math 125 and Math 120 or Math 125 and Math 121 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
Primarily for students who plan to teach arithmetic in elementary schools.
3064 LEC 7:30-10:00 MTWTh Staff BUNG 2 (8 Week Class - Starts 6/9/2008, Ends 7/11/2008 except as noted.

227 STATISTICS (UC:CSU) - 4.00 UNITS
Prerequisite: Math 125 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
Equivalent to Math 225 with an additional hour of laboratory.
0187 LEC 9:45-1:05 MTWTh Gerhardt, S BUNG 1
0229 LEC 9:25-12:45 MTWTh Yun, Y CSB 206
3053 LEC 6:35-9:55 MTWTh Wong, K BUNG 5
3065 LEC 3:50-7:10 MTWTh Antoniou N INST 2005 Mathematics 227 also offered through PACE. See page 30.

240 TRIGONOMETRY (CSU) - 3.00 UNITS
Prerequisite: Math 125 and Math 120 or Math 125 and Math 121 with a grade of "C" or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
3022 LEC 7:30-10:00 MTWTh Bakianian, A INST 1017
245 COLLEGE ALGEBRA (UC:CSU) - 3.00 UNITS
Prerequisite: Math 125 with a grade of “C” or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
0194 LEC 10:35-1:05 MTWTh Staff CSB 203
3028 LEC 7:30-10:00 MTWTh Ngo, H INST 1013

265 CALCULUS WITH ANALYTIC GEOMETRY I
(UC:CSU) - 5.00 UNITS
Prerequisite: Math 260, or Math 240 and 245 with a grade of “C” or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit. Graphic calculators recommended.

267 CALCULUS WITH ANALYTIC GEOMETRY III
(UC:CSU) - 5.00 UNITS
Prerequisite: Math 266 with a grade of “C” or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.
3030 LEC 5:45-10:00 MTWTh Smazenka, R CSB 208

MICROBIOLOGY Life Science
Faculty Advisor: Dr. Angela Echeverri - 818.364.7704
001 INTRO TO MICROBIOLOGY
(UC:CSU) - 4.00 UNITS
Prerequisite: Bio 3 or 6 and Chem 51 or 65 or 101 with grade of “C” or better.
Advisory: English 28 or ESL 8.
Equivalent to CSUN Biology 215 and 215L; CSULA Microbiology 151.
0245 LEC 8:30-9:55 MTWTh Echeverri, A INST 2016 AND LAB 10:00-11:25 MTWTh Echeverri, A INST 2016 (8 Week Class - Starts 6/9/2008, Ends 8/1/2008)

MULTIMEDIA Arts, Health & Physical Education
100 INTRO TO MULTIMEDIA COMPUTER APPLICATIONS - 3.00 UNITS Rpt 3
Prerequisite: None
Printing Fee $10.00.
3308 LEC 6:00-7:30 MTWTh Staff LRC 233
AND LAB 7:40-9:10 MTWTh Staff LRC 233

320 WEB DESIGN - 3.00 UNITS Rpt 3
Prerequisite: None
3012 LEC 6:00-7:30 MTWTh Stage, C LRC 106
AND LAB 7:40-9:10 MTWTh Stage, C LRC 106

500 MULTIMEDIA LABORATORY - 1.00 UNIT Rpt 3
3309 LAB 4:00-5:20 MTWTh Stage, C LRC 106

MUSIC Arts, Health & Physical Education
101 FUNDAMENTALS OF MUSIC
(UC:CSU) - 3.00 UNITS
Prerequisite: None
Study of basic elements of music: notation of pitch and rhythm, scales, intervals, key signatures, and triads.
6113 LEC 4:45-7:10 MTWTh Staff CAC 6

111 MUSIC APPRECIATION I
(UC:CSU) - 3.00 UNITS
Prerequisite: None
Introduction to musical works from a variety of styles and periods, how to listen to music effectively and with comprehension.
6101 LEC 7:30-9:55 MTWTh Foster, D CAC 6

PHILOSOPHY Social Sciences
001 INTRO TO PHILOSOPHY
(UC:CSU) - 3.00 UNITS
Prerequisite: None
A survey of fundamental questions about self, society, and the universe. Primary focus on theories of reality, knowledge, and religion.
0130 LEC 10:35-1:05 MTWTh Pursley, M CSB 105
0146 IND 10:30 hrs TBA Dyas, D Internet Email: david@daviddyas.com
Philosophy 1 also offered through ITV. See page 31.

005 CRITICAL THINKING & COMPOSITION
(UC:CSU) - 3.00 UNITS
Prerequisite: English 101 with a grade of “C” or better.
This course studies the critical thinking skills necessary for evaluating and formulating argumentative essays. Critical writing is the focus of this course. This section may be taken for honors credit. See the Honors Counselor.
6585 LEC 6:00-8:00 F Pursley, M CMPC CTR
AND LEC 8:00-10:00 U Pursley, M CMPC CTR
AND LEC 2:00 hrs TBA Pursley, M CMPC CTR (9 Week Class - Starts 6/9/2008, Ends 8/8/2008)
006 LOGIC IN PRACTICE (UC:CSU) - 3.00 UNITS
Prerequisite: None
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 discourses.
All sections may be taken for honors credit. See the Honors counselor.
0234 IND 8:50 hrs TBA Dyas, D Internet
Email: david@daviddyas.com
Philosophy 6 is also offered through PACE. See page 30.

003 COMPARATIVE SURVEY OF WORLD RELIGIONS (UC:CSU) - 3.00 UNITS
Prerequisite: None
History, practices, and world views of the major religions originating in India, China, Japan, and the Near East. This section may be taken for honors credit. See the Honors counselor.
6504 LEC 6:00-8:00 W Pursley, M CMPC 5
AND LEC 10:00-12:00 S Pursley, M CMPC 5
AND LEC 2:00 hrs TBA Pursley, M CMPC 5

PHYSICAL EDUCATION
Arts, Health & Physical Education

295 INDIVIDUAL & DUAL ACTIVITIES - ADAPTIVE ACTIVITIES (UC:CSU) - 1.00 UNIT Rpt 3
Prerequisite: None
Geared toward the disabled students.
2026 LAB 10:30-11:50 MWTWTh Staff FOOT 103

552 ATHLETICS PRE-SEASON CONDITIONING (UC:CSU) - 1.00 UNIT Rpt 3
Prerequisite: None
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.
2024 LAB 5:10 hrs TBA Cascione, J ELCRPARK
2027 LAB 10:30 hrs TBA Madha, E FOOT 103
MEN SOCCER
2028 LAB 6:00 hrs TBA Martins, E FOOT 103 WOMEN SOCCER

666 BODY CONDITIONING (UC:CSU) - 1.00 UNIT Rpt 3
Prerequisite: None
The class will include various aerobic activities to enhance cardiovascular conditioning. Weight resistance exercises and stretching exercises will be included to develop muscle strength, endurance, and flexibility. Training principles and concepts along with nutritional information will be introduced.
Emphasis on Power Walking.
2029 LAB 7:45-10:10 MWTWTh Staff FOOT 103
2925 LAB 4:45-7:10 MWTWTh Staff ELCRPARK

660 WEIGHT TRAINING (UC:CSU) - 1.00 UNIT Rpt 3
Prerequisite: None
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.
2926 LAB 7:30-9:55 MWTWTh Staff FOOT 103

PHYSIOLOGY
Life Science
Faculty Advisor: Michael Reynolds - 818.364.7695

001 INTRODUCTION TO HUMAN PHYSIOLOGY (UC:CSU) - 4.00 UNITS
Equivalent to CSUN Biology 281 & 282, CSULA Biology 200A & 200B (if completed Anatomy 1).
Prerequisite: Anatomy 1 with a grade of “C” or better.
Advisory: Chemistry 51 or 65 or 101 and English 28 or ESL 8.
This course involves the study of the function of the following human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Labs include hands-on applications.
0244 LEC 8:00-9:25 MWTWTh Ekerdany, M INST 2001
AND LAB 9:35-11:00 MWTWTh Ekerdany, M INST 2018
(8 Week Class - Starts 6/9/2008, Ends 8/1/2008)

POLITICAL SCIENCE
Social Sciences
Faculty Advisor: Chuck Dirks - 818.364.7675

001 THE GOVERNMENT OF THE UNITED STATES (UC:CSU) - 3.00 UNITS
Prerequisite: None
0134 LEC 7:45-10:10 MWTWTh Dirks, C INST 1001
0155 LEC 10:30-12:55 MWTWTh Dirks, C INST 1001
0241 IND 10:30 hrs TBA Chounlamountry Internet email: chounlam@usc.edu
3034 LEC 7:30-9:55 MWTWTh Staff INST 1002
3082 LEC 7:30-9:55 MWTWTh Staff INST 1001
Political Science 1 also offered through ITV. See page 31.

921 COOP ED - POLITICAL SCIENCE
2.00 UNITS Rpt 3
9065 3:20 hrs TBA Raskin, E Schedule
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

931 COOP ED - POLITICAL SCIENCE
3.00 UNITS Rpt 3
9066 5:50 hrs TBA Raskin, E Schedule
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008)

941 COOP ED - POLITICAL SCIENCE
4.00 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.
9067 7:50 hrs TBA Raskin, E Schedule
(10 Week Class - Starts 6/9/2008, Ends 8/15/2008)
<table>
<thead>
<tr>
<th>Session</th>
<th>[001] General Psychology I [(UC:CSU)]</th>
<th>[001] Elementary Spanish [(UC:CSU)]</th>
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<tbody>
<tr>
<td>0.00 UNITS</td>
<td>3.00 UNITS</td>
<td>5.00 UNITS</td>
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<tr>
<td>Advisory: English 21 or ESL 6. 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.</td>
<td>Prerequisite: None</td>
<td>Prerequisite: None</td>
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<td>0105 LEC 4:45-7:10 MTWTh Moyenda, A INST 1002</td>
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<tr>
<td>Psychology 1 also offered through ITV. See page 31.</td>
<td>921 COOP ED - Psychology 2.00 UNITS Rpt 3</td>
<td>921 COOP ED - Speech Communication 2.00 UNITS Rpt 3</td>
</tr>
<tr>
<td>Sociology 1 also offered through ITV. See page 31.</td>
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<tr>
<td>Faculty Advisor: Myriam Mekelburg - 818.833.3414</td>
<td>Faculty Advisor: Margie Long - 818.364.7682</td>
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<tr>
<th>[001] Intro to Sociology [(UC:CSU)]</th>
<th>[010] Oral Communication [(UC:CSU)]</th>
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<tbody>
<tr>
<td>3.00 UNITS</td>
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<td>Prerequisite: None</td>
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<tr>
<td>All sections may be taken for honors credit. See the Honors Counselor.</td>
<td>This introductory speech course emphasizes the techniques of public speaking including the delivery of speeches to inform, persuade, and activate. In this course you will refine your critical thinking, research, organizational, and time management skills. You will learn how to organize and adapt your message to any audience.</td>
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<tr>
<td>0163 LEC 7:45-10:15 MTWTh Raskin, E INST 2004</td>
<td>0137 7:45-10:10 MTWTh Long, M INST 1012</td>
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<tr>
<td>0138 10:30-12:55 MTWTh Long, M INST 1012</td>
<td>0138 10:30-12:55 MTWTh Long, M INST 1012</td>
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<tr>
<td>Speech 101 is also offered through PACE. See page 30.</td>
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<thead>
<tr>
<th>[001] Coop Ed - Speech Communication [(UC:CSU)]</th>
<th>[010] Oral Communication [(UC:CSU)]</th>
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<tr>
<td>3.00 UNITS</td>
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<td>4.00 UNITS</td>
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<td>9087 7:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)</td>
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<tr>
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<th>[010] Oral Communication [(UC:CSU)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00 UNITS</td>
<td>3.00 UNITS</td>
</tr>
<tr>
<td>Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the student’s educational goals.</td>
<td></td>
</tr>
<tr>
<td>9087 7:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>[001] Coop Ed - Speech Communication [(UC:CSU)]</th>
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<tr>
<td>9087 7:50 hrs TBA Raskin, E Schedule (10 Week Class - Starts 6/9/2008, Ends 8/15/2008)</td>
<td></td>
</tr>
</tbody>
</table>
Log in to your class:
edutude classes are located at http://lamc.etudes.fhda.edu
A. Determine your Username:
The username is the first 2 letters of the first name + the first 2 letters of the last name + last 5 digits of the SIN (all lower case).
Example: Jose A. Garcia
Username: joga23333
B. Determine your Password:
The password is: Month+Day of birth (in school records).
Example: January 11
Password: 0111

See if you are ready for an online class:
Take this sample online assessment to see if you are ready-
http://www.alt.usg.edu/sort
This information is located at http://missiononline.pbwiki.com

Non Credit Program

Basic Skills
Continuing Education
Adult Education

Online Classes - Session I

Welcome to Online & Hybrid Classes!

1. Find your class
To get to your online class, follow these steps:
1. Go first to the main College webpage - http://www.lamission.edu
2. Click on “online classes”
http://www.lamission.edu/online_classes.html
3. If it is an etudes class - locate your class - http://missionclasses.pbwiki.com and then contact your instructor -
http://www.lamission.edu/etudes_faculty.html
4. If it is a WebCT or other type of online class - locate your class - and then contact your instructor at their faculty webpage -
http://www.lamission.edu/faculty_webpages.html
5. If you are having problems logging in - make certain you are registered for the class - go the Student Information System -
http://www.laccd.edu/student_information/sis_logon.asp

2. Log into your class
edutude classes are located at http://lamc.etudes.fhda.edu
A. Determine your Username:
The username is the first 2 letters of the first name + the first 2 letters of the last name + last 5 digits of the SIN (all lower case).
Example: Jose A. Garcia
Username: joga23333
B. Determine your Password:
The password is: Month+Day of birth (in school records).
Example: January 11
Password: 0111

3. See if you are ready for an online class:
Take this sample online assessment to see if you are ready-
http://www.alt.usg.edu/sort
This information is located at http://missiononline.pbwiki.com

Biology
Life Science
Faculty Advisor: Michael Reynolds - 818.364.7695

Medical Terminology - 3.00 Units
Prerequisite: None
Medical terms related to the structure and function of the human body in health and disease. Ideal for allied Math students.
0831 LEC 6:30 hrs TBA Saeki, W Internet
Email: www.lamission.edu/lifesciences/saeki
(8 Week Class - Starts 6/9/2008, Ends 8/1/2008 )

Business
Business & Law

Introduction to Business (UC:CSU) - 3.00 Units
Prerequisite: None
The student will learn the various forms of business organizations. The student will study business management, organization, financing and marketing, and also become acquainted with the risks involved in business and with government's role in business.
3018 LEC 4:45-7:10 MW Bernal, V CSB 205
AND IND 5:35 hrs TBA Bernal, V Internet
BUSINESS - MANAGEMENT
Business & Law

013 SMALL BUSINESS ENTREPRENEURSHIP (CSU) - 3.00 UNITS
Prerequisite: None
This course presents a systematic approach to successful small business operation. 3101 LEC 7:30-9:55 MW Bernal, V CSB 207 AND LEC 6:05 hrs TBA Bernal, V Internet www.lamission.edu/business/bernal Management 13 is also offered in ITV. See page

HISTORY
Social Sciences

011 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES I (UC:CSU) - 3.00 UNITS
Prerequisite: None
A survey of major events, personages, and themes most significant to the political, economic, and social development of this nation from its New World beginnings through the Civil War. It meets the American History and Institutions requirements for the California State University system and the Social and Behavioral Sciences requirements for all universities. All sections may be taken for honors credit. See the Honors Counselor.

007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC:CSU) - 3.00 UNITS
Prerequisite: None
Traces the historical evolution of the Mexican-American to 1850.

C HICANO STUDIES
Foreign Languages & Chicano Studies

007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (UC:CSU) - 3.00 UNITS
Prerequisite: None
This class may be taken for honors credit. See the Honors Counselor.

FAMILY AND CONSUMER STUDIES
Professional Studies

001 BUSINESS LAW I (UC:CSU) - 3.00 UNITS
Prerequisite: None
Same as Business 5. Introductory course in civil law open to all students.

FOOD SERVICE MANAGEMENT
Professional Studies
Faculty Advisor: Eloise F. Cantrell - 818.364.7625

SANITATION & SAFETY (CSU) - 3.00 UNITS
Prerequisite: None
0184 IND 10:30 hrs TBA Struwe, K Internet Email: kurtstruwe@sbcglobal.net (0184)
019 PROPERTY & CREDITOR RIGHTS - 3.00 UNITS
Prerequisite: None
Laws protecting landowners, tenants, and creditors. Law 19 is a study of law of personal property and real property, and bankruptcy law and forms.
0170 IND 10:30 hrs TBA Jordan, D Internet www.lamission.edu/law

020 BASIC PROBATE PROCEDURES - 3.00 UNITS
Prerequisite: None
Study of the fundamental principles and methods of fact gathering, office of both testate and intestate decedents, as well as the administration of estates in California Probate Courts.
0128 IND 10:30 hrs TBA Lampert, E Internet www.lamission.edu/law

PSYCHOLOGY Social Sciences

001 GENERAL PSYCHOLOGY I (UC:CSU) - 3.00 UNITS
Advisory: English 21 or ESL 6.
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.
0144 IND 10:30 hrs TBA Rogers, C Internet Chante427@yahoo.com

SOCIOLOGY Social Sciences

001 INTRO TO SOCIOLOGY (UC:CSU) - 3.00 UNITS
Prerequisite: None
Develops the sociological perspective that behavior is largely determined by human interactions and by membership in groups.
All sections may be taken for honors credit. See the Honors Counselor.
0109 IND 10:30 hrs TBA Layne, V Internet Email: proflayne@yahoo.com
0163 IND 10:30 hrs TBA Mekelburg, M Internet Email: profmek@hotmail.com
Sociology 1 also offered through ITV. See page 31.
### PACE Summer Session
#### Course Offerings for 2008

**J une 9th - August 9th**

**Summer Orientation:** Saturday, June 7, 9-11 AM  
**CMPC 5 & 6**

Regular PACE Saturdays: 6/21; 7/12; 7/26; 8/9 final exams.  
Bridge Saturdays: 6/14; 6/28; 7/19; 8/2; 8/9 final exams

**Note:** Math 115, 125, and Biology 3, meet every Saturday.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Days &amp; Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6590</td>
<td>English 21</td>
<td>3</td>
<td>Monday 6-8 PM &amp; Bridge Saturday, 8 AM-12 PM</td>
<td>CMPC 6</td>
</tr>
<tr>
<td>6591</td>
<td>English 28</td>
<td>3</td>
<td>Internet &amp; Bridge Saturday</td>
<td>CMPC 5</td>
</tr>
<tr>
<td>6592</td>
<td>English 101</td>
<td>3</td>
<td>Monday 6-8 PM &amp; Bridge Saturday, 8 AM-12 PM</td>
<td>CMPC 1</td>
</tr>
<tr>
<td>6597</td>
<td>Dev Com 36A</td>
<td></td>
<td>Monday 8-10 &amp; Bridge Saturdays 12:30-4:30 PM</td>
<td>CMPC 5</td>
</tr>
<tr>
<td>6593</td>
<td>Math 105</td>
<td>3</td>
<td>Monday 8-10 PM &amp; Bridge Saturday 12:30-4:30 PM</td>
<td>INST 2004</td>
</tr>
<tr>
<td>6594</td>
<td>Math 112</td>
<td>3</td>
<td>Monday 8-10 PM &amp; Bridge Saturday 12:30-4:30 PM</td>
<td>INST 1004</td>
</tr>
<tr>
<td>6595</td>
<td>Math 115</td>
<td>5</td>
<td>Monday 8-10 PM, Wed. 6-10 PM, Sat. 12:30-4:30 PM</td>
<td>CMPC 6</td>
</tr>
<tr>
<td>6596</td>
<td>Math 125</td>
<td>5</td>
<td>Monday 8-10 PM, Saturday 12:30-4:30 PM</td>
<td>INST 1010</td>
</tr>
<tr>
<td>6597</td>
<td>Dev Com 36A</td>
<td></td>
<td>Monday 8-10 PM &amp; Bridge Saturdays 12:30-4:30 PM</td>
<td>CMPC 6</td>
</tr>
<tr>
<td>6598</td>
<td>Math 227</td>
<td></td>
<td>Monday &amp; Wednesday 6-10 PM (no Saturdays)</td>
<td>CMPC 2</td>
</tr>
</tbody>
</table>

**Wednesday Courses (General Studies Track)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Days &amp; Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6504</td>
<td>Philosophy 33</td>
<td>3</td>
<td>Wed 6-8 PM Regular PACE Sat. 8 AM-12 PM</td>
<td>M Pursley CMPC 5</td>
</tr>
<tr>
<td>6503</td>
<td>Humanities 3</td>
<td>3</td>
<td>Wed 8-10 PM, Saturday 12:30-4:30 PM</td>
<td>CMPC 5</td>
</tr>
</tbody>
</table>

**Monday/Wednesday Course (Health Sciences Track)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Days &amp; Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6506</td>
<td>Biology 3</td>
<td>4</td>
<td>Monday &amp; Wednesday 5:25- 8:35 PM &amp; Saturday 7:45 AM- 12:40 PM Lec/Lab</td>
<td>INST 2019</td>
</tr>
<tr>
<td>6507</td>
<td>Biology 3</td>
<td>4</td>
<td>Tuesday 5:25-7:15 PM Thursday 5:25-10:10 PM, Saturday 10:40 AM- 3:35 PM Lec/Lab</td>
<td>INST 2019</td>
</tr>
</tbody>
</table>

**Tuesday Courses (Business, Elementary Teaching, Social Science)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Days &amp; Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6502</td>
<td>Speech 101</td>
<td>3</td>
<td>Tuesday 6-8 PM &amp; Regular PACE Sat. 8 AM-12 PM</td>
<td>CMPC 1 &amp; 2</td>
</tr>
<tr>
<td>6501</td>
<td>Political Sci 1</td>
<td>3</td>
<td>Tuesday 8-10 PM &amp; Regular PACE Saturday 12:30- 4:30 PM I Ostrow</td>
<td>CMPC 1 &amp; 2</td>
</tr>
</tbody>
</table>

**Thursday Courses (Business, Elementary Teaching, Social Science)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Days &amp; Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6505</td>
<td>Speech 101</td>
<td>3</td>
<td>Thursday 6-8 PM &amp; Regular PACE Sat. 8-12</td>
<td>CMPC 1 &amp; 2</td>
</tr>
<tr>
<td>6508</td>
<td>Political Sci 1</td>
<td>3</td>
<td>Thursday 8-10 PM &amp; Regular PACE Saturday 12:30- 4:30 PM I Ostrow</td>
<td>CMPC 1 &amp; 2</td>
</tr>
</tbody>
</table>

**Combined sections!**

- Philosophy 5: Five day course section # 6598  
  Mark Pursley, Instructor
- Philosophy 6: Five-Day Course Section # 6599  
  Mark Pursley, Instructor

**All LAMC students may enroll in PACE!**  
**PACE PICNIC:** Saturday, July 26, Campus quad 11-1

---

**PACE was designed to offer convenient course scheduling for busy people.**

**PACE students may take two classes at a time for an eight week session.**

**PACE is fully accredited and all courses are transferable to CSU and UC.**

**All Los Angeles Mission College students may enroll in PACE courses.**
The Weekend College

ITV/The Weekend College classes allow students to complete general education classes in a focused eight-week format. Classes are taught on four campuses: City [C] and Southwest [SW] Colleges on Saturdays and Valley [V] and Pierce [P] Colleges on Sundays. First college listed is AM only 9:00 - 12:00 Noon. Second college listed is PM only 1:30 - 4:30 PM. Students may attend at any location or change locations, if necessary, throughout the semester.

The classes are taught by the same qualified LACCD instructor at each campus. Instruction is combined with award-winning video lessons available on cable television, in broadband, on DVD, and in the College Learning Resource Centers. Each class also has an online component creating a positive, engaging learning environment.

For classroom locations go to: www.lamission.edu/itv and click View Schedule. Financial aid is available for qualified students; fee waivers apply to these classes. Transcripts are issued by LA Mission College.

SUMMER 08
June 16 - August 10, 2008

<table>
<thead>
<tr>
<th>Classes</th>
<th>Section</th>
<th>Saturday Campus</th>
<th>Sunday Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics 1</td>
<td>7936</td>
<td>C/SW</td>
<td>P/V</td>
</tr>
<tr>
<td>English 101</td>
<td>7937</td>
<td>C/SW</td>
<td>P/V</td>
</tr>
<tr>
<td>English 102</td>
<td>7938</td>
<td>C/SW</td>
<td>P/V</td>
</tr>
<tr>
<td>Geology 1</td>
<td>7939</td>
<td>C/SW</td>
<td>P/V</td>
</tr>
<tr>
<td>Health 11</td>
<td>7940</td>
<td>C/SW</td>
<td>P/V</td>
</tr>
<tr>
<td>History 11</td>
<td>7941</td>
<td>C/SW</td>
<td>P/V</td>
</tr>
<tr>
<td>Math 125</td>
<td>7942</td>
<td>SW/C</td>
<td>V/P</td>
</tr>
<tr>
<td>Philosophy 1</td>
<td>7943</td>
<td>SW/C</td>
<td>V/P</td>
</tr>
<tr>
<td>Political Science 1</td>
<td>7944</td>
<td>SW/C</td>
<td>V/P</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>7945</td>
<td>SW/C</td>
<td>V/P</td>
</tr>
<tr>
<td>Psychology 41</td>
<td>7946</td>
<td>SW/C</td>
<td>V/P</td>
</tr>
<tr>
<td>Sociology 1</td>
<td>7947</td>
<td>SW/C</td>
<td>V/P</td>
</tr>
</tbody>
</table>

Saturday class meetings: June 21 – Aug. 9, 2008
Sunday class meetings: June 22 – Aug. 10, 2008

Last Day To:
ADD by STEP or on-line: June 15, 2008
ADD by FAX: (818)833-3598
Or in-person: June 27, 2008
Drop without incurring fees: June 21, 2008

Website: www.lamission.edu/itv • Telephone: 818/833-3594 or 800/917-9277

Instructional Television (ITV) courses are transferable community college courses that combine instructional video with an interactive course website and weekend class meetings. The classes are specifically designed for working adults and busy students. Classes are convenient and provide the flexibility working adults require.
### ADMINISTRATION OF JUSTICE

**002 CONCEPTS OF CRIMINAL LAW**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
The structure, definitions and most used sections of the Penal Code and other criminal statutes.  
3037 LEC 4:45-7:15 MTWTh Enos, K CSB 101

**004 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
A study of the various agencies in the criminal justice arena.  
0166 LEC 10:35-1:05 MTWTh Laflamme, F INST 1012

**005 CRIMINAL INVESTIGATION**  
- 3.00 UNITS  
Prerequisite: None  
Police procedures in criminal investigation. Legal aspects and procedures.  
3047 LEC 7:30-9:55 MTWTh Enos, K CSB 101

**014 REPORT WRITING FOR PEACE OFFICERS**  
(CSU) - 3.00 UNITS  
Prerequisite: None  
The study of effective report writing in police work including crime scene investigative reports and arrest reports.  
0192 LEC 1:15-3:40 MTWTh Rocke, J INST 2004

**075 INTRO TO CORRECTIONS**  
- 3.00 UNITS  
Prerequisite: None  
Basic course dealing with the nature of correctional systems and correctional work.  
3050 LEC 7:30-9:55 MTWTh Woods, M INST 2006

### ANTHROPOLOGY

**101 HUMAN BIOLOGICAL EVOLUTION**  
(UC:CSU) - 3.00 UNITS  
Advisory: English 28 or ESL 8.  
0331 LEC 10:35-1:00 MTWTh Gribben, A INST 1015

**121 ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
3060 LEC 7:30-9:55 MTWTh Carter, M INST 1015

### ART

**103 ART APPRECIATION I**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
Advisory: English 21.  
This class is an introductory course that involves the students in an exploration into the nature and appreciation of the visual arts.  
All sections may be taken for honors credit. See the Honors Counselor.  
3006 LEC 4:45-7:10 MTWTh Staff CSB 207

**502 BEGINNING THREE-DIMENSIONAL DESIGN**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
Introduction to art making utilizing three dimensional materials, including additive and subtractive processes. Required of Art Majors and Multimedia Block I.  
Lecture 2 hours, lab 2 hours.  
0105 LEC 12:30-2:35 MTWTh Staff CAC 1  
AND LAB 2:35-4:40 MTWTh Staff CAC 1

### BUSINESS

**001 INTRO TO BUSINESS**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
The student will learn the various forms of business organizations. The student will study business management, organization, financing and marketing, and also become acquainted with the risks involved in business and with government’s role in business.  
0215 LEC 0:30 hrs TBA Bernal, V Internet www.lamission.edu/business/bernal

**005 BUSINESS LAW I**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
Same as Law 1.  
0214 LEC 10:30-12:55 MTWTh Rush, C INST 2006

### BUSINESS - ECONOMICS

**001 PRINCIPLES OF ECONOMICS I**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
This class may be taken for honors credit. See the Honors Counselor.  
0209 10:30-12:55 MTWTh Danai, M CSB 111  
Economics 1 also offered through ITV. See page 31.

**002 PRINCIPLES OF ECONOMICS II**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
This class may be taken for honors credit. See the Honors Counselor.  
0211 1:15-3:40 MTWTh Staff INST 2006  
Economics 2 also offered through PACE. See page 30.

### BUSINESS - MARKETING

**021 PRINCIPLES OF MARKETING**  
- 3.00 UNITS  
Prerequisite: None  
Emphasized how concepts and principles of marketing are applied from a marketing manager perspective in selecting an attractive target market.  
0242 LEC 10:30 hrs TBA Bernal, V Internet www.lamission.edu/business/bernal
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>C - 002</td>
<td>THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY</td>
<td>3.00</td>
<td>None</td>
<td>Traces the historical evolution of the Mexican American to 1850.</td>
<td>Maldonado, J</td>
<td>CSB 203</td>
</tr>
<tr>
<td>C - 007</td>
<td>THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES</td>
<td>3.00</td>
<td>None</td>
<td>This class may be taken for honors credit. See the Honors Counselor.</td>
<td>Morales, J</td>
<td>CSB 102B</td>
</tr>
<tr>
<td>C - 008</td>
<td>THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II</td>
<td>3.00</td>
<td>None</td>
<td>This course includes 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. All sections may be taken for honors credit. See the Honors Counselor.</td>
<td>Levine, S</td>
<td>INST 2021</td>
</tr>
<tr>
<td>C - 001</td>
<td>CHILD GROWTH &amp; DEVELOPMENT</td>
<td>3.00</td>
<td>None</td>
<td>Covers the development of a child from the prenatal stage through adolescence.</td>
<td>De Silva, L</td>
<td>CSB 102A</td>
</tr>
<tr>
<td>C - 002</td>
<td>EARLY CHILDHOOD: PRINCIPLES &amp; PRACTICES</td>
<td>3.00</td>
<td>None</td>
<td>Preschool principles, practices (including discipline and guidance) and philosophies.</td>
<td>De Silva, L</td>
<td>CSB 102A</td>
</tr>
<tr>
<td>C - 003</td>
<td>CREATIVE EXPERIENCES FOR CHILDREN I</td>
<td>3.00</td>
<td>Child Dev 1 and 2</td>
<td>Required by the state for those who work with infants.</td>
<td>Berg, R</td>
<td>INST 2021</td>
</tr>
<tr>
<td>C - 004</td>
<td>CREATIVE EXPERIENCES FOR CHILDREN II</td>
<td>3.00</td>
<td>Child Dev 1 and 2</td>
<td>Required by the state for those who work with infants.</td>
<td>Berg, R</td>
<td>INST 2021</td>
</tr>
<tr>
<td>C - 005</td>
<td>MEXICAN ART-MODERN</td>
<td>3.00</td>
<td>None</td>
<td>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.</td>
<td>Gutierrez, E</td>
<td>CSB 102A</td>
</tr>
<tr>
<td>C - 010</td>
<td>CHILD HEALTH</td>
<td>3.00</td>
<td>None</td>
<td>Health and safety, communicable illness and management, safe environment, child nutrition. Pediatric First Aid and Cardio-Pulmonary-Respiration certificates will be issued.</td>
<td>Berg, R</td>
<td>INST 2021</td>
</tr>
<tr>
<td>C - 030</td>
<td>INFANT &amp; TODDLER STUDIES I</td>
<td>3.00</td>
<td>None</td>
<td>Health and safety, communicable illness and management, safe environment, child nutrition. Pediatric First Aid and Cardio-Pulmonary-Respiration certificates will be issued.</td>
<td>Berg, R</td>
<td>INST 2021</td>
</tr>
<tr>
<td>C - 003</td>
<td>HISTORY OF MOTION PICTURES</td>
<td>3.00</td>
<td>None</td>
<td>This course includes 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. All sections may be taken for honors credit. See the Honors Counselor.</td>
<td>Levine, S</td>
<td>INST 2021</td>
</tr>
<tr>
<td>C - 001</td>
<td>COMPUTER KEYBOARDING I</td>
<td>3.00</td>
<td>None</td>
<td>Students will develop basic keyboarding skills on the computer using Microsoft Word.</td>
<td>Woodmansee, J</td>
<td>INST 2021</td>
</tr>
<tr>
<td>C - 076</td>
<td>KEYBOARDING FOR DATA PROCESSING</td>
<td>1.00</td>
<td>None</td>
<td>Keyboarding to improve input speed.</td>
<td>Woodmansee, J</td>
<td>INST 2021</td>
</tr>
</tbody>
</table>
0401 INTRO TO COMPUTERS & THEIR USES
(UC:CSU) - 3.00 UNITS
Prerequisite: None
Introduction to Computer Science terminology, concepts and programming.
This class satisfies the CAL STATE (CSUN) and the UC/system Computer Literacy Requirement at ONE FOURTH of the price.
0156 LAB 8:00-9:00 MTWTh Kubicki, P INST CLAB
AND LEC 9:00-12:00 MTWTh Kubicki, P INST 2005

435 MICROCOMPUTER OPERATING SYSTEM
3.00 UNITS
Prerequisite: CS 431
The student will master advanced operating system techniques using a mouse driven graphical interface.
Currently popular microcomputer operating systems programs commonly used utility programs will be discussed.
3073 LEC 6:00-7:50 MTWTh Rettke, E INST 2005
AND LAB 8:00-10:00 MTWTh Rettke, E INST CLAB

DEVELOPMENTAL
COMMUNICATIONS

001 GRAMMAR: APPLIED TO WRITING
3.00 UNITS Rpt 1
Prerequisite: None
Class is graded credit/no-credit.
Introduction to basic grammar as it relates to writing.
0190 7:45-10:15 MTWTh Staff LRC 215
3044 7:30-9:55 MTWTh Staff LRC 215

036A READING II: COMPREHENSION & RELATED SKILLS A - 3.00 UNITS Rpt 1
Prerequisite: None
Class is graded credit/no-credit.
Intermediate course in reading; emphasizes finding main ideas, critical thinking, vocabulary skills, and study skills.
0189 10:35-1:00 MTWTh Staff LRC 215
3045 4:40-7:05 MTWTh Staff INST 1004
Developmental Communication 36A also offered through PACE. See page 30.
052 ESL READING & CONVERSATION A  
(NDA) - 3.00 UNITS  
Prerequisite: Appropriate ESL placement results or by permit. 
Class is graded credit/no-credit.  
3142 7:30 - 9:55 MTWTh Keesee, D  CSB 201  

053 ESL READING & CONVERSATION B  
(NDA) - 3.00 UNITS  
Prerequisite: ESL 3, or appropriate ESL placement results, or by permit.  
Class is graded credit/no-credit.  
0118 LEC  7:45-10:10 MTWTh Barbato, L  CSB 101

021 NUTRITION  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
Required for ACF Certificate and Food Production Certificate, meets Natural Science requirement.  
Comprehensive scientific nutrition information.  
3027 LEC  7:30-9:55 MTWTh Cantrell, E  INST 1008  
Taught bilingually (English/Spanish)  

031 MARRIAGE & FAMILY LIFE  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
Required for Gerontology, Administration of Justice Certificate, and Family and Consumer Studies AA Degree.  
Learn about relationships, communication techniques, sexual attitudes and how to be a complete you.  
3119  4:45-7:10 MTWTh Cantrell, E  INST 1008

001 PHYSICAL GEOGRAPHY  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
This course covers the changing processes within the Earth’s major Geosystems: the Atmosphere, Hydrosphere, Lithosphere and Biosphere. Units of study include weather, climate, landforms, plate tectonics, gradational processes of mass wasting, soil formation, vegetation communities and the human impact of the environment. This course meets university transfer requirements for natural or physical science.  
3057  4:40-7:05 MTWTh Manoogian, L  INST 1013

015 PHYSICAL GEOGRAPHY LABORATORY  
(UC:CSU) - 2.00 UNITS  
Prerequisite or Corequisite: Geog 1.  
This earth environment laboratory emphasizes the scientific method by competing 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. This course meets university transfer requirements for the laboratory portion of the Physical Sciences.  
3058 LEC  7:30-8:20 MTWTh Rogers, H  INST 2014  
AND LAB  8:20-9:55 MTWTh Rogers, H  INST 2014

011 PRINCIPLES OF HEALTHFUL LIVING  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
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.  
0120 LEC  7:45-10:10 MTWTh Staff  CSB 110  
3007 LEC  4:45-7:10 MTWTh Staff  CSB 110  
Health 11 also offered through ITV. See page 31.

002 INTRO TO WESTERN CIVILIZATION II  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
A survey of western civilization from the beginning of the 17th century to the present with emphasis upon political, economic, and social forces.  
0201  7:45-10:15 MTWTh Cramer, A  INST 1017

011 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES I  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
A survey of major events, personages, and themes most significant to the political, economic, and social development of this nation from its New World beginnings through the Civil War. It meets the American History and Institutions requirements for the California State University system and the Social and Behavioral Sciences requirements for all universities.  
All sections may be taken for honors credit. See the Honors Counselor.  
0123 IND  10:30 hrs TBA Behling, R  Internet www.lamission.edu/online  
History 11 also offered through ITV. See page 31.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Schedule</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>012</td>
<td>POLITICAL &amp; SOCIAL HISTORY OF THE UNITED STATES II (UC:CSU)</td>
<td>3.00</td>
<td>Prerequisite: None</td>
<td>Note: History 11 is not required for this course. A survey of major events, personages, and themes most significant to the political, economic, and social development of this nation from the Reconstruction Period (1865) to the present. This section may be taken for honors credit. See the Honors Counselor.</td>
<td>012 LEC</td>
<td>TBA</td>
<td><a href="http://www.lamission.edu/online">www.lamission.edu/online</a></td>
</tr>
<tr>
<td>001</td>
<td>BUSINESS LAW I (UC:CSU)</td>
<td>3.00</td>
<td>Prerequisite: None Same as Business 5. Introductory course in civil law open to all students.</td>
<td></td>
<td>0191 IND</td>
<td>TBA</td>
<td>Walker, R</td>
</tr>
<tr>
<td>010</td>
<td>INTRO TO LEGAL ASSISTANT I</td>
<td>3.00</td>
<td>Prerequisite: None Formalizes the career of the legal assistant, and introduces legal terminology bibliography, including research problems.</td>
<td></td>
<td>0165 IND</td>
<td>TBA</td>
<td>Jackman, J</td>
</tr>
<tr>
<td>012</td>
<td>TORT LAW &amp; CLAIMS INVESTIGATION</td>
<td>3.00</td>
<td>Prerequisite: None Principles of California tort and insurance law, and the investigation techniques necessary in tort and insurance claims.</td>
<td></td>
<td>0169 IND</td>
<td>TBA</td>
<td>Telanoff, A</td>
</tr>
<tr>
<td>016</td>
<td>CIVIL &amp; CRIMINAL EVIDENCE</td>
<td>3.00</td>
<td>Prerequisite: None Study of the rules of civil and criminal evidence, the admissibility of such evidence in court, deposition comprehension and use in court, and interrogatory summarizing and use in court.</td>
<td></td>
<td>0174 IND</td>
<td>TBA</td>
<td>Rose, E</td>
</tr>
<tr>
<td>002</td>
<td>STUDIES IN SELECTED CULTURES</td>
<td>3.00</td>
<td>Rpt 1 Prerequisite: None</td>
<td></td>
<td>0136 LEC</td>
<td>TBA</td>
<td>Schuster, M</td>
</tr>
<tr>
<td>108A</td>
<td>SPACE PLANNING A</td>
<td>2.00</td>
<td>Advisory: ID 15, or Fam GCS 15 Residential design including American Disabilities Act considerations and interior/exterior relationships. Includes professional presentation methods and portfolio development.</td>
<td></td>
<td>6100 LEC</td>
<td>TBA</td>
<td>Weilacher, D</td>
</tr>
<tr>
<td>112</td>
<td>PRE-ALGEBRA (NDA)</td>
<td>3.00</td>
<td>Prerequisite: Math 105 with grade of “C” or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit. A review of elementary arithmetic.</td>
<td></td>
<td>0193 LEC</td>
<td>TBA</td>
<td>Tran, L</td>
</tr>
<tr>
<td>227</td>
<td>STATISTICS (UC:CSU)</td>
<td>4.00</td>
<td>Prerequisite: Math 125 with a grade of “C” or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit. Equivalent to Math 225 with an additional hour of laboratory.</td>
<td></td>
<td>3066 LEC</td>
<td>TBA</td>
<td>Kim, J</td>
</tr>
<tr>
<td>245</td>
<td>COLLEGE ALGEBRA (UC:CSU)</td>
<td>3.00</td>
<td>Prerequisite: Math 125 with a grade of “C” or better, or appropriate skill level demonstrated through the Mathematics assessment process, or by permit.</td>
<td></td>
<td>0230 LEC</td>
<td>TBA</td>
<td>Staff</td>
</tr>
</tbody>
</table>
**Music Arts, Health & Physical Education**

**101. Fundamentals of Music**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
Study of basic elements of music: notation of pitch and rhythm, scales, intervals, key signatures, and triads.  
6114 4:45-7:10 MTWTh Staff CAC 6

**Oceanography Physical Science**

Faculty Advisor: Lorraine Manoogian - 818.364.7706

**001. Intro to Oceanography**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
An introduction to Oceanography. Topics include the formation and 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.  
0225 1:25-3:50 MTWTh Rogers, H INST 1013

**Philosophy Social Sciences**

Faculty Advisor: Mark Pursley - 818.364.7677

**001. Intro to Philosophy**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
A survey of fundamental questions about self, society, and the universe. Primary focus on theories of reality, knowledge, and religion.  
3032 LEC 7:30-9:55 MTWTh Gerhardt, S CSB 207  
Philosophy 1 also offered through ITV. See page 31.

**006. Logic in Practice**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
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 discourses.  
All sections may be taken for honors credit. See the Honors counselor.  
0176 LEC 10:30 hrs TBA Dyas, D Internet Email: david@daviddyas.com  
Philosophy 6 is also offered through PACE. See page 30.

**Physical Education Arts, Health & Physical Education**

**295 Individual & Dual Activities - Adaptive Activities**  
(UC:CSU) - 1.00 UNIT Rpt 3  
Prerequisite: None  
Geared toward the disabled students.  
2032 LAB 10:35-12:05 MTWTh Paredes, S FOOT 103

**552 Athletics Pre-Season Conditioning**  
(UC:CSU) - 1.00 UNIT Rpt 3  
Prerequisite: None  
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.  
2023 LAB 10:30 hrs TBA Durazo, S ELCRPARK  
2030 LAB 10:30 hrs TBA Madha, E FOOT 103  
2031 LAB 10:30 hrs TBA Staff ELCRPARK

**666 Body Conditioning**  
(UC:CSU) - 1.00 UNITS Rpt 3  
Prerequisite: None  
The class will include various aerobic activities to enhance cardiovascular conditioning. Weight resistance exercises and stretching exercises will be included to develop muscle strength, endurance, and flexibility. Training principles and concepts along with nutritional information will be introduced. Emphasis on Power Walking.  
2025 LAB 7:45-10:10 MTWTh Klitsner, J ELCRPARK

**690 Weight Training**  
(UC:CSU) - 1.00 UNIT Rpt 3  
Prerequisite: None  
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.  
2930 LAB 7:30 -9:55 MTWTh Teola, D FOOT 103

**Political Science Social Sciences**

Faculty Advisor: Chuck Dirks - 818.364.7675

**001. The Government of the United States**  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
0140 IND 10:30 hrs TBA Chounlamountry Internet Email: chounlam@usc.edu  
0150 LEC 7:45-10:10 MTWTh Staff INST 1001  
3083 LEC 7:30-9:55 MTWTh Staff INST 1001  
Political Science 1 also offered through ITV. See page 31.
001 GENERAL PSYCHOLOGY I  
(UC:CSU) - 3.00 UNITS  
Advisory: English 21 or ESL 6.  
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.  
0143 LEC 7:45-10:10 MTWTh Smardan, C INST 1002  
0145 LEC 10:30 hrs TBA McKenna, P Internet  
Paul2317-psych1@yahoo.com  
Psychology 1 also offered through ITV. See page 31.

SOCIOLOGY  
Social Sciences  
Faculty Advisor: Myriam Mekelburg - 818.833.3414  

001 INTRO TO SOCIOLOGY  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
Develops the sociological perspective that behavior is largely determined by human interactions and by membership in groups.  
All sections may be taken for honors credit. See the Honors Counselor.  
0148 IND 10:30 hrs TBA Layne, V Internet  
Email: proflayne@yahoo.com  
0152 IND 10:30 hrs TBA Biondo, J Internet  
Email: JillB9191@yahoo.com  
3084 LEC 7:30-9:55 MTWTh Raskin, E INST 2004  
Sociology 1 also offered through ITV. See page 31.

002 AMERICAN SOCIAL PROBLEMS  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
Analysis of personal and social disorganization, crime and delinquency, race and ethnic relations, population and urban growth, and individual and societal rights.  
0206 IND 10:30 hrs TBA Biondo, J Internet  
Email: Jill89191@yahoo.com  

004 SOCIOLOGICAL ANALYSIS  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
This section may be taken for honors credit. See the Honors Counselor.  
0207 IND 10:30 hrs TBA Little, D Internet  
Email: dominic.little@csun.edu

SPEECH COMMUNICATION  
Social Sciences  
Faculty Advisor: Margie Long - 818.364.7682  

101 ORAL COMMUNICATION I  
(UC:CSU) - 3.00 UNITS  
Prerequisite: None  
This introductory speech course emphasizes the techniques of public speaking including the delivery of speeches to inform, persuade, and activate. In this course you will refine your critical thinking, research, organizational, and time management skills. You will learn how to organize and adapt your message to any audience.  
0239 10:30-12:55 MTWTh Staff INST 1012  
3019 7:30-9:55 MTWTh Staff BUNG 8  
Speech 101 also offered through PACE. See page 30.

SUPERVISED LEARNING  
Learning Assistance  

001T SUPERVISED LEARNING ASSISTANCE  
(NDA) - 0.00 UNITS Rpt 9  
Upon instructor referral, students will receive tutoring in the LAC. It is a non-credit, open-exit course which is non-graded and will not appear on student transcripts.  
8952 20:00 hrs TBA Rivera, P Schedule

The LRC Computer Commons  
More than 70 new ultra-modern computers available for student use  
- INSTANT Internet  
- FLAT PANEL MONITORS  
- DVD ROM  
- CD REWRITABLE & FLOPPY DISK DRIVES  
- SPECIALIZED INSTRUCTIONAL PROGRAMS  
An ideal place to do your homework and class research!
### BUSINESS - Business & Law

#### 001 INTRO TO BUSINESS  
**Prerequisite:** None  
The student will learn the various forms of business organizations. The student will study business management, organization, financing and marketing, and also become acquainted with the risks involved in business and with government's role in business.  
0215 LEC 0:30 hrs TBA Bernal, V  
www.lamission.edu/business/bernal  

#### 021 PRINCIPLES OF MARKETING  
**Prerequisite:** None  
Emphasized how concepts and principles of marketing are applied from a marketing manager perspective in selecting an attractive target market.  
0242 LEC 10:30 hrs TBA Bernal, V  
www.lamission.edu/business/bernal  

### CHICANO STUDIES  
**Foreign Languages**

#### 002 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY  
**Prerequisite:** None  
0157 LEC 10:30 hrs TBA Maldonado, J  
e-mail:maldonaja@lamission.edu  

#### 007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I  
**Prerequisite:** None  
0159 LEC 10:30 hrs TBA Morales, J  
e-mail:moralejj@lamission.edu  

### CHILD DEVELOPMENT  
**Professional Studies**

#### 001 CHILD GROWTH & DEVELOPMENT  
**Prerequisite:** None  
Covers the development of a child from the prenatal stage through adolescence.  
3005 LEC 4:40-6:45 Th Ruelas, J  
AND LEC 8:15 hrs TBA Ruelas, J  
Taught bilingually (English/Spanish)  

### HISTORY - Social Sciences

#### 011 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES I  
**Prerequisite:** None  
A survey of major events, personages, and themes most significant to the political, economic, and social development of this nation from its New World beginnings through the Civil War. It meets the American History and Institutions requirements for the California State University system and the Social and Behavioral Sciences requirements for all universities.  
All sections may be taken for honors credit. See the Honors Counselor.  
0123 IND 10:30 hrs TBA Behling, R  
www.lamission.edu/online  

#### 011 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES II  
**Prerequisite:** None  
Note: History 11 is not required for this course.  
A survey of major events personages, and themes most significant to the political, economic, and social development of this nation from the Reconstruction Period (1865) to the present.  
This section may be taken for honors credit. See the Honors Counselor.  
0124 LEC 10:30 hrs TBA Sennet, R  
www.lamission.edu/online  

### LAW - Business & Law

#### 001 BUSINESS LAW I  
**Prerequisite:** None  
Same as Business 5.  
Introductory course in civil law open to all students.  
0191 IND 10:30 hrs TBA Walker, R  
www.lamission.edu/law  
0240 IND 8:50 hrs TBA Staff  
www.lamission.edu/law  

#### 010 INTRO TO LEGAL ASSISTANT I  
**Prerequisite:** None  
Formalizes the career of the legal assistant, and introduces legal terminology bibliography, including research problems.  
0165 IND 10:30 hrs TBA Jackman, J  
www.lamission.edu/law  

#### 012 TORT LAW & CLAIMS INVESTIGATION  
**Prerequisite:** None  
Principles of California tort and insurance law, and the investigation techniques necessary in tort and insurance claims.  
0169 IND 10:30 hrs TBA Telanoff, A  
www.lamission.edu/law
016 CIVIL & CRIMINAL EVIDENCE - 3.00 UNITS
Prerequisite: None
Study of the rules of civil and criminal evidence, the admissibility of such evidence in court, deposition comprehension and use in court, and interrogatory summarizing and use in court.
0174 IND 10:30 hrs TBA Rose, E Internet
www.lamission.edu/law

017 LEGAL WRITING - 3.00 UNITS
Prerequisite: None
This course consists of advanced legal drafting and writing, including research and special projects.
0199 IND 10:30 hrs TBA Jordan, D Internet
www.lamission.edu/law

034 LEGAL RESEARCH LABORATORY - 3.00 UNITS
Prerequisite: None
This course is the study of Legal Research. The student learns how to do legal research in a Law Library and Online, along with how to report the results of legal research.
0161 IND 10:30 hrs TBA Jordan, D Internet
www.lamission.edu/law

006 LOGIC IN PRACTICE (UC:CSU) - 3.00 UNITS
Prerequisite: None
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 discourses.
0145 LEC 10:30 hrs TBA McKenna, P Internet
Paul2317-psych1@yahoo.com
Psychology 1 also offered through ITV. See page 31.

001 THE GOVERNMENT OF THE UNITED STATES (UC:CSU) - 3.00 UNITS
Prerequisite: None
0140 IND 10:30 hrs TBA Chounlamountry Internet
Email: chounlam@usc.edu

001 GENERAL PSYCHOLOGY I (UC:CSU) - 3.00 UNITS
Advisory: English 21 or ESL 6.
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.
0145 LEC 10:30 hrs TBA McKenna, P Internet
Paul2317-psych1@yahoo.com
Psychology 1 also offered through ITV. See page 31.
General Policies

This schedule is an official publication of Los Angeles Mission College. It sets forth rules and regulations and, in case of conflict with information previously published, supersedes those publications of earlier date.

Mission of the Los Angeles Community Colleges
The mission of the Los Angeles Community Colleges is to provide comprehensive lower-division general education, occupational education, transfer education, transitional education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

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; and
• Manage effectively educational and financial resources.

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 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%) in order to receive a W. Students in short-term classes must withdraw before 75% of the course is completed. After the 11th week or 75% completion of the course, a student is assigned a letter grade (A through F).

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% 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% 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. Students are asked to voluntarily provide their student identification number for this purpose.
Family Educational Rights & Privacy

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

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

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

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

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

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

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

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

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

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

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 form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

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

  (a) the student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;

  (b) student employee records may be released in order to comply with collective bargaining agreements;

  (c) the names, addresses and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the 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 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 conditioned upon the institution’s agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue S.W.
   Washington, D.C. 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 certificates, degrees, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at 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.
General Policies

are transfer-prepared have completed 56 transferable units with a GPA of 2.0 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 purpose of 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 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. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

Grievances pertaining to grades are subject to California Education Code Section 76224(a) which states:

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

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

A written Statement of Grievance must be submitted to the Compliance Officer within thirty (30) instructional days of the incident or after the student(s) learns of the basis for the grievance.

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.

Standards of Student Conduct & Disciplinary Action

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal law 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 extra-curricular 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 10 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 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 direc-
tions of college officials acting in the performance of their
duties.

9803.11 Violation of College Rules and Regulations: Viola-
tion of college rules and regulations, including those concern-
ing 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 know-
ingly 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: Obstruk-
tion 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 substance," as
used in this section includes, but is not limited to, the fol-
lowing 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 govern-
ment employees charged with policing responsibilities.

9803.21 Discriminatory Behavior: Behavior while on a col-
lege 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 Com-

munity College District be operated in a manner which is free
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 (1) do an unlawful act, or (2) do a lawful act in a
violent, boisterous or tumultuous manner.

9803.23 C 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 expres-
sion of intent to inflict physical or mental/emotional harm and/or
actions (such as stalking) which a reasonable person would
perceive as a threat to personal safety or property. Threats
may include verbal statement, written statements, telephone
threats or physical threats.

9803.25 Disorderly Conduct: Conduct that may be consid-
ered disorderly includes lewd or indecent attire, behavior that
disrupts classes or college activities, breach of the peace of the
college, 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, defamatory, present
a clear and present danger, violate a lawful regulation and
/or substantially disrupt the orderly operation of a college

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 adminis-
tered by the Board of Trustees of the Los Angeles Community
College District, is punishable by a fine not exceeding five
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.

Sexual Assault Policy

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should immediately be reported to campus police at 818.364.7843. The term “sexual assault” under the California Education Code, Section 67385(d), includes threats of sexual violence.

Anyone charged with campus-related sexual assault may be subject to prosecution under appropriate California criminal statutes; students may also be subject to discipline under the Student Disciplinary Procedures. The Sexual Harassment Policy may also apply, and the Compliance Officer may be contacted at 818.364.7701. Confidentiality shall be maintained. (Reference: Board Rule 16400.11.)

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 groups 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.)

Sexual Harassment Policy

The policy of the Los Angeles Community College District is 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 the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides informal and formal procedures for resolving complaints.

Copies of the policy and procedures may be obtained from the Compliance Officer located in the Administration Building, Room 123, 818.364.7701, or by calling the Senior Director of Educational and Student Support Services at 213.891.2279, or the Office of Diversity Programs at 213.891.2315. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed toward students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

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.

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.

On April 20, 1989, the Los Angeles Community College District Board of Trustees adopted Rule 9803.19, which prohibits:
- 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 the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include, but are not limited to, the following drugs and narcotics:
  a. opiates, opium and opium derivatives
  b. mescaline
  c. hallucinogenic substances
  d. peyote
  e. marijuana stimulants
  f. depressants and
  g. cocaine.

The Board's policy on the Drug Free Workplace, adopted March 22, 1989, restates these prohibitions.
- Legal Sanctions. Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.
- Health Risks. Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.
- Other Risks. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, co- and extra-curricular opportunities, alienation from and

**Campus Security**
The campus Sheriff's office personnel are responsible for the safety and well being of staff, faculty and students, and of the security of college property and facilities, 818/364-7843.

**Campus Crime Report**
Los Angeles Mission College's general statistics and crime can be viewed at the following URLs:
- General Information
- Crime
  then click on Criminal Offenses, Hate Offenses, or Arrests.

**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. A student who violates the rules is subject to the student disciplinary regulations.
Los Angeles Mission College offers these special services to students:

**Campus Child Development Center**
818.364.7863

The Child Development Center provides a developmentally based curriculum for pre-school children aged 3 years through 5 years.*

**HOURS OF OPERATION**:
Monday through Thursday: 7:30 a.m. to 6 pm
Friday: 7:30 a.m. to 2 pm

*Qualified students may receive childcare services with low to no fees.

**College Ombudsperson**
818.364.7690

The college ombudsperson is a faculty member selected by the president to assist students in resolving issues or problems they may have with faculty or the college.

**Disabled Student Programs and Services**
818.364.7732

For students with disabilities the DSP&S office provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community referrals, and job placement.

**Student Activities**
818.364.7820

Student government, student orientations, honors, commencement, student clubs, sports tournaments, dances, special events, video games, and more which enhance the student experience at Los Angeles Mission College.

**Bookstore**
818.364.7798

The Bookstore sells textbooks you need for your courses and supplies like paper, pens, blue books, scantrons, etc. Additionally the bookstore sells backpacks, T-shirts, sweatshirts, hats and more.

**Bookstore Hours**
Monday - Thursday 7:45 am - 7:15 pm
Friday 7:45 am - 1 pm

**Business Office**
818.364.7783

Payment of enrollment fees, refund requests, and other financial transactions are handled in the Business Office.

**Business Office Hours**
Monday, Thursday 9 am - 7 pm
Tuesday, Wednesday, Friday 9 am - 4 pm

* Hours subject to change

**Extended Opportunity Programs & Services/CARE**
818.364.7645

EOP&S provides qualifying students with academic counseling, peer advisement, peer tutoring, free workshops, free university/cultural tours, transfer assistance, and assistance with books. Single parents on CalWORKs may receive additional assistance through the CARE program.

**Offices which provide services to students include:**

**Admissions & Records**
818.833.3322

The Admissions & Records Office keeps all student records. This office is where you apply for admission to the college, register for courses, add or drop courses, request transcripts, and request verification of enrollment.

**Admission Office Hours**
Monday - Thursday 8 am - 7 pm
Friday 8 am - 1 pm

**Family Child Care Homes Network**
818.364.7881

The Family Child Care Homes Network consists of at least 25 licensed family child-care providers, who are located in the community around Los Angeles Mission College. Qualified students may receive child-care services for infants and toddlers, pre-schoolers, school age children, with low or no fees.

**Library**
818.364.7600 Ext. 7106

Online data bases, books, reference materials, periodicals, and information from the Internet - the tools you need to succeed are all available in the Library. One of the reference librarians will help you find information you need. You can study in our quiet individual study areas and small groups can use our study rooms.

**Library Hours**
Check website for hours: www.lamission.edu/library

**Counseling**
818.364.7655 or 818.364.7656

Students are strongly urged to make an appointment with a counselor to develop an Educational Plan. The Educational Plan is tailored to your needs and goals, and enables you to get the most from your studies.

Career planning is an important part of planning for your future. The Counseling Office makes the Eureka computer program available to students. Eureka helps students assess their skills, career interests, and educational decisions, and explore career options. For students interested in completing an Associate degree and transferring to a four-year college, the Transfer Center has the latest information on majors,
transfer requirements, and application procedures at many public and private four-year colleges and universities.

All new students must take the college's assessment of English and Mathematics knowledge. College courses require reading and writing skills at the college level. Some courses require specific math skills. The assessment process is designed to inform students of areas in which they need improvement to be best prepared for success in college. The College Orientation Program is designed for new students to learn about the college, educational programs, services, degree requirements, and the secrets of being a successful college student.

International students have their own counselor at LAMC. The international students counselor assists the students to plan a program of studies that meets the requirements of the student and the federal requirements of the F-1 Visa. Veterans must make an appointment with the Veterans Affairs counselor to apply for VA benefits.

Learning Center
818.364.7756

Walk-in tutoring in English and math are offered most days and evenings; schedules are available at the learning center. One-on-one and small group tutoring is also available by appointment only on a limited basis in many subject areas. In addition, students can enroll in credit courses to build basic skills in reading, spelling, writing, vocabulary, math and study skills.

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 instructor, the student develops a proposal for an Honors research project. 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 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, UC1, UC2, 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 3.5 or higher or an SAT score above 1,000.

Honors Coordinator: Mark Pursley, 818.364.7677
Honors Counselor: Joanne Kalter-Flink, 818.364.7652

Health Center
818.362.6182

The Student Health Center at LAMC offers a variety of medical and health education services available for all registered Los Angeles Community College District students. The Student Health Center is located in front of the Child Development Center and next to the Campus Police Station. It is open varied hours which are posted on the trailer door. Students may call for an appointment or walk-in during scheduled clinic hours. Appointments can be made by calling 818.362.6182 or 818.837.7881.

This center will be staffed by medical and mental health professionals. Stop by the health center and check on available health services. Services not available at the on-campus center may be accessible through our San Fernando Health center located at 1600 San Fernando Road, and can be reached at 818.365.8086.

We welcome all students to visit and utilize their Student Health Center.
GUADALUPE S. RAMIREZ
COLLABORATIVE STUDIES BUILDING – 1ST FLOOR

Men’s Restroom
Conference Room
Faculty Offices Room 107
Classroom 110
Classroom 111
Women’s Restroom

Classroom 101
Child Development Lab 1 102A
Faculty Offices Room 103
Child Development Lab 2 102B
Conference Room

Classroom 105

GUADALUPE S. RAMIREZ
COLLABORATIVE STUDIES BUILDING – 2ND FLOOR

Classroom 205
Classroom 206
Classroom 207
Classroom 208

Classroom 201
Classroom 203
Directions to Mission College & Outreach Locations

Freeway Map and Legend

A / CCRC
Child Care Resource Center
20001 Prairie Street, Chatsworth

B / CHAT-HS
Chatsworth High School
10027 Lurline Avenue, Chatsworth

C / FOOT
Physical Education Building
12843 Foothill Boulevard, Suite B, Sylmar

D / GRAN-HS
Granada High School
10535 Zelzah Avenue, Granada Hills

E / MONT-PREP
Montclair College Prep
8071 Sepulveda Boulevard, Van Nuys

F / MSSH-BOWL
Mission Hills Bowl
10430 Sepulveda Boulevard, Mission Hills

G / One Stop Career Center
11623 Gleneaks Boulevard, Pacoima

H / SFDO-HS
San Fernando High School
11133 O’Melveny Avenue, San Fernando

I / SYLM
Sylmar High School
13050 Borden Avenue, Sylmar

J / VANN-HS
Van Nuys High School
6535 Cedros Avenue, Van Nuys

K / VERD
Verdugo Hills High School
10625 Plainview Avenue, Tujunga
Fire
1. If you smell smoke or see fire, activate the nearest fire alarm pull box. Call the campus sheriff, extension 7845 or 7843 (outside telephone 818.833.3504). If you are unable to contact the sheriff, call 911.
2. When you hear the fire alarm, proceed in an orderly fashion to the designated building evacuation assembly area. The last person to leave the room should close the door.
3. At the assembly area, wait for further instructions from a faculty member or administrator.

Earthquake
1. At first sign of shaking, get away from any potential falling objects. Try to get under a table or desk.
2. Do not run outside. If you are in a multistory building do not use the elevator.
3. If you are aware of any gas lines or heaters in the area, attempt to shut off the gas line or heater.
4. Wait for a faculty member or administrator to give further instructions.

Power Outage
1. Try to stay where you are and do not attempt to restore power.
2. Notify plant facilities, extension 7801 (outside telephone 818.364.7801).
3. Wait for the power to come back on or for information/instruction from plant facilities or an administrator to ascertain the probably length of the outage and to be advised of what to do next.

Evacuation
1. If you hear the alarm, proceed in an orderly fashion to the nearest exit and assemble at the designated building evacuation assembly area.
2. If you are in a multistory building, do not use the elevator.
3. At the assembly area, wait for further instructions from a faculty member or administrator.

Other Emergencies
1. In the case of other emergencies, you will be given instructions from a faculty member or administrator on what to do.
2. Please remain calm and follow instructions.

**EMERGENCY PHONE NUMBERS**

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<tr>
<th></th>
<th>CAMPUS PHONES</th>
<th>OUTSIDE PHONES</th>
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<tbody>
<tr>
<td>Sheriffs Station</td>
<td>7843</td>
<td>818.364.7843</td>
</tr>
<tr>
<td>President</td>
<td>7795</td>
<td>818.364.7795</td>
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<tr>
<td>Academic Affairs</td>
<td>7635</td>
<td>818.364.7635</td>
</tr>
<tr>
<td>Vice President</td>
<td>7780</td>
<td>818.364.7780</td>
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<td>Administrative Services</td>
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<td>818.364.7766</td>
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<tr>
<td>Vice President</td>
<td>7801</td>
<td>818.364.7801</td>
</tr>
<tr>
<td>Student Services</td>
<td>9 - 911</td>
<td>911</td>
</tr>
<tr>
<td>Police Department</td>
<td>9 - 911</td>
<td>911</td>
</tr>
</tbody>
</table>

Los Angeles County:
- Police Department: 9 - 911
- Fire Department: 9 - 911

Pay Telephones: For any emergency - Press *11 to reach L.A County Sheriffs Office
New solar panels, new biology lab, new child development center, signal Mission College’s continuing commitment to your success.