



LOS ANGELES MISSION COLLEGE

# CATALOG 2023-2024



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## DIRECTORY OF COLLEGE SERVICES

OFFICES	EXTENSION
Academic Affairs .....	818.364.7632
Admissions & Records .....	818.833.3322
Assessment Center .....	818.364.7613
Associate Students Organization .....	818.364.7764
Athletics .....	818.364.7727
Business Office .....	818.364.7600 x7110
CalWORKs .....	818.364.7760
Campus Security .....	818.364.7843
Career Center .....	818.833.3403
Career & Workforce Education .....	818.833.3327
Center for Wellness .....	818.833.3599
Child Development Center .....	818.364.7863
College Culture Reentry Hub .....	818.833.3321
College Ombudsperson .....	818.364.7632
Counseling Department .....	818.364.7655
..... or 818.364.7656	
Disabled Student Programs & Services (DSPS) .....	818.364.7672
Telecommunication Device for the Deaf (TDD) .....	818.364.7861
Dream Resource Center .....	818.833.3599
Eagles' Landing Student Store .....	818.364.7798
Extended Opportunity Program & Services (EOPS) .....	818.364.7645

OFFICES	EXTENSION
English as a Second Language (ESL)	
Academic ESL Program .....	818.364.7678
Essential ESL Program .....	(English) 818.364.7678
..... or (Spanish) .....	818.364.7735
Financial Aid Office .....	818.364.7648
Foster & Kinship Care Education/ Guardian Scholars Program .....	818.364.7600 x7736
..... or 818.364.7600 x7135	
International Students .....	818.364.7741
L.A. College Promise .....	818.364.7699
Learning Center .....	818.833.3591
Library .....	818.364.7600 x7106
Outreach & Recruitment .....	818.364.7779
President's Office .....	818.364.7795
Student Activities .....	818.364.7820
Student Health Center .....	818.362.6182
Student Services .....	818.364.7766
Student Success Center .....	818.364.7700
Transfer Center .....	818.364.7827
TRiO .....	818.364.7821
Veteran Resource Center .....	818.364.7658
..... or 818.364.7864	

# CATALOG 2023–2024



## 2023–2024 SEMESTER SCHEDULE

### Fall Semester 2023

**Class Instruction:** August 28 – December 10, 2023

**Finals:** December 11 – 17, 2023

### Spring Semester 2024

**Class Instruction:** February 5 – May 26, 2024

**Finals:** May 28 – June 3, 2024

### Winter Session 2024

**Class Instruction:** January 2, 2024 – February 4, 2024

### Summer Session 2024

**Class Instruction:** June 10 – August 25, 2024

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# 2023–2024 ACADEMIC CALENDAR

## FALL 2023

Placement and Orientation ..... Year Round  
Matriculation Activities to Qualify for  
Priority Registration..... April 12, 2023  
Graduation Petitions Accepted..... May 1 – Dec 17, 2023

### PRIORITY REGISTRATION:

CalWORKs, DSPS, EOPS, Foster Youth,  
& Active Duty/Veterans ..... April 17, 2023  
Athletes, Promise, Completion ..... April 20, 2023

### REGISTRATION:

Continuing & New, Fully Matriculated Students..... April 25–29, 2023  
Students Who Lost Priority ..... May 3, 2023  
Open Enrollment, including  
K-12 Special Admits ..... May 8, 2023  
Residency Determination Date..... Aug 27, 2023

**DAY AND EVENING CLASSES BEGIN ..... Aug 28, 2023**

Saturday Classes Begin ..... Sep 2, 2023

Last Day to Add a credit class online  
with an Add Permission Code ..... Sep 11, 2023

To view Add/Drop dates, [visit the online schedule of classes](#),  
and select the correct semester/session and the course number;  
“Important Class Dates” are located at the bottom of the page  
Last Day of Instruction..... Dec 10, 2023

**FINAL EXAMS ..... Dec 12–17, 2023**

## FALL HOLIDAYS (COLLEGE CLOSED)

Non-Instructional Days..... Aug 26–27, 2023  
Labor Day..... Sep 4, 2023  
Veteran’s Day..... Nov 10, 2023  
Thanksgiving ..... Nov 23–24, 2023  
Non-Instructional Days..... Nov 25–26, 2023  
Non-Instructional Days..... Dec 18–21, 2023  
Holiday ..... Dec 22, 2023  
Non-Instructional Days..... Dec 23–24, 2023  
Holiday ..... Dec 25, 2023  
Non-Instructional Days..... Dec 26–27, 2023  
Holidays..... Dec 28–29, 2023  
Non-Instructional Days..... Dec 30–31, 2023

## WINTER 2024

Graduation Petitions Accepted..... Nov 1, 2023 – June 5, 2024

### PRIORITY REGISTRATION:

Matriculation Activities to Qualify for  
Priority Registration..... Oct 16, 2023  
CalWORKs, DSPS, EOPS, Foster Youth,  
& Active Duty/Veterans ..... Oct 16, 2023  
Athletes, Promise, Completion ..... Oct 19, 2023

### REGISTRATION:

Continuing & New, Fully Matriculated Students..... Oct 23, 2023  
Students Who Lost Priority ..... Oct 30, 2023  
K-12 Special Admits ..... Nov 13, 2023  
Residency Determination Date..... Jan 1, 2024

To view Add/Drop dates, [visit the online schedule of classes](#),  
and select the correct semester/session and the course number;  
“Important Class Dates” are located at the bottom of the page

**DAY AND EVENING CLASSES BEGIN ..... Jan 2, 2024**

## WINTER 2024 HOLIDAYS (COLLEGE CLOSED)

Holiday ..... Jan 1, 2024  
Martin Luther King Birthday ..... Jan 15, 2024

## SPRING 2024

Placement and Orientation ..... Year Round

Matriculation Activities to Qualify for

Priority Registration..... Oct 16, 2023

Graduation Petitions Accepted..... Nov 1, 2023 – June 3, 2024

### PRIORITY REGISTRATION:

CalWORKs, DSPS, EOPS, Foster Youth,  
& Active Duty/Veterans ..... Oct 16, 2023  
Athletes, Promise, Completion ..... Oct 19, 2023

### REGISTRATION:

Continuing & New, Fully Matriculated Students..... Oct 23, 2023  
Students Who Lost Priority ..... Oct 30, 2023  
Open Enrollment, including  
K-12 Special Admits ..... Nov 13, 2023

Residency Determination Date..... Feb 4, 2024

**DAY AND EVENING CLASSES BEGIN ..... Feb 5, 2024**

Saturday Classes Begin ..... Feb 10, 2024

Last Day to Add a credit class online  
with an Add Permission Code ..... Feb 20, 2024

To view Add/Drop dates, [visit the online schedule of classes](#),  
and select the correct semester/session and the course number;  
“Important Class Dates” are located at the bottom of the page  
Last Day of Instruction ..... May 26, 2024

**FINAL EXAMS ..... May 28 – June 3, 2024**

## SPRING HOLIDAYS (COLLEGE CLOSED)

President’s Day ..... Feb 16, 2024  
Non-Instructional Days..... Feb 17–18, 2024  
President’s Day ..... Feb 19, 2024  
Non-Instructional Day..... Mar 28, 2024  
Cesar Chavez Birthday..... Mar 29, 2024  
Spring Break..... Mar 30 – April 5, 2024  
Memorial Day ..... May 27, 2024

## SUMMER 2024

Residency Determination Date..... June 9, 2024

Graduation Petitions Accepted..... May 1 – End of Fall 2024

**DAY AND EVENING CLASSES BEGIN ..... June 10, 2024**

## SUMMER 2024 HOLIDAYS (COLLEGE CLOSED)

Juneteenth..... June 19, 2024  
Independence Day ..... July 4, 2024

# WELCOME TO LOS ANGELES MISSION COLLEGE



On behalf of our faculty, staff and administrators, it is my great pleasure to welcome you to Los Angeles Mission College – bienvenidos! We are eager to support you and ensure that you succeed in achieving your educational goals.

The L.A. Mission family is eager to welcome you back to campus and return to in-person services and in-person classes. While the effects of the COVID-19 pandemic have been devastating, we have learned some important lessons from the pandemic. For example, while some of our students prefer in-person learning, other students have tight schedules and prefer the convenience of flexible, online classes, which is why we will continue to offer both in-person and online classes.

Our dedicated faculty and staff are working diligently to determine the best way to support you and provide the resources you need to succeed. We also continue to expand programming that empowers you to find sustainable employment in rewarding industries.

We offer Certificates of Achievement and Associate Degrees in areas like Allied Health, Child and Family Studies, Culinary Arts, Digital Media, Informational Technology and Paralegal Studies. Additionally, we will continue to expand our adult education program, both on campus and at our off-site locations.

The Transfer Center is always ready to help you get on track to transfer to a four-year university. The Career Center can help you explore majors so that you can select a pathway to graduation, transfer and jobs.

The entire L.A. Mission College family is committed to your success. We continue to create new events and activities because we know that college is not just about studying, transferring, or completing a certificate. L.A. Mission College is where you get inspired and discover a greater you!

I wish you an exciting, productive and immensely successful time here at Mission.

Sincerely,  
**Armida Ornelas, PhD**  
President

# ACCREDITATION & ACCURACY STATEMENT



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

13356 Eldridge Avenue, Sylmar, California 91342-3245

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

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

Students and members of the public who desire to file a formal complaint related to noncompliance with accreditation standards may contact the Accrediting Commission for Community and Junior Colleges (ACCJC) directly ([accjc.org/complaint-process](http://accjc.org/complaint-process)). The commission can be contacted at: Accrediting Commission for Community and Junior Colleges; Western Association of Schools and Colleges; 10 Commercial Boulevard, Suite 204; Novato, CA 94949; Telephone: (415) 506- 0234; Fax: (415) 506-0238.

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**NOTE:** For additional information please see the schedule of classes.

**For those with disabilities, alternate formats of this catalog are available by calling 818.833.3313.**

# TELEPHONE EXTENSIONS

OFFICE	LOCATION	EXTENSION	OFFICE	LOCATION	EXTENSION
<b>A</b>			Mathematics, Computer Science, Engineering		
Academic Affairs	INST	7632		CMS	7894
Academic Senate	INST	7876	Physical Sciences	CMS	7793
Administrative Services	CMPS	7780	Social Sciences	CMS	7793
Admissions & Records	INST	818.833.3322	<b>F</b>		
Articulation	INST	7661	Financial Aid	INST	7648
Assessment	LRC	7613	Foster/Kinship Care Education (FKCE)	INST	7736
Associated Student Organization (ASO)	CMPC	818.364.7764	<b>G</b>		
Athletic Department	HFAC	7727	Guardian Scholars Program	INST	7135
<b>B</b>			<b>I</b>		
Bookstore (Student Store)	CAI	7798	International Students Program	CMPC	7741
Business Office	CMPS	7110	<b>L</b>		
<b>C</b>			Learning Center (LRC)	LRC	3591
CalWORKs	INST	7760	Library	LRC	7106
Career Center	CMPC	818.714.0354	Lost & Found	BUNG	7843
Career & Workforce Education	CSB	818.833.3327	<b>M</b>		
Center for Child Development Studies	CCDS	7722	Matriculation	INST	7778
Center for Wellness	CMPC	818.833.3599	Multimedia	AMP	7680
Child Development Center	CCDS	7865	<b>N</b>		
Citizenship & GED Center	LRC	7774	Noncredit	LRC	7774
College Culture Reentry Hub (CCRH)	CMPC	818.833.3321	<b>O</b>		
Credit Clerk	INST	7663	Outreach & Recruitment	CMPC	7779
Counseling Department	INST	7655	<b>P</b>		
<b>D</b>			President's Office	CMPS	7795
Disabled Students Programs & Services (DSPS)	INST	7672	<b>R</b>		
TDD Line (Disabled Students)	INST	818.364.7861	Records (Metropolitan College)	CMPS	7773
Dream Resource Center	CMPC	818.833.3599	Recruitment	CMPC	7779
<b>E</b>			<b>S</b>		
Emergency Services	BUNG	7843	Sheriff	BUNG	7843
Extended Opportunities Programs & Services (EOPS)	INST	7645	Student Activities	CMPC	818.364.7820
<b>F</b>			Student Health Center	CMPS	818.362.6182
Faculty Offices			Student Services	INST	7766
Academic Readiness, Career and Community Institute	LRC	7774	Student Success Center	CMPC	7700
Arts, Media, Performance	AMP	7680	Student Support Services (TRIO)	CMPC	7821
Business & Law	INST	7680	<b>T</b>		
Chicano Studies	INST	7722	Transcripts	INST	7659
Child & Family Studies	CCDS	7722	Transfer Center	CMPS	7827
Culinary Arts	CAI	7756	TRiO	LRC	7821
English, Communication, Journalism	INST	7680	Tutoring	LRC	818.833.3591
Global Languages and Society	INST	7722	<b>V</b>		
Health & Human Performance	HFAC	7727	Veterans Resource Center	CMPC	7864
Life Sciences	CMS	7793	<b>W</b>		
			Workforce Development	LRC	818.833.3327

**AMP** Arts, Media and Performance  
**BUNG** Bungalows  
**CAC** Cultural Arts Classrooms  
**CAI** Culinary Arts Institute

**CCDS** Center for Child Development Studies  
**CMPC** Campus Center Building  
**CMPS** Campus Services Building  
**CMS** Center for Math & Science

**CSB** Collaborative Studies Building  
**HFAC** Health, Fitness & Athletics Complex  
**INST** Instructional Center  
**LRC** Library/Learning Resources Center

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# GENERAL INFORMATION



*Los Angeles Mission College* is currently located on 33 acres in the community of Sylmar. The College was established in 1975 as the ninth college in the Los Angeles Community College District and the 100th community college in California. For its first 16 years the College offered classes in scattered storefronts and leased facilities throughout the city of San Fernando and surrounding communities.

In 1991, the new permanent campus was completed on a 22-acre site in Sylmar and the College experienced a surge in enrollments and a resulting higher visibility in the community. In 2007 the College acquired 11 additional acres, which expanded its footprint to its existing size.

From humble storefront beginnings in 1975 to today's modern campus, the College has opened the doors to higher education for generations of students. From the beginning, the College has sought to unleash the potential of the community through innovative programs encouraging academic and personal growth.

During its 46-year existence, Mission has provided higher education opportunities for more than 235,000 students and remains the premier institution of higher learning in the northeast San Fernando Valley.

In 2001, 2003, 2008, and in 2017, voters approved four separate bond measures (Proposition A, Proposition AA, Measure J, and Measure CC) designed to help the nine Los Angeles Community College District campuses expand and improve aging facilities. Mission built a parking structure with 1,200 spaces and a power-producing solar panel array on the fourth level; a Center for Child Development Studies building providing a combination of services for the community and academic training for students who wish to become professionals in the field of Early Childhood Education; a Health, Fitness and Athletics Complex featuring modern equipment and energy-saving building construction; the

Culinary Arts Institute and Eagles' Landing Student Store with classrooms and laboratories, and dining facilities; the Center for Math & Science building; and the Arts, Media and Performance building.

---

## COLLEGE MISSION STATEMENT

Los Angeles Mission College is committed to the success of its students. The College, which awards associate degrees and certificates, provides accessible, affordable, high-quality learning opportunities in a culturally and intellectually supportive environment by:

- Providing services and programs in basic skills, general education, career technical education, and for transfer;
- Educating students to become critical thinkers and lifelong learners;
- Ensuring that all programs and services are continuously evaluated and improved to support student learning and achievement; and
- Making traditional and distance education learning opportunities available to enhance the health and wellness of the diverse communities it serves.

---

## VISION

Los Angeles Mission College is committed to maintaining high academic standards, promoting student success, and creating opportunities for life-long learning. The college will inspire students to become informed, active citizens who recognize and appreciate the common humanity of all people through diverse curricula, and through cultural, academic, and artistic events. The college will practice an honest, collegial, and inclusive decision-making process that respects the diversity and interdependence of the college, student body, and community LAMC is privileged to serve.

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## LAMC VALUES

1. The pursuit of excellence in all our endeavors.
2. Intellectual curiosity and the desire to learn.
3. A global vision that understands and appreciates the common goals and purposes of all people.
4. An appreciation of diversity that nourishes mutual respect and solidarity.
5. Integrity and collegiality in all our interactions.
6. Service to the campus and the local community.

---

## THEME

### *“Our Mission Is Your Success”*

In pursuit of this mission, we endeavor to:

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

---

## COLLEGE COLORS & MASCOT

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

---

## COLLEGE GOALS

- Goal 1:** Expand access to educational programs and services that meet community and student needs through enhanced outreach and course offerings
- Goal 2:** Provide a student-centered institution that effectively supports students in attaining educational goals.
- Goal 3:** Increase student success and equity.
- Goal 4:** Enhance organizational effectiveness through improved infrastructure and expanded communication and training.
- Goal 5:** Improve financial stability by eliminating inefficiencies, enhancing resource development, and developing partnerships.

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## EDUCATIONAL PHILOSOPHY

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

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

---

## GENERAL EDUCATION PHILOSOPHY

Los Angeles Mission College recognizes that education encompasses more than the completion of a program of study. Education is a continuous process that is both individual and collaborative. Our General Education Program is designed to encourage students to:

- Develop critical thinking, reading comprehension, and clear communication skills;
- Develop an understanding of the broad, foundational areas of human knowledge, from the arts to the sciences;
- Commit to active lifelong learning and persona well-being;
- Participate effectively in our global community.

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## INSTITUTIONAL LEARNING OUTCOMES

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

The Los Angeles Mission College mission, vision and philosophy are embodied in the College's Institutional Learning Outcomes. The faculty believes that students who complete a specified course of study at the college should be able to demonstrate competency in a broad range of abilities. In support of this belief, the college's Academic Senate approved the following Institutional Learning Outcomes:

### **Written and Oral Communication**

Students will demonstrate the interactive nature of communication involving speaking, writing, listening and reading. Evidence of competency will be the student's ability to make a clear, well-organized verbal presentation employing appropriate evidence to support the arguments or conclusions and to write a clear, well-organized paper using documentation and quantitative tools when appropriate.

### **Information Competency**

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

### **Critical Thinking**

Students will demonstrate the ability to reason effectively and independently by analyzing information, ideas, or empirical data in order to draw evidence-based reflective, and/or creative solutions to problems. Evidence of competency will be the ability to draw reasonable inferences from information, ideas, or observations, distinguish between relevant and irrelevant information, and reach well-supported conclusions or solutions.

### **Quantitative Reasoning (Math Competency)**

Students will demonstrate quantitative reasoning by identifying relevant data (numerical information in mathematical or other contexts), selecting or developing models appropriate to the problem which represents the data (organized representations of numerical information, e.g., equations, tables, graphs), obtaining

and describing results and drawing inferences from data. Evidence of competency will be the ability to extract appropriate data from a problem, to arrange data into tables and graphs or to select or set up an equation or formula, to obtain correct results, to describe trends and features in those results and to make predictions or estimates while drawing qualitative conclusions about the original situation.

### **Aesthetic Responsiveness**

Students will demonstrate aesthetic responsiveness by taking a position on and communicating the merits of great works of the human imagination such as art, music, literature, theater and dance and how those works reflect human values.

Evidence of competency will be effective written or oral communications that articulate a response to works of art, explain how personal and formal factors shape that response and connect works of art to broader contexts.

### **Ethics and Values**

Students will demonstrate facility in making value judgments and ethical decisions by analyzing and formulating the value foundation/framework of a specific area of knowledge in its theory and practice or in a professional context. Evidence of competency will be the ability to identify one's own values, infer and analyze values in artistic and humanistic works as well as scientific and technological developments, and to engage in values-inflected and ethical decision-making in multiple contexts.

### **Global Awareness**

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

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## **FUNCTIONS OF THE COMMUNITY COLLEGE**

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

### **Transfer**

LAMC offers programs that enable the student who completes 60 transferable units of study to continue upper-division work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools. The College Transfer Center is available to assist students with information and services related to transfer programs and the transfer process.

### **Career Technical Education (CTE or more commonly CE)**

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

### **General Education**

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

### **Transitional Education**

Basic skills education for students needing preparation for community college-level courses and programs and English as a Second Language instruction for non-English speakers and other students with limited English proficiency.

### **Counseling & Guidance**

Counseling and guidance support that incorporates academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities designed to assist the student in the establishment of educational goals and in the selection and pursuit of a line of work compatible with his or her interests, aptitudes and abilities.

### **Continuing Education**

Offerings through a program comprised of graded and ungraded classes that supplement formal full-time college attendance to provide opportunities for personal and occupational competence.

### **Community Education**

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

### **Joint Programs**

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

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## **ACADEMIC SENATE FACULTY ETHICS STATEMENT**

1. Community college faculty members, guided by a commitment to the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their students is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, faculty members foster the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to ensure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.
3. Faculty members are obligated to ensure that students conduct themselves according to principles of academic honesty specified in the Standards of Student Conduct. They further recognize their responsibility to enforce sanctions against violations of these standards.

4. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution. When faculty members have concern about the professional behavior of a colleague, they apprise the individual of their concern and attempt to resolve the matter collegially.
5. As members of an academic institution, faculty members aspire to improve their effectiveness as teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, they recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.
6. *As members of their community*, faculty members have the rights and obligations of all citizens. They measure the urgency of these obligations in the light of their responsibilities to their students, to their subject areas, to their profession, and to their institutions. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
7. *Respecting students as individuals* is an ethical imperative. All students, as individuals, deserve the respect of faculty members regardless of their cultural background, ethnicity, race, gender, religious beliefs, political ideologies, disabilities, sexual preference, age, or socioeconomic status. One of the challenges of educators is to reach their students at their current level of understanding. When relating to students as individuals, faculty members recognize the unique circumstances of each student's life. In particular, some students may possess learning styles which hinder them from benefiting from traditional methods of instruction. Faculty members have the responsibility to use all possible effective pedagogical tools to reach those students. Because students look to faculty as role models, not only must faculty exhibit an appreciation and respect for students from all backgrounds, but it is also imperative that they model behavior that is tolerant, appreciative, and respectful of others throughout the academic community.

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## ACADEMIC FREEDOM (BP 4030)

It is the policy of the Los Angeles Community College District that academic freedom is a right enjoyed by all members of the Los Angeles Community College District community: faculty (tenured, non-tenured, and adjunct), students, staff, and administration. Faculty especially shall have the academic freedom to seek the truth and guarantee freedom of learning to the students. Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it

occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold the District's professional ethics policies for faculty, administrators, and staff; and in the case of students, to abide by the District's Standards of Student Conduct.

The District recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas, taboos, behavior or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

Each College Academic Senate may adopt its own faculty academic freedom statement. The right to academic freedom shall be protected and supported through the use, when necessary, of appropriate due process procedures established by the College Academic Senates, consistent with this policy and Article 4 of the AFT Faculty Collective Bargaining Agreement.

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## CODE OF CONDUCT STATEMENT

Those acting on behalf of the College have a responsibility to conduct themselves in a manner that will maintain civility, strengthen the public's trust and confidence in the integrity of the institution, and take no actions incompatible with their obligations to the College.

Those representing or acting on behalf of the College should promote:

- Commitment to student success and student learning;
- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Fairness by treating others with impartiality;
- Respect by treating others with civility;
- Stewardship by exercising custodial responsibility for College property and resources;
- Compliance by following State and Federal laws and regulations and College policies related to their duties and responsibilities;
- Confidentiality by protecting the integrity and security of College information such as student records, employee files, and contract negotiation documents;
- Conflict resolution;
- A climate of tolerance and trust conducive to the pursuit of College goals.

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## COLLEGE FACILITIES & LOCATIONS

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

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## **LOST & FOUND**

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

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## **PUBLICATIONS**

The College publishes the annual Catalog, Catalog addenda, two semester schedules of classes (Spring and Fall), summer session and winter intersession schedules, if offered, and all brochures and recruitment materials. Submissions for inclusion in any publication or requests for a new publication must be made through the Office of Academic Affairs. Catalog publications are available online.

# LOS ANGELES MISSION COLLEGE PATHWAYS

## What's Your Career and Academic Pathway (CAP)?

### WHAT IS A PATHWAY?

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

### WHAT IS A PROGRAM OF STUDY?

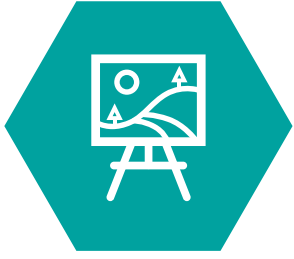
A program of study is comprised of a structured sequence of course(s), within a specified field of study, that culminates in an industry-recognized credential, Certificate of Achievement, Associate of Art or Science (AA/AS) degree, transfer readiness, and/or IGETC/CSU Certification.

### LAMC CAREER AND ACADEMIC PATHWAYS (CAPs):

- Arts, Media, and Performance
- Business, Law, and Public Safety
- Child, Family, and Education Studies
- Culinary Arts
- Society, Culture, and Communication
- STEM, Health, and Fitness

The following pages provide detailed information about each pathway and their programs of study including program descriptions, required courses, and program learning outcomes. To find out more about pathways, please visit us on the web at: [www.lamission.edu/Career-Academic-Pathways/Home.aspx](http://www.lamission.edu/Career-Academic-Pathways/Home.aspx)





# ARTS, MEDIA, AND PERFORMANCE

Are you creative? Do you enjoy artistic expression?

Are you interested in the fields of animation, graphic design, art history, interior design, video production, museum studies, or theatrical production?

## CONTACT:

**Curtis Stage**, Chair of Arts, Media & Performance



## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Art History (M035915G)

The Associate in Arts in Art History for Transfer degree introduces students to the discipline of art history as it is organized by geography, culture and chronology. Students acquire the necessary skills in critical analysis and historical research through applying: visual analysis and art historical terminology; a vocabulary of basic stylistic terms; stylistic movements within larger philosophical, political, religious and cultural contexts; methodologies of art history. The Associate in Arts in Art History for Transfer will provide students with a course of study in Art with an emphasis in Art History to prepare the student for transfer and completion of a Bachelor's Degree in studio arts, art history or a similar major at a California State University (CSU) campus.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use discipline-specific terminology in oral and written communication.
- Demonstrate aesthetic responsiveness by taking a position on and communicating the merits of specific works of art and how those works of art reflect human values within historical, cultural, political and philosophical contexts.
- Apply the elements of art and principles of design with competent skill and technique with art media.

### REQUIRED CORE

	UNITS
ART 201 Drawing I	3
ARTHIST 110 Survey of Western Art History I	3
ARTHIST 120 Survey of Western Art History II	3
<b>List A: Select one (1) course:</b>	<b>3</b>

ARTHIST 130 Survey of Asian Art History	
ARTHIST 140 Survey of Arts of Africa, Oceania, and Ancient America	

### List B: Select one (1) course:

ART 202† Drawing II	3
ART 204 Life Drawing I	
ART 501 Beginning Two-Dimensional Design	
ART 502 Beginning Three-Dimensional Design	
ART 700† Introduction to Sculpture	
ART 300 Introduction to Painting	
MULTIMD 320 Web Design	
MULTIMD 610 Introduction to Digital Video Production	
PHOTO 007 Exploring Digital Photography	

### List C: Select one (1) course:

ANTHRO 102 Human Way of Life: Cultural Anthropology	3-5
ANTHRO 104 Human Language and Communication	
ANTHRO 121 Anthropology of Religion, Magic and Witchcraft	
ARTHIST 126 Introduction to Modern Art	
ARTHIST 161 Introduction to American Art	
ARTHIST 170 History of Contemporary Art	
FRENCH 001 Elementary French I	
HISTORY 086 Introduction to World Civilization I	
HUMAN 001 Cultural Patterns of Western Civilization	
ITALIAN 001 Elementary Italian I	
PHILOS 001 Introduction to Philosophy I	
PHILOS 020 Ethics	
PHILOS 033 Comparative Survey of the World Religions	
SPANISH 001 Elementary Spanish I	
or Any List A or List B course not already used	

**Total 18-20**

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Studio Arts (M033131G)

The Studio Arts program is designed as preparation for transfer to California State University System as a major in Studio Art or a related major. The program provides a foundation in studio art practice focusing on the elements and principles of art while exploring a variety of theories, techniques and materials. Students take courses in art history, design, and drawing, with choices in painting, sculpture and photography in preparation for a career in art.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Communicate effectively through the uses of discipline-specific terminology in oral and written communication.
- Demonstrate aesthetic responsiveness by taking a position on and communicating the merits of specific works of art and how those works of art reflect human values within historical, cultural, political, and philosophical contexts.
- Develop competent skill in the creation of art including:
  - a. investigation of the elements and principles of art into two- and three-dimensional works;
  - b. observational drawing and the illusion of space;
  - c. the traditional and experimental use of media;
  - d. and synthesis of historical and contemporary art concepts into a portfolio of artwork in preparation for transfer.

### REQUIRED CORE

	UNITS
ART 201 Drawing I	3
ART 501 Beginning Two-Dimensional Design	3
ART 502 Beginning Three-Dimensional Design	3
ARTHIST 120 Survey of Western Art History II	3

### List A: Select one (1) from the following three (3) Art History courses: 3

ARTHIST 110 Survey of Western Art History I	
ARTHIST 130 Survey of Asian Art History	
ARTHIST 140 Survey of Arts of Africa, Oceania, and Ancient America	

### List B: Select three (3) courses from separate curricular areas: 9

#### DRAWING

ART 202† Drawing II	
or ART 204 Life Drawing I	

#### PAINTING

ART 300 Introduction to Painting	
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#### SCULPTURE

ART 700† Introduction to Sculpture	
or ART 701† Sculpture I	

#### MULTIMEDIA

MULTIMD 100 Introduction to Multimedia Computer Applications	
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#### PHOTOGRAPHY

PHOTO 007 Exploring Digital Photography	
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**Total 24**

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Theatre Arts (M035913G)

The Associate in Arts in Theatre Arts for Transfer is intended for students who plan to complete a bachelor's degree in Theatre Arts or a similar major at a CSU campus.

This degree will provide the student with a strong foundation in the discipline, as well as breadth of exposure to various areas included in this field.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Function efficiently both onstage and backstage.
- Apply contemporary theory and practices.
- Transfer to a Bachelor's Degree of Arts program for Theatre Arts at any CSU campus.

### REQUIRED CORE

Select nine (9) units

THEATER 100	Introduction to the Theater
or THEATER 110	History of the World Theater
THEATER 200	Introduction to Acting
THEATER 291	Rehearsals & Performances I
And THEATER 292	Rehearsals & Performances II
or THEATER 293	Rehearsals & Performances III

List A: Select three (3) courses:

THEATER 114	Script Analysis
THEATER 271†	Intermediate Acting
THEATER 300	Introduction to Stage Craft
THEATER 310	Introduction to Theatrical Lighting
THEATER 315	Introduction to the Theatrical Scenic Design
THEATER 405	Costume Design
THEATER 450	Beginning Stage Make-up

Or one of the following courses not used:

THEATER 292	Rehearsals & Performances II
or THEATER 293	Rehearsals & Performances III
or TECTHTR 342	Technical Stage Production

UNITS  
9

9

Total 18

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Film, Television and Electronic Media (M042561H)

The Associate in Science in Film, Television, and Electronic Media for Transfer degree is intended as preparation for transfer to the California State University System as a major in Film, Television, and Electronic Media or similar major.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Interpret, evaluate, and analyze the historical context, cultural values, and technological innovations of a variety of media forms while incorporating these norms into a multi-media production or presentation.
- Proficient in the operation of basic production equipment including cameras, sound recording equipment, lights, microphones, and grip equipment.
- Demonstrate the ability to apply tools and technologies appropriate for the production, editing and presentation of motion pictures, visual, aural, textual, or other media content.

### REQUIRED CORE

Select two (2) courses:

CINEMA 107	Understanding Motion Pictures
JOURNAL 100	Social Values in Mass Communication
MULTIMD 600	Story, Script and Screen

List A: Select one (1) course from each area:

Area 1: Audio 3

MULTIMD 620 Digital Audio

Area 2: Video or Film Production 3

MULTIMD 605 Studio Production

MULTIMD 610 Introduction to Digital Video Production

List B: Select one (1) course: 3

CINEMA 003 History of Motion Pictures

MULTIMD 100 Introduction to Multimedia Computer Applications

Or any List A course not already used

List C: Select one (1) course: 3

MULTIMD 210 Digital Editing

Or Any List A or List B course not already used

Total 18

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) – Art (M003348C)

The Associate in Arts - Art provides a foundation in studio art practice focusing on the elements and principles of art while exploring a variety of theories, techniques, and materials. Students take courses in art history, design, drawing, painting, and digital media in preparation for a career in art which may include transfer to a four-year college or university.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Communicate effectively through the uses of discipline-specific terminology in oral and written communication.
- Demonstrate aesthetic responsiveness by taking a position on and communicating how the merits of specific works of art reflect human values within historical, cultural, political, and philosophical contexts.
- Develop competent skills in the creation of art including:
  - a. investigation of the elements and principles of art into two- and three- dimensional works;
  - b. observational drawing and the illusion of space;
  - c. the traditional and experimental use of media;
  - d. and synthesis of historical and contemporary art concepts into a portfolio of artwork in preparation for transfer.

### REQUIRED COURSES

	UNITS
ART 201 Drawing I	3
ART 300 Introduction to Painting	3
ART 501 Beginning Two-Dimensional Design	3
ART 502 Beginning Three-Dimensional Design	3

**List A: Select two (2) from the following four (4) Art History courses: 6**

ARTHIST 110 Survey of Western Art History I	
ARTHIST 120 Survey of Western Art History II	
ARTHIST 130 Survey of Asian Art History	
ARTHIST 140 Survey of Arts of Africa, Oceania, and Ancient America	

**List B: Select one (1) from the following three (3) Drawing courses: 3**

ART 202† Drawing II	
or ART 204 Life Drawing I	
or ART 209† Perspective Drawing	

**List C: Select one (1) from the following eight (8) multidiscipline courses: 3**

ART 307† Oil Painting I	
ART 700† Introduction to Sculpture	
MULTIMD 100 Introduction to Multimedia Computer Applications	
MULTIMD 220 Illustration for Multimedia	
MULTIMD 240 Graphic Design for Multimedia	
MULTIMD 320 Web Design	
MULTIMD 400 Introduction to Experimental Animation	
PHOTO 007 Exploring Digital Photography	

**Total 24**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) – Art, Gallery and Museum Studies (M033689C)

Art, Gallery and Museum Studies Associate in Arts Degree prepares students to enter the field of gallery and museum work and to transfer to a Bachelor of Arts program in Art, Media Arts, or Museum Studies. The program combines theory with practical application; art, design, and media skills with a foundation in art history; and introduction to exhibition design and museum studies.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Synthesize knowledge of modern and contemporary art in the selection of artwork for a themed exhibition.
- Design and install an art exhibition with themed and educational content.
- Demonstrate aesthetic responsiveness by taking a position on and communicating the merits of specific works of art and how those works of art reflect human values within historical, cultural, political, and philosophical contexts.
- Document and market an exhibition through various media.

### REQUIRED COURSES

	UNITS
ART 092 Introduction to Museum Studies	3
ART 501 Beginning Two-Dimensional Design	3
ART 502 Beginning Three-Dimensional Design	3
ART 519 Exhibition Design	3

**List A: Select two (2) from the following six (6) Art History courses: 6**

ARTHIST 110 Survey of Western Art History I	
ARTHIST 120 Survey of Western Art History II	
ARTHIST 126 Introduction to Modern Art	
ARTHIST 130 Survey of Asian Art History	
ARTHIST 140 Survey of Arts of Africa, Oceania, and Ancient America	
ARTHIST 170 History of Contemporary Art	

**List B: Select one (1) from the following four (4) multidiscipline courses: 3**

MULTIMD 100 Introduction to Multimedia Computer Applications	
MULTIMD 240 Graphic Design for Multimedia	
MULTIMD 320 Web Design	
PHOTO 007 Exploring Digital Photography	

**Total 21**

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) General Studies Arts & Humanities (M018463C)

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program. Students are required to complete the general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA Degree must complete the following:

1. Completion of general education requirements
2. Complete a minimum of 18 units in one area of concentration;
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

Students planning to transfer to a 4-year university are cautioned that this curriculum may not provide for completion of the lower division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if students did decide at a later date to transfer to a 4-year university, students would have a solid beginning in the transfer planning process.

Please consult with a counselor for specific information regarding your possible intended major at the colleges/universities of choice.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze cultural, literary, humanistic activities and artistic expression of humanity.
- Synthesize aesthetic responsiveness and construct value judgments through evaluating and interpreting the ways in which people in different cultures have responded to themselves and the world around them in artistic and cultural creation throughout the ages.
- Prepare for a possible career within the fields of arts, foreign languages, humanities, film, music, philosophy, and religious studies.

ANTHRO 104	INTRDGN 104
ART 201	LING 001
ARTHIST 110, 120, 103, 170	MULTIMD 100, 200, 620
CHICANO 037, 052	MUSIC 101, 111, 141
CINEMA 003	PHILOS 001, 033
ENGLISH 102†	THEATER 100, 200, 271†
FRENCH 001, 002†	SPANISH 001, 002†, 003†, 004†,
HUMAN 001	005†, 006†, 015 026, 035
ITALIAN 001, 002†	

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) – Interior Design (M008352C)

The Interior Design Associate in Arts Degree prepares students for employment and transfer. Students study the elements and principles of design as applied to human and cultural needs for residential and commercial spaces, while utilizing technology and communication and computer technology skills. The AA degree focuses on current interior design standards including sustainable design and the American with Disabilities Act (ADA). All courses in this program can be applied to the Certificate of Achievement in Interior Design.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Prepare students for an entry-level design project for transfer to a university.
- Analyze and apply the elements and principles of design as applied to human and cultural needs for residential and commercial interior spaces using communication skills and the latest computer technology to express ideas.
- Analyze and apply current standards for environmental and sustainable design, CALGreen Code standards, Universal Design, and the American with Disabilities Act (ADA).

REQUIRED COURSES	UNITS
INTRDGN 101 Interior Design Laboratory	1
INTRDGN 102 Introduction to Interior Design	3
INTRDGN 106 Digital Drafting for Interior Design	3
INTRDGN 107 Color Theory and Design	3
INTRDGN 110 Lighting Design	3
INTRDGN 111 Sustainable Design Fundamentals	3
INTRDGN 114 Interior Design Materials, Standards & Specifications	3
INTRDGN 115 Building Codes for Interiors	3
<b>Select one (1) of the following Interior Design History courses:</b>	<b>3</b>
INTRDGN 103 History of Architecture and Interiors I	
INTRDGN 104 History of Architecture and Interiors II	
<b>Select one (1) of the following Space Planning courses:</b>	<b>4</b>
INTRDGN 108 Residential Space Planning	
INTRDGN 109 Commercial Space Planning	
<b>Select one (1) of the following Building Information Modeling courses:</b>	<b>3</b>
INTRDGN 116 Building Information Modeling for Interior Design I	
INTRDGN 117 Building Information Modeling for Interior Design II	
<b>Total</b>	<b>32</b>

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) Multimedia: Animation & 3D Design (M011977C)

In Multimedia we have an amazing Animation and 3D Design program which is designed for students to examine both 2D and 3D animation principles, as well as story development, modeling, background design, scenic layout, and special effects. Our faculty all work professionally in the animation and design fields and will help guide you to your career goals.

Our 37-unit program is designed to give students the skills and training to compete in this creative and high-skill industry and to transfer to leading animation schools. Students will have an opportunity to work with industry- leading software such as Adobe Photoshop, Adobe After Effects, Autodesk Maya, and DragonFrame.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze and apply the elements and principles of design with competent skill and technique with computer-based media.
- Analyze basic design principles with an emphasis on illustration, graphic layouts, logo creation, font creation, web navigation, web page layout, and the ability to apply these principles to a specific aesthetic intent, including a functional knowledge of the traditions, conceptual modes, and evolutions of the discipline.
- Synthesize visual forms and their aesthetic functions and basic design principles, with attention to such areas as design, color, and lighting.

REQUIRED FOUNDATION COURSES		UNITS
ART 201	Drawing I	3
ART 204	Life Drawing I	3
MULTIMD 100	Introduction to Multimedia Computer Applications	3
MULTIMD 110	Visual Communication	3
MULTIMD 210	Digital Editing	3
MULTIMD 220	Illustration for Multimedia	3
REQUIRED COURSES		
MULTIMD 300	Design for 3D Computer Applications	3
MULTIMD 310	Interactive Multimedia	3
MULTIMD 320	Web Design	3
MULTIMD 400	Introduction to Experimental Animation	3
MULTIMD 402	Animation Workshop	3
MULTIMD 430	Computer Applications for 3D Animation	3
MULTIMD 500	Multimedia Laboratory	1
		<b>Total 37</b>

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) Multimedia: Graphic & Web Design (M011975C)

This program was created to prepare students for careers involving the Internet and graphic layout with a focus on marketing and design. It integrates the elements of illustration, logo design, typography, HTML/CSS page layout, audio, video, still images, animation, text, and data for the delivery of graphic and online interactive content. Our program is designed to give students the skills and training to compete in this creative and high-skill industry.

Students will learn the skills and techniques of computer graphics, electronic imaging and production using scanners, digital cameras and computer-based hardware and software (such as Photoshop, Adobe InDesign, Adobe Dreamweaver and Adobe Illustrator) and all other essential skills to begin a career in the design field.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze and apply the elements and principles of design with competent skill and technique with computer-based media.
- Analyze basic design principles with an emphasis on illustration, graphic layouts, logo creation, font creation, web navigation, web page layout, and the ability to apply these principles to a specific aesthetic intent, including a functional knowledge of the traditions, conceptual modes, and evolutions of the discipline.
- Synthesize visual forms and their aesthetic functions and basic design principles, with attention to such areas as design, color, and lighting.

REQUIRED COURSES		UNITS
ART 201	Drawing 1	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3
MULTIMD 100	Introduction to Multimedia Computer Applications	3
MULTIMD 110	Visual Communication	3
MULTIMD 200	Digital Imaging	3
MULTIMD 220	Illustration for Multimedia	3
MULTIMD 240	Graphic Design for Multimedia	3
MULTIMD 245	Typography for Multimedia and Graphic Design	3
MULTIMD 320	Web Design	3
MULTIMD 340	Vector Graphics	3
MULTIMD 500	Multimedia Laboratory	1
<b>Select one (1) course from the following:</b>		<b>3</b>
PHOTO 007	Exploring Digital Photography	3
MULTIMD 210	Digital Editing	3
MULTIMD 350†	Web Design II	3
		<b>Total 37</b>

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) Multimedia: Video Production (M011978C)

Students in the program are taught about cinematography, camera techniques, and postproduction. In our program, students take classes in cinema history, photography/visual storytelling, audio production, digital editing, and 2D animation/motion graphics. You can learn the ins and outs of pre- and post-production and non-linear editing, plus lighting and audio for video and field production. Before graduating, students compile work they created into a portfolio reel to show potential employers. Graduates of the program are prepared to seek entry-level jobs like cinematographer, video editor, scriptwriter, producer, and camera operator.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze and apply the elements and principles of production design with competent skill and technique with production equipment such as cameras and computer editing software.
- Appraise historical, cultural, and aesthetic factors that led to rise of popular narrative and documentary filmmaking and how its model of production became the dominant form practiced by popular cinemas worldwide.
- Recognize, articulate, and judge the visual, verbal, and audio conventions through which images, words, and sounds make meaning in film and media texts.

### REQUIRED COURSES

		UNITS
CINEMA 003	History of Motion Pictures	3
or CINEMA 004	History of the Documentary Film	
CINEMA 107	Understanding Motion Pictures	3
CINEMA 125†	Film Production Workshop	3
JOURNAL 100	Social Value in Mass Communication	3
MULTIMD 100	Introduction to Multimedia Computer Applications	3
MULTIMD 110	Visual Communication	3
or MULTIMD 210	Digital Editing	
MULTIMD 500	Multimedia Laboratory	1
MULTIMD 600	Story, Script and Screen	3
MULTIMD 605	Studio Production	3
MULTIMD 610	Introduction to Digital Video Production	3
MULTIMD 620	Digital Audio	3
MULTIMD 640	Digital Video Production: Digital Editing	3
PHOTO 007	Exploring Digital Photography	3

**Total 37**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) – Painting (M008348C)

The Associate in Arts - Painting provides a foundation in studio art practice focusing on the elements and principles of art while exploring a variety of theories, techniques, and materials. Students take courses in art history, design, drawing, painting, and digital media in preparation for a career in art which may include transfer to a four-year college or university. The focus of this degree includes taking four levels of painting to develop a creative portfolio of work for exhibition and application for admission to college art programs that require a portfolio.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Communicate effectively through the uses of discipline-specific terminology in oral and written communication.
- Demonstrate aesthetic responsiveness by taking a position on and communicating the merits of specific works of art and how those works of art reflect human values within historical, cultural, political, and philosophical contexts.
- Develop competent skill in the creation of art including:
  - a. investigation of the elements and principles of art into two- and three-dimensional works;
  - b. observational drawing and the illusion of space;
  - c. the traditional and experimental use of media;
  - d. and synthesis of historical and contemporary art concepts into a portfolio of paintings for exhibition.

### REQUIRED COURSES

		UNITS
ART 201	Drawing I	3
ART 300	Introduction to Painting	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3

**List A: Select two (2) from the following four (4) Art History courses: 6**

ARTHIST 110	Survey of Western Art History I
ARTHIST 120	Survey of Western Art History II
ARTHIST 130	Survey of Asian Art History
ARTHIST 140	Survey of Arts of Africa, Oceania, and Ancient America

**List B: Select one (1) from the following three (3) Drawing courses: 3**

ART 202†	Drawing II
ART 204	Life Drawing I
ART 209†	Perspective Drawing I

**List C: Select three (3) from the following six (6) Painting courses: 9**

ART 304†	Acrylic Painting I
ART 305†	Acrylic Painting II
ART 306†	Acrylic Painting III
ART 307†	Oil Painting I
ART 308†	Oil Painting II
ART 309†	Oil Painting III

**List D: Select one (1) from the following two (2) Multi-discipline courses: 3**

MULTIMD 100	Introduction to Multimedia Computer Applications
PHOTO 007	Exploring Digital Photography

**Total 33**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Commercial Photography (M042284D)

The Commercial Photography Certificate of Achievement program offers a solid foundation for students to start a career in a range of photography and imaging-related fields which include commercial, industrial, product, event, food, fine art and more. The curriculum provides extensive training in digital photography, professional camera equipment, contemporary studio lighting techniques, portraiture, and multimedia photographic production. Students learn image capture and manipulation, digital asset management and workflow, digital printing, and portfolio development. Unique to our program, students will learn from industry professionals about business and marketing aspects of commercial photography necessary to be successful. Upon completion of this certificate, students will be able to enter the wide field of photography because our program is balanced between the technical and the aesthetic skills required to make compelling images.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Operate professional digital photography equipment such as medium format, mirrorless, and DSLR digital cameras as well as studio strobe lighting and tripods.
- Use imaging software to edit, print, and catalog photographs.

REQUIRED COURSES		UNITS
PHOTO 007	Exploring Digital Photography	3
PHOTO 015	Fundamentals of Portraiture	3
PHOTO 016†	Fundamental Commercial Photography	3
PHOTO 107†	Intermediate Digital Photography	3
PHOTO 121	History and Appreciation of Photography	3
MULTIMD 100	Introduction to Multimedia Computer Applications	3
		<b>Total 18</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Digital Interior Design (M041336D)

The Certificate of Achievement in Digital Interior Design is designed for students who want to focus on computer skills needed in the interior design industry. All courses in this program can be applied to the AA or Certificate of Achievement in Interior Design.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Create a complete set of construction documents of a residential or commercial interior project including plans, sections, elevations, details, and schedules using Building Information Model (BIM) and Computer Aided Design (CAD) software.

- Generate daylighting and solar analysis of a residential or commercial interior project using Building Information Model (BIM) software.
- Create a set of presentation drawings and renderings for a residential and commercial interior project using Building Information Model (BIM) software and 2D computer editing software.

REQUIRED COURSES		UNITS
MULTIMD 100	Introduction to Multimedia Computer Applications	3
MULTIMD 340	Vector Graphics	3
INTRDGN 101	Interior Design Laboratory	1
INTRDGN 106	Digital Drafting for Interior Design	3
INTRDGN 116	Building Information Modeling for Interiors I	3
INTRDGN 117	Building Information Modeling for Interiors II	3
		<b>Total 16</b>

## CERTIFICATE OF ACHIEVEMENT Interior Design (M021767D)

The Certificate of Achievement program is designed for students who have limited time or resources to commit to a full AA degree program and wish to concentrate only on interior design classes to prepare for employment in interior design. Students study the elements and principles of design applied to human and cultural needs for residential and commercial spaces, while utilizing interior design standards including sustainable design and the Americans with Disabilities Act (ADA). All courses in this program can be applied to the Associate in Arts in Interior Design degree.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Prepare for an entry-level design project for transfer to a university.
- Analyze and apply the elements and principles of design as applied to human and cultural needs for residential and commercial interior spaces using communication skills and the latest computer technology to express ideas.
- Analyze and apply current standards for environmental and sustainable design, CALGreen Code standards, Universal Design, and the Americans with Disabilities Act (ADA).

REQUIRED COURSES		UNITS
INTRDGN 101	Interior Design Laboratory	1
INTRDGN 102	Introduction to Interior Design	3
INTRDGN 106	Digital Drafting for Interior Design	3
INTRDGN 107	Color Theory and Design	3
INTRDGN 110	Lighting Design	3
INTRDGN 111	Sustainable Design Fundamentals	3
INTRDGN 114	Interior Design Materials, Standards & Specifications	3
INTRDGN 115	Building Codes for Interiors	3
<b>Select one (1) of the following Interior Design History courses:</b>		<b>3</b>
INTRDGN 103	History of Architecture and Interiors I	
INTRDGN 104	History of Architecture and Interiors II	
<b>Select one (1) of the following Space Planning courses:</b>		<b>4</b>
INTRDGN 108	Residential Space Planning	
INTRDGN 109	Commercial Space Planning	
<b>Select one (1) of the following Building Information Modeling courses:</b>		<b>3</b>
INTRDGN 116	Building Information Modeling for Interior Design I	
INTRDGN 117	Building Information Modeling for Interior Design II	
		<b>Total 32</b>

## CERTIFICATE OF ACHIEVEMENT Multimedia: Animation & 3D Design (M021764D)

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply the elements and principles of design with competent skill and technique with computer-based media.
- Present an animation containing the elements of a fully developed narrative or experimental story.
- Plan and produce a storyboard and three-part story structure utilizing the principles of sequential art that leads to a fully developed animation using the computer software.

### REQUIRED FOUNDATION COURSES

	UNITS
ART 201 Drawing I	3
ART 204 Life Drawing I	3
MULTIMD 100 Introduction to Multimedia Computer Applications	3
MULTIMD 110 Visual Communication	3
MULTIMD 210 Digital Editing	3
MULTIMD 220 Illustration for Multimedia	3

### REQUIRED COURSES

MULTIMD 300 Design for 3D Computer Applications	3
MULTIMD 310 Interactive Multimedia for Education and Business	3
MULTIMD 320 Web Design	3
MULTIMD 400 Introduction to Experimental Animation	3
MULTIMD 402 Animation Workshop	3
MULTIMD 430 Computer Applications for 3D Animation	3
MULTIMD 500 Multimedia Laboratory	1

**Total 37**

## CERTIFICATE OF ACHIEVEMENT Multimedia: Graphic & Web Design (M021760D)

This program was created to prepare students for careers involving the Internet and graphic layout with a focus on marketing and design. It integrates the elements of illustration, logo design, typography, HTML/CSS page layout, audio, video, still images, animation, text and data for the delivery of graphic and online interactive content. Our program is designed to give students the skills and training to compete in this creative and high-skill industry.

Students will learn the skills and techniques of computer graphics, electronic imaging and production using scanners, digital cameras and computer-based hardware and software (such as Photoshop, Adobe InDesign, Adobe Dreamweaver and Adobe Illustrator) and all other essential skills to begin a career in the design field.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze and apply the elements and principles of design with competent skill and technique with computer-based media.
- Analyze basic design principles with an emphasis on illustration, graphic layouts, logo creation, font creation, web navigation, web page layout, and the ability to apply these principles to a specific aesthetic intent, including a functional knowledge of the traditions, conceptual modes, and evolutions of the discipline.
- Synthesize visual forms and their aesthetic functions and basic design principles, with attention to such areas as design, color, and lighting.

### REQUIRED COURSES

	UNITS
ART 201 Drawing I	3
ART 501 Beginning Two-Dimensional Design	3
ART 502 Beginning Three-Dimensional Design	3
MULTIMD 100 Introduction to Multimedia Computer Applications	3
MULTIMD 110 Visual Communication	3
MULTIMD 200 Digital Imaging	3
MULTIMD 220 Illustration for Multimedia	3
MULTIMD 240 Graphic Design for Multimedia	3
MULTIMD 245 Typography I for Multimedia and Graphic Design	3
MULTIMD 320 Web Design	3
MULTIMD 340 Vector Graphics	3
MULTIMD 500 Multimedia Laboratory	1
<b>Select one (1) course from the following:</b>	<b>3</b>
PHOTO 007 Exploring Digital Photography	3
MULTIMD 210 Digital Editing	3
MULTIMD 350† Web Design II	3

**Total 37**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Multimedia: Video Production (M021762D)

Students in the program are taught about cinematography, camera techniques, and postproduction. In our program, students take classes in cinema history, photography/visual storytelling, audio production, digital editing, and 2D animation/motion graphics. You can learn the ins and outs of pre- and post-production and non-linear editing, plus lighting and audio for video and field production. Before graduating, students compile work they created into a portfolio reel to show potential employers. Graduates of the program are prepared to seek entry-level jobs like cinematographer, video editor, scriptwriter, producer, and camera operator.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze and apply the elements and principles of production design with competent skill and technique with production equipment such as cameras and computer editing software.
- Appraise historical, cultural, and aesthetic factors that led to rise of popular narrative and documentary filmmaking and how its model of production became the dominant form practiced by popular cinemas worldwide.
- Recognize, articulate, and judge the visual, verbal, and audio conventions through which images, words, and sounds make meaning in film and media texts.

### REQUIRED COURSES

	UNITS
CINEMA 003 History of Motion Pictures	3
or CINEMA 004 History of the Documentary Film	
CINEMA 107 Understanding Motion Pictures	3
CINEMA 125† Film Production Workshop	3
JOURNAL 100 Social Value in Mass Communication	3
MULTIMD 100 Introduction to Multimedia Computer Applications	3
MULTIMD 110 Visual Communication	3
or MULTIMD 210 Digital Editing	
MULTIMD 500 Multimedia Laboratory	1
MULTIMD 600 Story, Script and Screen	3
MULTIMD 605 Studio Production	3
MULTIMD 610 Introduction to Digital Video Production	3
MULTIMD 620 Digital Audio	3
MULTIMD 640 Digital Video Production: Digital Editing	3
PHOTO 007 Exploring Digital Photography	3

**Total 37**

† This course has a prerequisite or corequisite.

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## CERTIFICATE OF COMPETENCY Competitive eSports Event Producer (M041463F)

An eSports (Electronic Sports) event is a spectator sport where video game athletes compete and provide live entertainment as well as video streamed over the internet onto a streaming network platform. In the first part of the program, students will learn how to build an eSports centric brand, develop a social media presence, and create a sponsor deck for corporate sponsorships. In part two, students will study and configure eSports specific computer hardware and networking, along with configuring audio/video equipment and software used for live streaming. In part three, students will work as a team to apply and master what they have learned by managing elements of an eSports tournament/competition. Upon completion of the required 3 courses, students will receive a Certificate of Competency in Competitive eSports Event Producer. This certificate provides a pathway to a career and college degree coursework in multimedia and business management.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Produce and host an eSports event both live and online to new media platforms, such as twitch.tv

REQUIRED CORE	HOURS
VOC ED 881CE eSports Events Management	54
VOC ED 882CE Technology Planning for LAN Events and Livestreaming	54
VOC ED 883CE Competitive eSports Event Production	18
<b>Total Hours 126</b>	

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## CERTIFICATE OF COMPETENCY Digital Media Production & Streaming (M041606F)

Digital media offers many benefits such as reaching people wherever they are, eliminating barriers of time and distance, facilitating social interaction to empower and connect people, improving service delivery, enhancing learning, increasing communication effectiveness with real-time information/breaking news, and decreasing print media to preserve trees. Combining classroom experience with real-world projects, this interdisciplinary program is designed for students seeking exciting careers in digital video production, journalism, and podcasting. Students create persuasive, informational, educational, and entertainment-based projects for the web, mobile devices, broadcast, and live broadcast.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Understand the foundation of storytelling principles through various technologies to create effective digital media communications.
- Be able to direct the implementation of standard industry processes required for the production and streaming of digital media content.

REQUIRED CORE	HOURS
VOC ED 871CE Digital Media: Audio Storytelling	36
VOC ED 872CE Digital Media: Podcast Production & Live Streaming	36
VOC ED 873CE Digital Media: Video Storytelling	36
<b>Total Hours 108</b>	



# BUSINESS, LAW, AND PUBLIC SAFETY

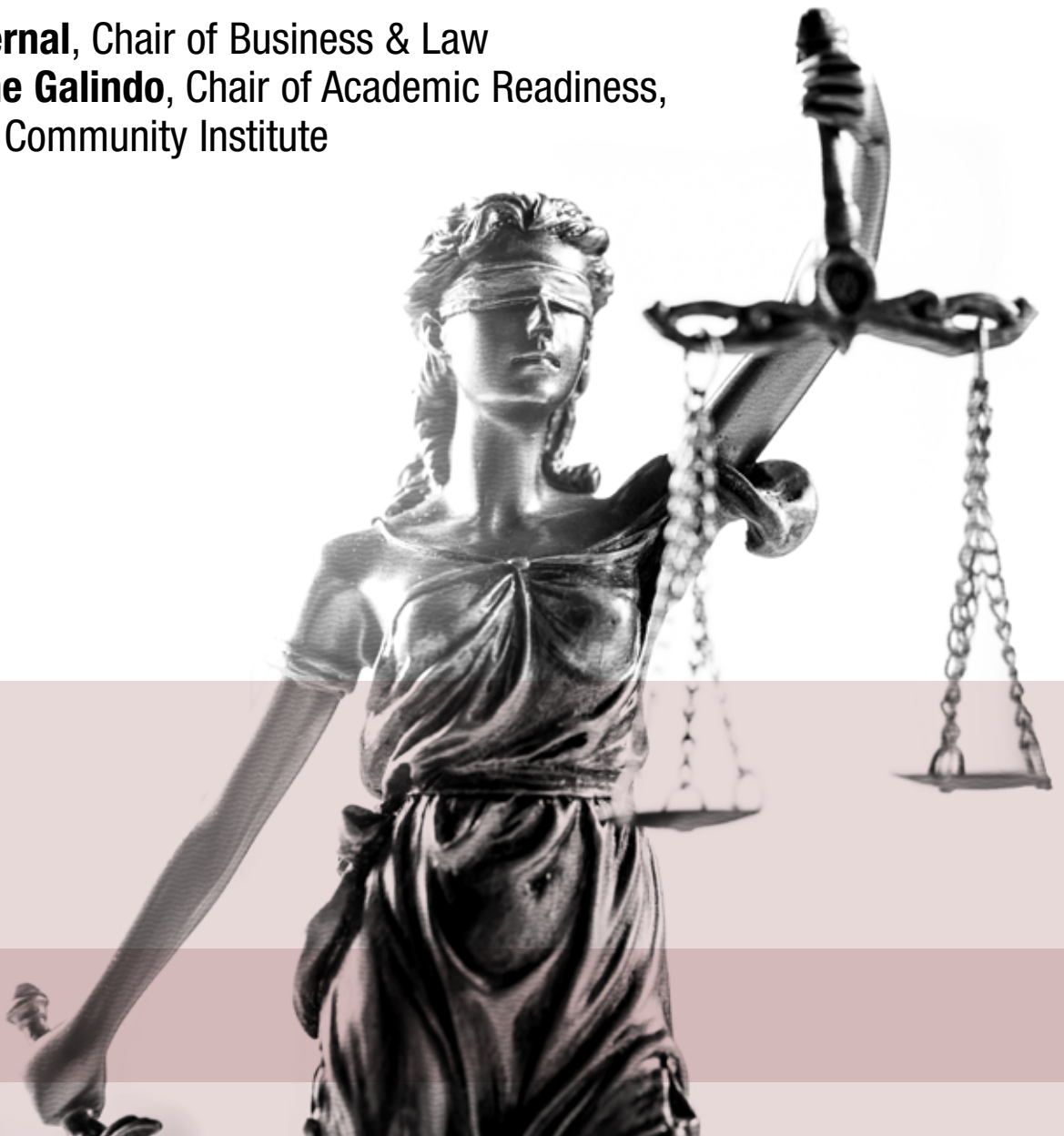
Are you often drawn to roles where you are leading others and managing projects?

Are you interested in law enforcement and the administration of justice?

## **CONTACT:**

**Vilma Bernal**, Chair of Business & Law

**Maryanne Galindo**, Chair of Academic Readiness,  
Career & Community Institute



## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Administration of Justice (M033109H)

Transfer to an undergraduate program at the CSU level within the criminal justice field.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Write basic criminal justice reports and research papers using appropriate writing styles.
- Formulate a career plan and an understanding of qualifications and professional expectations to obtain a job in Administration of Justice.
- Apply critical thinking skills and an appropriate problem-solving strategy to a criminal justice situation.

### REQUIRED COURSES

	UNITS
ADM JUS 001 Introduction to Administration of Justice	3
ADM JUS 002 Concepts of Criminal Law	3
<b>List A: Select two (2) courses</b>	<b>6</b>
ADM JUS 003 Legal Aspects of Evidence	
ADM JUS 004 Principles & Procedures of the Justice System	
ADM JUS 005 Criminal Investigation	
ADM JUS 008 Juvenile Procedures	
ADM JUS 075 Introduction to Corrections	
ADM JUS 104 Introduction to Forensic Science	
<b>List B: Select two (2) courses</b>	<b>6-7</b>
ADM JUS 160 Police Organization & Administration	
MATH 227* Statistics	
PSYCH 001 General Psychology I	
SOC 001 Introduction to Sociology	
or Any List A course not already used	

**Total 18-19**

\*Students can alternatively enroll in MATH 227S Statistics with Support or the sequence of MATH 227A Statistics I + MATH 227B Statistics II

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Business Administration for Transfer 2.0 (M041141H)

The Associate in Science in Business Administration for Transfer 2.0 is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Business Administration.

Students who complete this degree will be guaranteed admission with junior status to the California State University system, although not a particular campus or major. Students can use the ADT Search by CSU Campus to view which CSU campuses accept ADT degrees in their major: <http://www.calstate.edu/transfer/adts-search/search.shtml>

**Program Learning Outcomes** – Upon completion, students will be able to:

- Transfer to an undergraduate program at the university level in the field of business.

- Apply ethical values, global awareness, and technological skills to identify problems and issues making appropriate decisions related to business problems.
- Apply critical thinking skills to formulate viable solutions to business problems by using basic accounting, business, and financial concepts.
- Leaders exist all around us. Think of a great leader in the work place (famous or not famous) and describe his or her leadership style. Evaluate some of the ways this leader is able to work with people individually and in teams.

### REQUIRED COURSES

	UNITS
ACCTG 001 Introductory Accounting I	5
ACCTG 002† Introductory Accounting II	5
BUS 001 Introduction to Business	
or CAOT 032† Business Communications	3
BUS 005 Business Law I	
or LAW 001 Business Law I	3
ECON 001 Principles of Microeconomics	3
ECON 002 Principles of Macroeconomics	3
MATH 227* Statistics	4
or MATH 227S Statistics with Support	4
or MATH 227A+B† Statistics I + Statistics II	4
or STAT 101 Statistics for the Social Sciences	4
MATH 238** Calculus for Business and Social Sciences I	
or MATH 261† Calculus I	5

**Total 31**

\* Students can alternatively enroll in MATH 227S Statistics with Support or the sequence of MATH 227A Statistics I + MATH 227B Statistics II

\*\* Students can alternatively enroll in the sequence of MATH 238A Calculus for Business and Social Sciences I Part A + MATH 238B Calculus for Business and Social Sciences I Part B

† This course has a prerequisite or corequisite.

NOTE: Students receiving this transfer degree must meet the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including completion of:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC)
  - b. A minimum of 18 semester units in a major or area of emphasis, as listed below.
2. Obtain a minimum cumulative grade point average of 2.0
3. Obtain a grade of "C" or better in each course required for the major or a grade of "P" if the major course is taken on a "P/NP" basis.

## ASSOCIATE IN ARTS (AA) – Accounting (M003340C)

This degree serves as the basis for further undergraduate education in accounting as well as preparing students for entry-level positions in accounting and tax preparation. It is designed to enable students to do accounting work in the public sector or in private companies. The degree provides a foundation for careers in business-related fields such as management, banking, finance, and law.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply accounting concepts and principles to support financial and managerial accounting analyses and problem solving.
- Utilize critical thinking skills, together with ethical values, to evaluate accounting and financial information and formulate business decisions.

### REQUIRED COURSES

	UNITS
ACCTG 001 Introductory Accounting I	5
ACCTG 002† Introductory Accounting II	5
BUS 001 Introduction to Business	3
BUS 005 Business Law I	3
CAOT 032 Business Communications	3
CAOT 078 Computer Accounting Applications: QuickBooks	3
<b>Select one (1) course:</b>	<b>3</b>
ACCTG 015 Tax Accounting I	
BUS 010 Volunteer Income Tax Assistance (VITA) Clinic Participation	
<b>Select one (1) course:</b>	<b>3</b>
ECON 001 Principles of Microeconomics	
ECON 002 Principles of Macroeconomics	
<b>Select two (2) courses:</b>	<b>6</b>
CAOT 082 Microsoft Office Suite	
CAOT 085 Microsoft Excel	
CS 101 Introduction to Computer Science	
ECON 001 Principles of Microeconomics	
or ECON 002 Principles of Macroeconomics	
FINANCE 001 Principles of Finance	
FINANCE 008 Personal Finance & Investments	

**Total 34**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) Administration of Justice (M007069C)

Students completing the following program will be awarded an Associate in Science Degree in Administration of Justice.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Write basic criminal justice reports and research papers using appropriate writing styles.
- Apply critical thinking skills and appropriate problem-solving strategies to criminal justice situations.
- Students will recognize common ethical dilemmas encountered by criminal justice professionals and will be prepared to respond appropriately.

### REQUIRED COURSES

	UNITS
ADM JUS 001 Introduction to Administration of Justice	3
ADM JUS 002 Concepts of Criminal Law	3
ADM JUS 003 Legal Aspects of Evidence	3
ADM JUS 004 Principles & Procedures of the Justice System	3
ADM JUS 005 Criminal Investigation	3
ADM JUS 014 Report Writing for Peace Officers	3
ADM JUS 075 Introduction to Corrections	3
ADM JUS 160 Police Organization & Administration	3

**Total 24**

### RECOMMENDED COURSES

ADM JUS 104 Introduction to Forensic Science	3
ADM JUS 150 Understanding Street & Prison Gangs	3

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*



## ASSOCIATE IN ARTS (AA) Business Administration (M003339C)

The Business Administration program is designed to give the student a basic understanding of the field of business. Through the use of electives, it is also designed with sufficient latitude to allow the student to explore fields of his or her choice. This program is designed to meet the needs of 1) employed persons desiring to prepare for supervisory positions, 2) supervisors and other management personnel who wish to gain knowledge which will enable them to perform their duties more effectively or to advance to more responsible positions.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze and apply ethical values and global perspectives while making appropriate decisions related to administration problems.
- Apply critical thinking skills to formulate viable solutions to management problems by using basic accounting, business, and financial concepts and technology tools.

### REQUIRED COURSES

	UNITS
ACCTG 001 Introductory Accounting I	5
BUS 001 Introduction to Business	3
BUS 005 Business Law I	3
CAOT 032 Business Communications	3
CAOT 082 Microsoft Office Suite	3
MARKET 021 Principles of Marketing	3
MGMT 002 Organization and Management Theory	3
<b>Select one (1) course:</b>	<b>3</b>
ECON 001 Principles of Microeconomics	
ECON 002 Principles of Macroeconomics	
<b>Select two (2) courses:</b>	<b>6</b>
BUS 172 Global Business	
FINANCE 001 Principles of Finance	
FINANCE 008 Personal Finance and Investments	
MARKET 022 Green Marketing	
MGMT 013 Small Business Entrepreneurship	
MGMT 031 Human Relations for Employees	
MGMT 033 Human Capital Management	

**Total 32**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) Legal Assisting (Paralegal) (M003361C)

A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as legal assistants in some legal settings.

The curriculum provides students with practical legal skills enabling them to draft legal documents with minimal supervision. Students also are familiarized with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Correctly use legal terminology and understand the fundamentals of our legal system—its processes and procedures.
- Conduct effective legal research.
- Prepare legal briefs and/or memoranda and court documents in a professional and competent manner.

### REQUIRED COURSES

	UNITS
LAW 001 Business Law I	3
LAW 002 Business Law II	3
LAW 003 Civil Rights and the Law	3
LAW 010 Introduction to Legal Assistant I	3
LAW 011 Introduction to Legal Assistant II	3
LAW 012 Tort Law & Claims Investigation	3
LAW 013 Wills, Trusts, and Probate Administration	3
or LAW 019 Property and Creditor Rights	
LAW 016 Evidence	3
LAW 017 Legal Writing	3
LAW 018 Marriage and Family Law	3
LAW 020 Basic Probate Procedure	3
or LAW 034 Legal Research	
LAW 035 Immigration Law for Paralegals	3

**Total 36**

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) – Management (M015995C)

This program is designed to meet the needs of 1) employed persons desiring to prepare for supervisory positions, and 2) supervisors and other management personnel who wish to gain knowledge which will enable them either to perform their duties more effectively or to advance to more responsible positions. This course of study was developed with the assistance of our Business Advisory Committee. Typical Positions: Various supervisory and managerial positions in the industrial and commercial community.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze and apply ethical values and global perspectives while making appropriate decisions related to management problems.
- To assess effective leadership styles, teamwork, and communication skills.

### REQUIRED COURSES

	UNITS
ACCTG 001 Introductory Accounting I	5
BUS 001 Introduction to Business	3
BUS 005 Business Law I	3
CAOT 032 Business Communications	3
MGMT 002 Organization and Management Theory	3
MGMT 013 Small Business Entrepreneurship	3
MGMT 031 Human Relations for Employees	3
MGMT 033 Human Capital Management	3
<b>Select one (1) course:</b>	<b>3</b>
ECON 001 Principles of Microeconomics	
ECON 002 Principles of Macroeconomics	
<b>Select two (2) courses:</b>	<b>6</b>
BUS 172 Global Business	
CAOT 082 Microsoft Office Suite	
FINANCE 001 Principles of Finance	
MARKET 021 Principles of Marketing	
MARKET 022 Green Marketing	
<b>Total</b>	<b>35</b>

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) Restaurant Management (M008362C)

The Restaurant Management AA degree program is designed for students preparing for an upwardly mobile career in restaurant/food service management. Students learn the basic and advanced methods and techniques for managing a restaurant or other food service operation such as menu planning, purchasing and receiving, quality food production standards, quality beverage management standards, facilitating performance of production staff, managing buffets, banquets and catered events, food and beverage analysis and decision making, organization and management theory, and small business entrepreneurship. Additionally, this program serves to enable students to earn units transferable to more advanced schools.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
- Use classic cooking terminology and methods, apply health and safety standards.
- Demonstrate skill and apply professional industry standards in food handling, dining room & beverage service, baking and food service, and use of kitchen equipment and tools.
- Demonstrate responsibility and team skills for the food service industry.
- Describe career opportunities within the food industry and strategize own career.
- Critique, assess, and improve one's own performance, listening skills and communication skills for personal, academic, and career purposes.
- Recognize the diversity of cultural influences and values related to a professional culinary environment.
- Think critically in evaluating information, solving problems, and making decisions related to food preparation and food service.

### REQUIRED COURSES

	UNITS
BUS 005 Business Law I	3
CLN ART 050 Sanitation & Safety	2
CLN ART 060† Culinary Arts Orientation & Techniques	4
CLN ART 101† Culinary Fundamentals I	4
CLN ART 103 Culinary Nutrition	2
CLN ART 104† Dining Room & Beverage Management	4
CLN ART 105 Menu Planning	2
CLN ART 106† Purchasing & Receiving	3
CLN ART 107† Principles of Garde Manger & Basic Baking	4
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 109† Principles of Catering	4
CLN ART 155† Chefs Training for Apprenticeship II	2
MGMT 002 Organization & Management Theory	3
MGMT 013 Small Business Entrepreneurship	3
<b>Total</b>	<b>42</b>

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## CERTIFICATE OF ACHIEVEMENT Accounting (M035616D)

The Certificate of Achievement in Accounting is designed for students who wish to develop specific accounting skills for use in the workplace or further academic studies. The program provides students with a combination of conceptual understanding and hands-on skills. Topics will include fundamental financial and managerial accounting concepts and application, overview of taxation and return preparation, and applications using accounting and financial software.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply accounting concepts and principles to support financial and managerial accounting analysis.
- Utilize critical thinking skills, together with ethical values, to evaluate accounting and financial decisions.

REQUIRED COURSES		UNITS
ACCTG 001	Introductory Accounting I	5
ACCTG 002†	Introductory Accounting II	5
CAOT 032	Business Communications	3
CAOT 078	Computer Accounting Applications: QuickBooks	3
<b>Select one (1) course:</b>		<b>3</b>
ACCTG 015	Tax Accounting I	
BUS 010	Volunteer Income Tax Assistance (VITA) Clinic Participation	
<b>Select one (1) course:</b>		<b>3</b>
CAOT 082	Microsoft Office Suite	
CS 101	Introduction to Computer Science	

**Total 22**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Fundamentals of Medical Billing & Coding (M035251D)

This certification prepares students to assume entry level medical office duties and responsibilities. It also prepares students for career advancement and training in the use of current computer application programs, medical/hospital billing procedures and medical records procedures. The program provides basic skills that promote success in the workplace. Typical entry level positions include medical clerk, medical coder, medical office assistant, billing clerk, and medical office staff.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply their knowledge of medical terms students will categorize and differentiate the billing and coding computerized procedures used in health care settings.

REQUIRED COURSES		UNITS
HLTHOCC 063	Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064	Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065	Fundamentals for the Healthcare Professional	2.5
HTHTEK 100	Introduction to Health Information Technology	3

HTHTEK 103†	Introduction to Basic Coding	3
HTHTEK 110†	Ambulatory Care Coding	3
HTHTEK 230†	Electronic Health Records in the Health Care System	3
<b>Select Required Elective:</b>		<b>0.5</b>
Any degree applicable course of at least 1 unit		

**Total 18**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Legal Assisting (Paralegal) (M021769D)

A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as legal assistants in some legal settings.

The curriculum provides students with practical legal skills enabling them to draft legal documents with minimal supervision. Students also are familiarized with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals.

Earning a Certificate of Achievement from the L.A. Mission College Paralegal Studies Program (36 units/12 law classes) complies with the educational requirements of California law (<http://profj.us/newlaw>) regulating paralegals in the State of California.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Correctly use legal terminology and understand the fundamentals of our legal system; its processes and procedures.
- Conduct effective legal research.
- Prepare legal briefs and/or memoranda and court documents in a professional and competent manner.

REQUIRED COURSES		UNITS
LAW 001	Business Law I	3
LAW 002	Business Law II	3
LAW 003	Civil Rights and the Law	3
LAW 010	Introduction to Legal Assistant I	3
LAW 011	Introduction to Legal Assistant II	3
LAW 012	Tort Law & Claims Investigation	3
LAW 013	Wills, Trusts & Probate Administration	
or LAW 019	Property & Creditor Rights	3
LAW 016	Evidence	3
LAW 017	Legal Writing	3
LAW 018	Marriage & Family Law	3
LAW 020	Basic Probate Procedure	
or LAW 034	Legal Research	3
LAW 035	Immigration Law for Paralegals	3

**Total 36**

## CERTIFICATE OF ACHIEVEMENT Probation/Correction Officer (M008368D)

This program prepares students to work as a probation or corrections officer in a variety of settings including both public and private detention centers, prisons, juvenile correctional facilities, and county jails.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Enter a career in corrections, probation, and/or parole departments.
- Formulate a treatment program for juvenile criminal offenders.

### REQUIRED COURSES

	UNITS
ADM JUS 001 Introduction to Administration of Justice	3
ADM JUS 008 Juvenile Procedures	3
ADM JUS 039 Probation & Parole	3
ADM JUS 075 Introduction to Corrections	3
ADM JUS 150 Understanding Street & Prison Gangs	3
ADM JUS 385 Directed Study (Internship)	3

**Total 18**

## CERTIFICATE OF ACHIEVEMENT Real Estate Sales (M043125D)

The Real Estate Sales Certificate of Achievement will enable students to acquire the necessary education needed to participate in the State of California Real Estate Salesperson exam. In addition to participating in the real estate salespersons exam, students can use the education they acquire to enter the labor force, promote within the field of real estate, or simply learn about one of the most important investments people make, which is purchasing a home.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Elaborate on critical areas of real estate, such as title, escrow, property management, loan processing, loan underwriting, transaction coordination, real estate appraisal, and real estate sales and brokerage, employing the skills needed for a successful career in real estate.
- Compare and contrast principles, practices, laws and regulations governing the actions of a real estate agent and to meet the state licensing requirements to enable students to apply for the Real Estate Salesperson License Examination and/or enable them to take additional courses for the Real Estate Broker's License Examination.

### REQUIRED COURSES

	UNITS
REAL ES 001 Real Estate Principles	3
REAL ES 003 Real Estate Practices	3
REAL ES 005 Legal Aspects of Real Estate I	3
<b>Select two (2) courses:</b>	<b>8</b>
ACCTG 001 Introductory Accounting I	
BUS 005 Business Law I	
or LAW 001 Business Law I	

**Total 17**

## CERTIFICATE OF ACHIEVEMENT Restaurant Management (M033365D)

The certificate program is designed to train and prepare students for careers in all aspects of the culinary arts and hospitality fields. The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth.

Successful students will be prepared to work as prep cooks, line cooks, sous chefs, and kitchen managers in a wide range of food service setting, such as restaurants, hotels, catering operations, and institutional kitchens. The program will focus on cooking skills development, problem solving, supervision, kitchen management skills, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to restaurant operations.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
- Use classic cooking terminology and methods, apply health and safety standards.
- Demonstrate skill and apply professional industry standards in food handling, dining room & beverage service, baking and food service, and use of kitchen equipment and tools.
- Demonstrate responsibility and team skills for the food service industry.
- Describe career opportunities within the food industry and strategize own career.
- Critique, assess, and improve one's own performance, listening skills, and communication.
- Skills for personal, academic, and career purposes.
- Recognize the diversity of cultural influences and values related to a professional culinary environment.
- Think critically in evaluating information, solving problems, and making decisions related to food preparation and food service.

### REQUIRED COURSES

	UNITS
BUS 005 Business Law I	3
CLN ART 050 Sanitation & Safety	2
CLN ART 060† Culinary Arts Orientation & Techniques	4
CLN ART 101† Culinary Fundamentals I	4
CLN ART 103 Culinary Nutrition	2
CLN ART 104† Dining Room & Beverage Management	4
CLN ART 105 Menu Planning	2
CLN ART 106† Purchasing & Receiving	3
CLN ART 107† Principles of Garde Manger & Basic Baking	4
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 109† Principles of Catering	4
CLN ART 155† Chefs Training for Apprenticeship II	2
MGMT 002 Organization & Management Theory	3
MGMT 013 Small Business Entrepreneurship	3

**Total 42**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Retail Management WAFC (M014776D)

This certificate is designed primarily for those students who have a limited amount of time to pursue their career goals and wish to specialize in a particular aspect of Management. They may seek upward mobility in their present job, or they may desire to prepare themselves for a new career.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use technology, theoretical concepts, and analytical skills in retail related problem-solving and decision-making;
- Demonstrate effective leadership, teamwork, and communication skills.

REQUIRED COURSES		UNITS
BUS 038	Business Computations	3
CAOT 031	Business English	3
CAOT 078	Computer Accounting Applications: QuickBooks	3
COMM 101	Public Speaking	3
MARKET 021	Principles of Marketing	3
MARKET 031	Retail Merchandising	3
MGMT 002	Organization & Management Theory	3
MGMT 033	Human Capital Management	3
<b>Select one (1) course:</b>		<b>3</b>
CS 101	Introduction to Computer Science	
CAOT 082	Microsoft Office Suite	
CIS 124	Data Analytics (Advanced Excel and Access)	
		<b>Total 27</b>

## SKILL CERTIFICATE Basic Police Academy Preparation (M210500J)

This skills certificate program is designed for students that are in or anticipating entry into the police academy. This certificate emphasizes courses that most effectively “fast-track” a pre-academy student for entry and successful completion of basic police academy training preparation.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Successfully graduate from a police academy.
- Apply laws of arrest, search and seizure, documentation of evidence, and patrol procedures in a variety of patrol scenarios and environments.

REQUIRED COURSES		UNITS
ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 006	Patrol Procedures	3
ADM JUS 014	Report Writing for Peace Officers	3
KIN 329-1	Body Conditioning I	1
		<b>Total 13</b>

## SKILL CERTIFICATE Restaurant Management (M130635J)

The Restaurant Management Skill Certificate program prepares students for entry level to middle management employment in the culinary arts industry. Through this program, students will obtain the necessary skills and competencies for front-of-the-house positions such as lead waitstaff, assistant restaurant manager, and maitre d'hotel in training.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
- Use classic cooking terminology and methods, apply health and safety standards.
- Demonstrate skill and apply professional industry standards in food handling, dining room & beverage service, baking and food service, and use of kitchen equipment and tools.
- Demonstrate responsibility and team skills for the food service industry.
- Describe career opportunities within the food industry and strategize own career.
- Critique, assess, and improve one's own performance, listening skills, and communication.
- Skills for personal, academic, and career purposes.
- Recognize the diversity of cultural influences and values related to a professional culinary environment.
- Think critically in evaluating information, solving problems, and making decisions related to food preparation and food service.

REQUIRED COURSES		UNITS
CLN ART 104†	Dining Room & Beverage Management	4
CLN ART 108	Restaurant Supervision & Training	2
CLN ART 150†	Chefs Training for Apprenticeship I	2
MGMT 002	Organization & Management Theory	3
MGMT 013	Small Business Entrepreneurship	3
		<b>Total 14</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF COMPLETION Job Readiness Skills (M036193E)

The Job Readiness Skills Certificate program prepares students by providing training in financial literacy and will develop the basic interpersonal communication skills that are necessary to acquire a job and advance within an organization. Employers seek workers with strong basic skills to work smart and grow on the job. Those communication skills include the use of resumes, cover letters, interviews, cultural awareness, email, and PowerPoint.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use oral and written communication skills in the workplace.
- Use technology to communicate in the workplace including the use of Word processing software, making and receiving business calls, using a fax machine, and writing emails.
- Create cover letters, resumes, and interview for a job.
- Demonstrate basic components in financial literacy including banking, investment, book keeping, accounting, and financial statements.

REQUIRED COURSES		HOURS
BSICSKL 091CE	Job Readiness 100	72
BSICSKL 092CE	Job Readiness 101	72
		<b>Total Hours 144</b>

## CERTIFICATE OF COMPETENCY The Art and Practice of Conflict Resolution (M041609F)

The Art and Practice of Conflict Resolution program includes four introductory courses that cover foundational theory and principles, practical tools for convening and cultivating dialogue to identify key issues and potential solutions, handling difficult emotions, and selecting appropriate processes to address conflicts in the workplace.

Community leaders and employers working with diverse populations in dynamic environments recognize that the ability to resolve conflicts in personal, community, and professional life is an essential 21st-century skill. Conflict resolution is an art that requires social awareness and emotional intelligence, and it is a practice of specific tools and techniques that can be mastered. Combined, the art and practice of conflict resolution can support healthy relationships when working towards enhancing any community.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Through lecture, discussion, simulations and case scenarios, students gain the skills and confidence to resolve interpersonal conflicts.

REQUIRED COURSES	HOURS
VOC ED 804CE Tools for Deliberative Dialogue	54
VOC ED 821CE Principles of Mediation & Conflict Resolution	36
VOC ED 822CE Anger Management Skills	54
VOC ED 823CE Resolving Workplace Disputes	36
<b>Total Hours 180</b>	

## CERTIFICATE OF COMPETENCY Digital Literacy (M041605F)

Digital literacy is an essential skill for employment in the 21st century. This college and career prep program trains students through real-world exercises to increase their understanding of Microsoft Office tools and prepare them for academic and workforce opportunities. Students who complete the program are encouraged to take the exams for Microsoft Office Specialist, Core Level Certification which is an industry-leading assessment vetted by subject matter experts. Students who earn certifications have been shown to earn higher academic grade point averages (GPAs), graduate at a higher rate, and get higher paying jobs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate an understanding of the various Microsoft Office Suite applications and their practical uses in their academic journey and professional lives.
- Demonstrate readiness to pass the Microsoft Office Specialist, Core Level Certification with a score of 700 or higher.

REQUIRED COURSES	HOURS
VOC ED 174CE Keyboarding	18
VOC ED 175CE Cloud Literacy	18
VOC ED 176CE Communication Management and Scheduling	36
VOC ED 181CE Spreadsheets for Data Management	54
VOC ED 182CE Word Processing	54
VOC ED 183CE Presentation Design for the Office	36
<b>Total Hours 216</b>	

## CERTIFICATE OF COMPETENCY Non-Traditional Leadership for Community Enhancement (M041607F)

Non-traditional leadership is a social change metaphor intended to draw attention to individuals whose leadership skills emerge from cultural, social, and political conditions that shape their community. Non-traditional leaders are the unsung stakeholders who are distinguished by their intuitive knowledge of how to get things done, their influence with others, their ability to cultivate new relationships, and their refusal to give up on their community. They are community connectors working below the grassroots, driven by enormous hearts and gifts to bring people together to actualize a community enhancement vision.

This certificate program provides a series of foundational courses for building the capacity of these unique leaders to navigate the nonprofit world successfully. Through critical analysis, simulations, disciplined reflection, and practical application, participants will gain knowledge of cross-sector issues, how decisions are made, and the skills to break down and communicate complex problems in order to promote collaborative community change that enhances the quality of life for residents.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Increase their capacity to engage in decision making processes that sustain shared interest action campaigns for community enhancement.

REQUIRED COURSES	HOURS
VOC ED 800CE Pathways to Careers in the Nonprofit Sector	9
VOC ED 801CE Non-Traditional Leadership	54
VOC ED 802CE Democracy In Action	18
VOC ED 803CE Community Organizing for Civic Engagement	54
VOC ED 804CE Tools for Deliberative Dialogue	54
VOC ED 805CE Framing Compelling Messages & Social Media Campaigns	36
VOC ED 806CE Program Design & Evaluation	36
VOC ED 807CE Fundraising and Resource Development	18
<b>Total Hours 279</b>	

## CERTIFICATE OF COMPETENCY Pathway to Citizenship (M041608F)

This certificate provides non-native adult learners with communicative-based language that introduces students to U.S. history and government and promotes civic participation. The program reviews important benchmarks in U.S. history beginning with the first North Americans until the present time, U.S. government including federal, state, and local government, U.S. geography, and important aspects of civics participation. Courses provide the knowledge and skills required to successfully prepare for the oral interview and Civics (History and Government) Questions on the Naturalization Test, which is a required step in the U.S. Citizenship process.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Express their understanding of American history and government in a mock oral interview.
- Recall critical elements of American history and government in the written exam of the Naturalization Test.

REQUIRED CORE	HOURS
ESLCVCS 013CE ESL and Civics IV	54
ESLCVCS 014CE ESL and Civics V	54

**Total Hours 108**

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## CERTIFICATE OF COMPETENCY Social Media (M040463F)

An Introduction to CSIT Certificate of Competency – Social Media is one of the set of three certificates that allows students to study, play, and visualize what is computer science and information technology. Expands the student's vision and allows them to view the full spectrum of emerging careers in computer science and information technology. Provides basic understanding of programming, social media, web applications, and/or robots.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Have an overview of computers and provide environment for hands-on labs to learn basics of programming, basics of a social media, or basics of a simple robot.
- Generate interest to pursue these high-pay and high-demand jobs themselves or encourage others in their community to learn these skills.
- Stimulate critical thinking and allow them to view the digital world as tools for entertainment or solve personal, social, or business problems.

REQUIRED COURSES	HOURS
VOC ED 281CE Exploring Computer Science Information Technology Careers	18
VOC ED 294CE Introduction to Social Media – Wordpress Blogs	18
<b>Total Hours 36</b>	

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## CERTIFICATE OF COMPETENCY Sustainable Small Business Development (M040358F)

Sustainable businesses are enterprises that strive to meet the triple bottom line, which is a social, environmental, and financial framework to evaluate business performance and success over time. Upon completion of the required 6 courses, students will receive a Certificate of Competency in Sustainable Small Business Development. This certificate provides a pathway to career and college degree coursework in business and/or entrepreneurship.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Assess the viability of a socially responsible, entrepreneurial idea, product, or service.

REQUIRED COURSES	HOURS
VOC ED 190CE Pathway to Socially Responsible Entrepreneurship	36
VOC ED 191CE Starting Your Own Small Business	36
VOC ED 192CE Managing Small Business Operations	36
VOC ED 193CE Marketing and Sales for Small Business	36
VOC ED 194CE Technology for Small Business	36
VOC ED 195CE Entrepreneurial Finance	36
<b>Total Hours 216</b>	



# CHILD, FAMILY, AND EDUCATION STUDIES

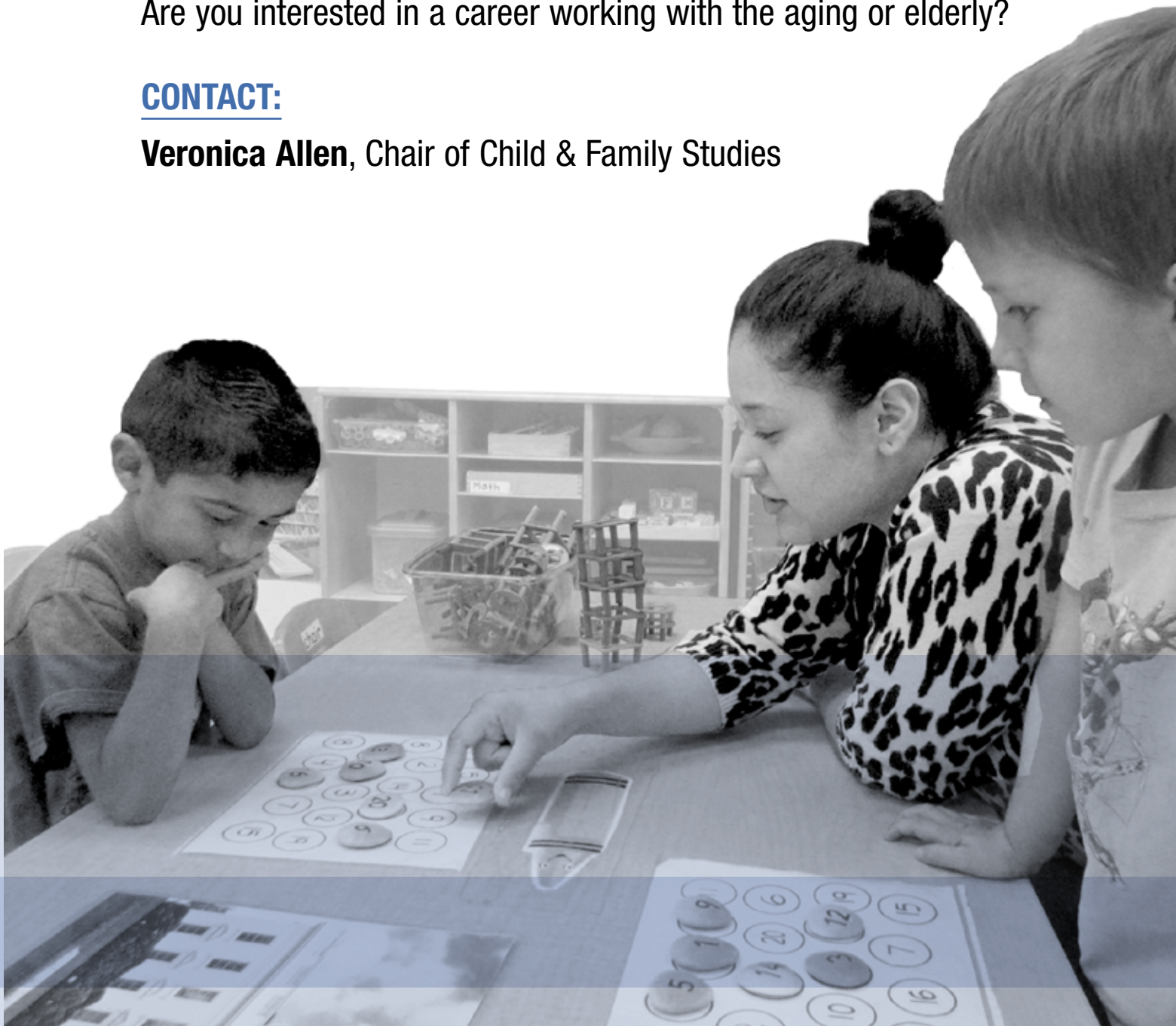
Are you interested in a rewarding career working with children, parents and families?

Do you want to become a teacher or work in the field of education?

Are you interested in a career working with the aging or elderly?

## CONTACT:

**Veronica Allen**, Chair of Child & Family Studies



### The Child Development Program Offers Students:

- Transfer programs
- Career and technical education programs and workforce preparation

### The Child Development Program meets the diverse needs of students:

- Certificates
- Associate of Arts Degree in Child Development
- Associate in Science for Transfer (AS-T) – Early Childhood Education
- Coursework for Child Development Permits issued by California Commission on Teacher Credentialing
- Coursework that is offered bilingually in English with Spanish support
- Employment opportunities
- Comprehensive tutoring and support services in the Child Development Student Resource Center

### Course and Program Recommendations

To gain a better understanding of career and academic options within the field of Child Development, students are highly encouraged to enroll in CH DEV 172 during the first or second semester of studies.

In order to meet Title 5 regulations to teach in a publicly funded program (e.g., state preschool, early education center), a California Child Development Permit is required, which has 3 components:

1. 24 units of child development: included in the completion of a Child Development Certificate.
2. 16 units of general education requirements.
3. Experience: Some of which may be fulfilled by the completion of CH DEV 022 and 023

*NOTE: If a student with a Bachelor's Degree in any major wants to earn a Child Development Permit, the student needs to complete any 12 units in Child Development AND one practicum course, either CH DEV 022 or 023. A student with a Bachelor's Degree in any major may waive the prerequisite of CH DEV 022 to enroll in CH DEV 023. If needed, a waiver can be initiated through the Counseling Office.*

Please check the Child Development Permit matrix for further information: [www.childdevelopment.org](http://www.childdevelopment.org) or call 209.572.6080.

The California Department of Education and the Department of Social Services Licensing Division require that all child development units be completed with a grade of "C" or higher.

It is strongly recommended that all students enrolling in child development courses have proof of a negative TB test (Mantoux test) or chest x-ray within the last six months.

Additional proof of immunizations including Tdap, MMR, and Covid-19 vaccinations are required for specific courses, such as CH DEV 022 and 023.

*Note: Students should be aware that many employment opportunities (e.g., Los Angeles Unified School District, Head Start programs, community college districts, etc.) require that applicants show proof of High School Diploma or GED completion in addition to college coursework.*



## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Early Childhood Education (M031977H)

This transfer degree will allow students to transfer to a CSU as a Child Development, Human Development, and Early Childhood Education or related major.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice to the care and education of young children and families in early childhood settings.

REQUIRED CORE		UNITS
CH DEV 001	Child Growth & Development	3
CH DEV 002†	Early Childhood: Principles & Practices	3
CH DEV 007†	Intro to Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety & Nutrition	3
CH DEV 011	Child, Family & Community	3
CH DEV 022†	Practicum in Child Development I	4
CH DEV 034†	Observing & Recording Children's Behavior	3
CH DEV 042	Teaching in a Diverse Society	3

**Total 25**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Elementary Teacher Education (M033613G)

The Associate in Arts for Transfer (AA-T) in Elementary Teacher Education is designed for prospective California State University (CSU) transfer students who are preparing for careers as elementary school teachers. Completion of the Elementary Teacher Education degree will provide a streamlined pathway for transfer to a CSU campus with a liberal studies or similar major.

It is recommended that all students enrolling in EDUC 001 have proof of a negative TB test (Mantoux test) or chest x-ray within the last six months. Additional proof of immunizations such as Tdap, MMR, and Covid-19 vaccinations may be required for in-person observation hours required for EDUC 001.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Create lesson plans that conform to state content standards for California public schools and be related to the national standards.
- Transfer to CSU campuses that offer bachelor's degrees in liberal studies or integrated teacher education programs.

### REQUIRED CORE

		UNITS
BIOLOGY 003	Introduction to Biology	4
CH DEV 001	Child Growth & Development	3
COMM 101	Public Speaking	3
EARTH 001	Earth Science	3
EARTH 002†	Earth Science Laboratory	1
EDUC 001	Introduction to Teaching	3
ENGLISH 101	College Reading and Composition I	3
or ENGLISH 101X	College Reading and Composition I Plus 1-Hour Lab	3
or ENGLISH 101Y	College Reading and Composition I Plus 2-Hour Lab	3.5
or ENGLISH 101Z	College Reading and Composition I Plus 3-Hour Lab	4
or E.S.L. 110	College Composition for Non-Native Speakers	4
ENGLISH 102†	College Reading and Composition II	3
GEOG 007	World Regional Geography	3
HISTORY 011	Political & Social History of the United States to 1877	3
HISTORY 086	Introduction to World Civilization I	3
MATH 215	Principles of Mathematics I	3
POL SCI 001	The Government of the United States	3

### Select one (1) course with a lab:

CHEM 051	Fundamentals of Chemistry	4-5
or CHEM 065	Introductory General Chemistry	
or PHYS SC 001	Physical Science I	
and PHYS SC 014†	Physical Science Laboratory	

### List A: Select one (1) course

ENGLISH 103†	Composition and Critical Thinking	3
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### List B: Select one (1) course

ARTHIST 103	Art Appreciation I	3
MUSIC 111	Music Appreciation I	
THEATER 100	Introduction to Theater	

### List C: Select additional units from the following as needed:

CH DEV 045	Programs for Children with Special Needs	0-6
EDUC 203	Education in American Society	
or Any List A or List B course not already used		

**Total 48-56**

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) – Child Development (M008355C)

- Completion of any one of the six Child Development Certificates of Achievement with Specialization (36 units), as listed below:
  - Specializing in Dual Language Learning
  - Specializing in Family Child Care
  - Specializing in Infant & Toddler
  - Specializing in Preschool
  - Specializing in Special Needs
- Completion of General Education Requirements

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) – Family Studies (M003351C)

Students will explore family development and family interactions, as well as current issues facing families. This degree will prepare the student for a career working with families in areas such as parenting, advocacy, social services, and family support programs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards in services to children, parents, and families in the home and the community.

### REQUIRED COURSES

REQUIRED COURSES		UNITS
CH DEV 001	Child Growth & Development	3
CH DEV 011	Child, Family & Community	3
FAM & CS 031	Marriage & Family Life	3
FAM & CS 070	Field Experience in Family & Consumer Studies	3
<b>Select two (2) courses:</b>		<b>6</b>
CH DEV 055	Home Visitation Programs	
FAM & CS 006	Challenges of Aging	
PSYCH 041†	Life-Span Psychology: From Infancy to Old Age	
SOC 031	Sociology of Gender	

**Total 18**

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) – Gerontology (M008358C)

Students will explore social service and health care needs of the elderly as they apply to workforce opportunities. This degree will prepare the student for a career working with the aging or elderly in areas such as recreation, homecare, and healthcare aides within assisted living facilities.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice in services to the aging and elderly and their families in the home and the community.

### REQUIRED COURSES

	UNITS
FAM & CS 006 Challenges of Aging	3
FAM & CS 070 Field Experience in Family & Consumer Studies	3
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NUTRTN 021 Nutrition	3
<b>Select two (2) courses:</b>	<b>6</b>

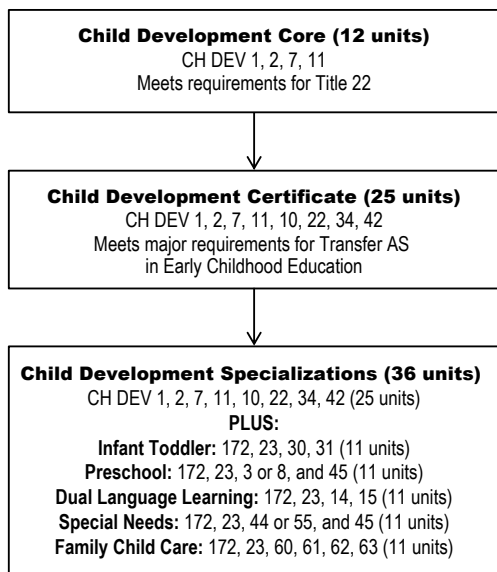
CH DEV 055 Home Visitation Programs
FAM & CS 031 Marriage & Family Life
PSYCH 041† Life-Span Psychology: From Infancy to Old Age
SOC 002 American Social Problems

**Total 20.5**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

### Certificates of Achievement in Child Development



## CERTIFICATE OF ACHIEVEMENT Child Development (M003359D)

This certificate also meets the major requirements for the Early Childhood Education AS-T Degree.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice to the care and education of young children and families in early childhood settings.

### REQUIRED COURSES

	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 002† Early Childhood: Principles & Practices	3
CH DEV 007† Introduction to Curriculum in Early Childhood Education	3
CH DEV 010 Health, Safety & Nutrition	3
CH DEV 011 Child, Family & Community	3
CH DEV 022† Practicum in Child Development I	4
CH DEV 034† Observing & Recording Children's Behavior	3
CH DEV 042 Teaching in a Diverse Society	3
<b>Total</b>	<b>25</b>

## CERTIFICATE OF ACHIEVEMENT Child Development Administration (M040331D)

Students completing a Certificate of Achievement in Child Development Administration have completed a specialization in the administration and supervision of programs and staff that provide for the care and education of young children.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply effective supervision, coaching, and mentoring strategies that support staff in their efforts to create high quality learning outcomes of young children in early learning settings.

### REQUIRED COURSES

	UNITS
CH DEV 001 Child Growth and Development	3
CH DEV 011 Child, Family and Community	3
CH DEV 038† Administration and Supervision of Early Childhood Programs I	3
CH DEV 039† Administration II: Personnel and Leadership in Early Childhood Education	3
CH DEV 065† Early Childhood Mentoring and Adult Supervision	2
CH DEV 022† Practicum in Child Development I or CH DEV 023† Practicum in Child Development II	4
<b>Total</b>	<b>18</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Child Development Core (M035617D)

Students completing a Certificate of Achievement in Child Development Core are qualified to teach in a private child development program as licensed under Title 22 of the Department of Social Services.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Integrate understanding of the needs, the characteristics, and multiple influences on development of children from birth to age eight as related to high-quality care and education of young children.

REQUIRED COURSES		UNITS
CH DEV 001	Child Growth & Development	3
CH DEV 002†	Early Childhood: Principles & Practices	3
CH DEV 007†	Introduction to Curriculum in Early Childhood Education	3
CH DEV 011	Child, Family & Community	3
		<b>Total 12</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Child Development Specializing in Dual Language Learning (M010714D)

This certificate will prepare students to provide care and education for young children who are dual language learners in early childhood settings.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice to the care and education of young children and families in early childhood settings with emphasis in dual language learning.

REQUIRED COURSES		UNITS
CH DEV 001	Child Growth & Development	3
CH DEV 002†	Early Childhood: Principles & Practices	3
CH DEV 007†	Introduction to Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety & Nutrition	3
CH DEV 011	Child, Family & Community	3
CH DEV 022†	Practicum in Child Development I	4
CH DEV 034†	Observing & Recording Children's Behavior	3
CH DEV 042	Teaching in a Diverse Society	3
CH DEV 023†	Practicum in Child Development II	4
CH DEV 172	Introduction to Careers in Child Development	1
CH DEV 014	Dual Language Development in the Early Years	3
CH DEV 015	Introduction to Curriculum for Dual Language Learners	3
		<b>Total 36</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Child Development Specializing in Family Child Care (M008356D)

This certificate is designed for current or prospective family child care providers (individuals who operate a licensed child care program in their homes).

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice to the care and education of young children and families with an emphasis in mixed age family child care home settings.

REQUIRED COURSES		UNITS
CH DEV 001	Child Growth & Development	3
CH DEV 002†	Early Childhood: Principles & Practices	3
CH DEV 007†	Introduction to Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety & Nutrition	3
CH DEV 011	Child, Family & Community	3
CH DEV 022†	Practicum in Child Development I	4
CH DEV 023†	Practicum in Child Development II	4
CH DEV 034†	Observing & Recording Children's Behavior	3
CH DEV 042	Teaching in a Diverse Society	3
CH DEV 060	Introduction to Family Child Care I	1
CH DEV 061	Introduction to Family Child Care II	1
CH DEV 062	Developmental Profiles: Pre-Birth Through Age Eight	2
CH DEV 063	Creative Curriculum in a Family Child Care Setting	2
CH DEV 172	Introduction to Careers in Child Development	1
		<b>Total 36</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Child Development Specializing in Infant & Toddler (M010715D)

This certificate will prepare students to provide care and education for infants and toddlers in early childhood settings.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice to the care and education of young children and families in early childhood settings with an emphasis in programs for infants and toddlers.

REQUIRED COURSES		UNITS
CH DEV 001	Child Growth & Development	3
CH DEV 002†	Early Childhood: Principles & Practices	3
CH DEV 007†	Introduction to Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety & Nutrition	3
CH DEV 011	Child, Family & Community	3
CH DEV 022†	Practicum in Child Development I	4
CH DEV 030	Infant/Toddler Development	3
CH DEV 031	Infant/Toddler Care and Education	3
CH DEV 034†	Observing & Recording Children's Behavior	3
CH DEV 042	Teaching in a Diverse Society	3
CH DEV 023†	Practicum in Child Development II	4
CH DEV 172	Introduction to Careers in Child Development	1
		<b>Total 36</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Child Development Specializing in Preschool (M010713D)

This certificate will prepare students to provide child care and education for preschool children in early childhood settings.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice to the care and education of young children and families in early childhood settings with emphasis in the preschool years.

REQUIRED COURSES	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 002† Early Childhood: Principles & Practices	3
CH DEV 007† Introduction to Curriculum in Early Childhood Education	3
CH DEV 010 Health, Safety & Nutrition	3
CH DEV 011 Child, Family & Community	3
CH DEV 022† Practicum in Child Development I	4
CH DEV 023† Practicum in Child Development II	4
CH DEV 034† Observing & Recording Children's Behavior	3
CH DEV 042 Teaching in a Diverse Society	3
CH DEV 045 Programs for Children with Special Needs	3
CH DEV 172 Introduction to Careers in Child Development	1
CH DEV 008† Curriculum in Early Childhood Education	3
or CH DEV 003 Creative Experiences for Children I	
<b>Total</b>	<b>36</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Child Development Specializing in Special Needs (M032995D)

This certificate will support teachers and paraprofessionals working with children with special needs and/or early intervention programs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice to the care and education of young children and families in early childhood settings with an emphasis in children with special needs.

REQUIRED COURSES	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 002† Early Childhood: Principles & Practices	3
CH DEV 007† Introduction to Curriculum in Early Childhood Education	3
CH DEV 010 Health, Safety & Nutrition	3
CH DEV 011 Child, Family & Community	3
CH DEV 022† Practicum in Child Development I	4
CH DEV 023† Practicum in Child Development II	4
CH DEV 034† Observing & Recording Children's Behavior	3
CH DEV 042 Teaching in a Diverse Society	3
CH DEV 044 Early Intervention for Children with Special Needs	3
or CH DEV 055 Home Visitation Programs	
CH DEV 045 Programs for Children with Special Needs	3
CH DEV 172 Introduction to Careers in Child Development	1
<b>Total</b>	<b>36</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Family Studies (M036864D)

Students will explore family development and family interactions, as well as current issues facing families. This certificate will prepare the student for a career working with families in areas such as parenting, advocacy, social services and family support programs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards in services to children, parents and families in the home and the community.

REQUIRED COURSES	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 011 Child, Family & Community	3
FAM & CS 031 Marriage & Family Life	3
FAM & CS 070 Field Experience in Family & Consumer Studies	3
Select two (2) courses:	6
CH DEV 055 Home Visitation Programs	
FAM & CS 006 Challenges of Aging	
PSYCH 041† Life-Span Psychology: From Infancy to Old Age	
SOC 031 Sociology of Gender	

**Total 18**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Gerontology (M021768D)

This certificate will prepare the student for a career working with the aging or elderly.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice in services to the aging and elderly and their families in the home and the community.

REQUIRED COURSES	UNITS
FAM & CS 006 Challenges of Aging	3
FAM & CS 070 Field Experience in Family & Consumer Studies	3
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NUTRTN 021 Nutrition	3
Select two (2) courses:	6
CH DEV 055 Home Visitation Programs	
FAM & CS 031 Marriage & Family Life	
PSYCH 041† Life-Span Psychology: From Infancy to Old Age	
SOC 002 American Social Problems	

**Total 20.5**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT School Age Care and Education (M010716D)

This certificate is for persons seeking employment or who are employed in school-age childcare programs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice to the care and education of children and families as they apply to school age learning settings.

### REQUIRED COURSES

	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 011 Child, Family & Community	3
CH DEV 045 Programs for Children with Special Needs	3
CH DEV 046 School Age Programs I	3
EDUC 001 Introduction to Teaching	3
EDUC 203 Education in American Society	3
<b>Total</b>	<b>18</b>

## SKILL CERTIFICATE Family Child Care (M130500J)

Students completing a Family Child Care Skill Certificate are prepared with a specialization in providing care and education for children in a family child care setting under the regulation of Title 22 of the Department of Social Services.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as it relates to high quality care and education of young children.

### REQUIRED COURSES

	UNITS
CH DEV 001 Child Growth & Development	3
CH DEV 010 Health, Safety & Nutrition	3
CH DEV 060 Introduction to Family Child Care I	1
CH DEV 061 Introduction to Family Child Care II	1
CH DEV 062 Developmental Profiles: Pre-Birth through Age Eight	2
CH DEV 063 Creative Curriculum in a Family Child Care Setting	2
<b>Total</b>	<b>12</b>

## CERTIFICATE OF COMPETENCY Academic Readiness (M041446F)

The Academic Readiness Certificate of Competency helps students refresh their foundational skills in reading, writing and math to be ready for college-level courses. Learning these foundational skills also assists students wishing to prepare for the GED exam, which is the equivalent of a high school diploma. Students wishing to take the official GED exam may do so at LAMC's licensed testing center.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Students will demonstrate their readiness to transition into college-level courses by successfully achieving passing scores in either CASES ABE Level E (245-250), or the Test of Basic Education (TABE) Level A.
- Through the GED Ready practice exams, students desiring the GED will demonstrate their readiness to successfully complete the 4 components of the GED exam with passing scores.

### REQUIRED COURSES

	HOURS
BSICSKL 083CE GED/HISET Preparation: Literature and the Arts	54
BSICSKL 084CE GED/HISET Preparation: Math	54
BSICSKL 085CE GED/HISET Preparation: Science	54
BSICSKL 086CE GED/HISET Preparation: Social Studies	54
<b>Elective Category #1 - Select one (1) course:</b>	<b>18</b>
BSICSKL 027CE Foundations: Study Skills	
BSICSKL 126CE Foundations: Reading Skillshop	
BSICSKL 127CE Foundations: Writing Skillshop	
BSICSKL 128CE Foundations: Math Skillshop	
<b>Elective Category #2 - Select one (1) course:</b>	<b>54</b>
BSICSKL 200CE College Readiness: Math Skills I	
BSICSKL 201CE College Readiness: Math Skills II	
BSICSKL 202CE College Readiness: Math Skills III	
BSICSKL 204CE College Readiness: Writing Skills I	
BSICSKL 205CE College Readiness: Writing Skills II	
BSICSKL 206CE College Readiness: Writing Skills III	
BSICSKL 208CE College Readiness: Reading Skills I	
BSICSKL 209CE College Readiness: Reading Skills II	
BSICSKL 210CE College Readiness: Reading Skills III	

**Total Hours 288**

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## CERTIFICATE OF COMPETENCY Academic Readiness, Bilingual GED Preparation (M041447F)

The Academic Readiness, Bilingual GED Preparation Certificate of Competency prepares adult speakers of other languages for the General Education Development (GED) exam which is the equivalent of a high school diploma. This certificate supports English Language Learners wishing to take the GED Exam in Spanish. Completing the GED exam provides a pathway to access higher education and financial aid resources, as well as increased job opportunities and greater earning potential. During the program, students gain knowledge related to the four elements of the exam (Language Arts, Math, Science, & Social Studies), study skills, test-taking strategies, and hands-on computer practice testing. Upon successful completion of the program, students can take the official GED exam and LAMC's licensed testing center.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Through pre- and post- practice exams, students will demonstrate learning gains that determine their readiness to successfully complete the 4 components of the GED exam with passing scores.

REQUIRED COURSES		HOURS
BSICKSL 129CE	Bilingual GED Preparation: Literature and Language Arts 54	
BSICKSL 130CE	Bilingual GED Preparation: Social Studies	54
BSICKSL 131CE	Bilingual GED Preparation: Math	54
BSICKSL 132CE	Bilingual GED Preparation: Science	54
Total Hours		216

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## CERTIFICATE OF COMPETENCY The Art and Practice of Conflict Resolution (M041609F)

The Art and Practice of Conflict Resolution program includes four introductory courses that cover foundational theory and principles; practical tools for convening and cultivating dialogue to identify key issues and potential solutions; handling difficult emotions, and selecting appropriate processes to address conflicts in the workplace.

Community leaders and employers working with diverse populations in dynamic environments recognize that the ability to resolve conflicts in personal, community, and professional life is an essential 21st-century skill. Conflict resolution is an art that requires social awareness and emotional intelligence, and it is a practice of specific tools and techniques that can be mastered. Combined, the art and practice of conflict resolution can support healthy relationships when working towards enhancing any community.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Through lecture, discussion, simulations and case scenarios, students gain the skills and confidence to resolve interpersonal conflicts.

REQUIRED COURSES		HOURS
VOC ED 804CE	Tools for Deliberative Dialogue	54
VOC ED 821CE	Principles of Mediation & Conflict Resolution	36
VOC ED 822CE	Anger Management Skills	54
VOC ED 823CE	Resolving Workplace Disputes	36
Total Hours		180



# CULINARY ARTS

Are you someone who loves to cook,  
try new food, and entertain guests?

Do you want to work in a restaurant  
as a chef, server, or manager?

**CONTACT:**

**J. Trinidad Silva**, Chair of Culinary Arts



## ASSOCIATE IN ARTS (AA) – Culinary Arts (M035042C)

The Culinary Arts AA degree prepares students for employment in the area of restaurant/food service industry and/or to upgrade a position or career within this industry.

Through this program, students will obtain the necessary skills and competencies for entry-level employment and put them into a position of rapid upward mobility to manager/supervisor with minimum experience, as well as allow them to earn units transferable to bachelor's degree programs. Specific occupational goals our students expect to acquire include careers as executive chef, sous chef, assistant restaurant manager, line cook, short order cook, caterer, personal/private chef, kitchen supervisor, chef trainer, butcher, garde manger chef, banquet chef, restaurant chef, chef de cuisine, chef tournant, executive steward, owner/operator.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
- Use classic cooking terminology and methods; apply health and safety standards.
- Demonstrate skill and apply professional industry standards in food handling, dining room and beverage service, baking and food service, and use of kitchen equipment and tools.
- Demonstrate responsibility and team skills for the food service industry.
- Describe career opportunities within the food industry and strategize own career.
- Critique, assess, and improve one's own performance, listening skills, and communication skills for personal, academic, and career purposes.
- Recognize the diversity of cultural influences and values related to a professional culinary environment.
- Think critically in evaluating information, solving problems, and making decisions related to food preparation and food service.

### REQUIRED COURSES

	UNITS
CLN ART 050 Sanitation & Safety	2
CLN ART 060† Culinary Arts Orientation & Techniques	4
CLN ART 101† Culinary Fundamentals I	4
CLN ART 102† Culinary Fundamentals II	4
CLN ART 103 Culinary Nutrition	2
CLN ART 104† Dining Room & Beverage Management	4
CLN ART 105 Menu Planning	2
CLN ART 106† Purchasing & Receiving	3
CLN ART 107† Principles of Garde Manger & Basic Baking	4
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 109† Principles of Catering	4
CLN ART 110† Culinary Green Technology	3
CLN ART 150† Chefs Training for Apprenticeship I	2
CLN ART 155† Chefs Training for Apprenticeship II	2

**Total 42**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) Restaurant Management (M008362C)

The Restaurant Management AA degree is designed for students preparing for an upwardly mobile career in restaurant/food service management. Students learn the basic and advanced methods and techniques for managing a restaurant or other food service operation such as menu planning; purchasing and receiving; quality food production standards; quality beverage management standards; facilitating performance of production staff; managing buffets, banquets, and catered events; food and beverage analysis and decision making; organization and management theory; and small business entrepreneurship. Additionally, this program serves to enable students to earn units transferable to more advanced schools.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
- Use classic cooking terminology and methods; apply health and safety standards.
- Demonstrate skill and apply professional industry standards in food handling, dining room and beverage service, baking and food service, and use of kitchen equipment and tools.
- Demonstrate responsibility and team skills for the food service industry.
- Describe career opportunities within the food industry and strategize own career.
- Critique, assess, and improve one's own performance, listening skills, and communication.
- Skills for personal, academic, and career purposes.
- Recognize the diversity of cultural influences and values related to a professional culinary environment.
- Think critically in evaluating information, solving problems, and making decisions related to food preparation and food service.

### REQUIRED COURSES

	UNITS
BUS 005 Business Law I	3
CLN ART 050 Sanitation & Safety	2
CLN ART 060† Culinary Arts Orientation & Techniques	4
CLN ART 101† Culinary Fundamentals I	4
CLN ART 103 Culinary Nutrition	2
CLN ART 104† Dining Room & Beverage Management	4
CLN ART 105 Menu Planning	2
CLN ART 106† Purchasing & Receiving	3
CLN ART 107† Principles of Garde Manger & Basic Baking	4
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 109† Principles of Catering	4
CLN ART 155† Chefs Training for Apprenticeship II	2
MGMT 002 Organization & Management Theory	3
MGMT 013 Small Business Entrepreneurship	3

**Total 42**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Culinary Arts (M008364D)

The program is designed to train and prepare students for careers in all aspects of the culinary arts and hospitality fields. The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth. Successful students will be prepared to work as prep cooks, line cooks, sous chefs, kitchen managers, and restaurant managers in a wide range of food service settings such as restaurants, hotels, catering operations, and institutional kitchens. The program will focus on cooking skills development, problem solving, supervision, kitchen management skills, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to restaurant operations.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
- Use classic cooking terminology and methods; apply health and safety standards.
- Demonstrate skill and apply professional industry standards in food handling, dining room and beverage service, baking and food service, and use of kitchen equipment and tools.
- Demonstrate responsibility and team skills for the food service industry.
- Describe career opportunities within the food industry and strategize own career.
- Critique, assess, and improve one's own performance, listening skills, and communication skills for personal, academic, and career purposes.
- Recognize the diversity of cultural influences and values related to a professional culinary environment.
- Think critically in evaluating information, solving problems, and making decisions related to food preparation and food service.

### REQUIRED COURSES

	UNITS
CLN ART 050 Sanitation & Safety	2
CLN ART 060† Culinary Arts Orientation & Techniques	4
CLN ART 101† Culinary Fundamentals I	4
CLN ART 102† Culinary Fundamentals II	4
CLN ART 103 Culinary Nutrition	2
CLN ART 104† Dining Room & Beverage Management	4
CLN ART 105 Menu Planning	2
CLN ART 106† Purchasing & Receiving	3
CLN ART 107† Principles of Garde Manger & Basic Baking	4
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 109† Principles of Catering	4
CLN ART 110† Culinary Green Technology	3
CLN ART 150† Chefs Training for Apprenticeship I	2
CLN ART 155† Chefs Training for Apprenticeship II	2

**Total 42**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Professional Baking & Patisserie (M035063D)

The Baking & Patisserie Certificate of Achievement is designed for students preparing for an upwardly mobile career in the baking and patisserie industry. The Baking & Patisserie Certificate of Achievement prepares students for entry-level employment in bakeries, pastry shops, hotels, and fine dining restaurants. Through this program, students will obtain the necessary skills and competencies for entry-level employment and put them into a position of rapid upward mobility to manager/supervisor with minimum experience. Specific occupational goals our students expect to acquire include careers as baking prep cook, pastry cook, lead baker, assistant pastry chef, executive pastry chef, and bake shop or pastry shop owner/operator.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Define and use the basic terminology and techniques of the professional baker and pastry chef.
- Demonstrate proficiency in advanced techniques for specific baking and pastry applications.
- Demonstrate the importance of local and seasonal products in professional baking.
- Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
- Demonstrate responsibility and team skills for the food service industry.
- Determine and appraise career opportunities within the baking industry.
- Critique, assess, and improve performance, listening, and communication skills.
- Employ the diversity of cultural influences and values related to a professional baking environment.

### REQUIRED COURSES

	UNITS
CLN ART 050 Sanitation & Safety	2
CLN ART 060† Culinary Arts Orientation & Techniques	4
CLN ART 103 Culinary Nutrition	2
CLN ART 107† Principles of Garde Manger & Basic Baking	4
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 150† Chefs Training for Apprenticeship I	2
CLN ART 155† Chefs Training for Apprenticeship II	2
PROFBKG 200† Principles of Baking & Patisserie I	4
PROFBKG 210† Principles of Baking & Patisserie II	4
PROFBKG 215† Restaurant Plated Desserts	4

**Total 30**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Restaurant Management (M033365D)

The certificate program is designed to train and prepare students for careers in all aspects of the culinary arts and hospitality fields. The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth. Successful students will be prepared to work as prep cooks, line cooks, sous chefs, and kitchen managers in a wide range of food service setting, such as restaurants, hotels, catering operations, and institutional kitchens. The program will focus on cooking skills development, problem solving, supervision, kitchen management skills, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to restaurant operations.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate station organization, purchasing, storage, menu writing, and sanitation principles as they apply to food handling.
- Use classic cooking terminology and methods; apply health and safety standards.
- Demonstrate skill and apply professional industry standards in food handling, dining room and beverage service, baking and food service, and use of kitchen equipment and tools.
- Demonstrate responsibility and team skills for the food service industry.
- Describe career opportunities within the food industry and strategize own career.
- Critique, assess, and improve one's own performance, listening skills, and communication.
- Skills for personal, academic and career purposes.
- Recognize the diversity of cultural influences and values related to a professional culinary environment.
- Think critically in evaluating information, solving problems, and making decisions related to food preparation and food service.

REQUIRED COURSES		UNITS
BUS 005	Business Law I	3
CLN ART 050	Sanitation & Safety	2
CLN ART 060	Culinary Arts Orientation & Techniques	4
CLN ART 101	Culinary Fundamentals I	4
CLN ART 103	Culinary Nutrition	2
CLN ART 104	Dining Room & Beverage Management	4
CLN ART 105	Menu Planning	2
CLN ART 106	Purchasing & Receiving	3
CLN ART 107	Principles of Garde Manger & Basic Baking	4
CLN ART 108	Restaurant Supervision & Training	2
CLN ART 109	Principles of Catering	4
CLN ART 155	Chefs Training for Apprenticeship II	2
MGMT 002	Organization & Management Theory	3
MGMT 013	Small Business Entrepreneurship	3

**Total 42**

† This course has a prerequisite or corequisite.

## SKILL CERTIFICATE Baking Specialist I (M130631J)

The Baking Specialist I Skill Certificate prepares students for entry-level employment in the baking and patisserie industry. Through this program, students will obtain the necessary skills and competencies for positions such as junior baker, assistant cake decorator, and junior pastry cook.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply for entry-level employment in the baking and patisserie industry.
- Obtain the necessary skills and competencies for positions such as junior baker, assistant cake decorator, and junior pastry cook.

REQUIRED COURSES		UNITS
CLN ART 050	Sanitation & Safety	2
CLN ART 060†	Culinary Arts Orientation & Techniques	4
CLN ART 103	Culinary Nutrition	2
PROFBKG 200†	Principles of Baking & Patisserie I	4

**Total 12**

† This course has a prerequisite or corequisite.

## SKILL CERTIFICATE Baking Specialist II (M130632J)

The Baking Specialist II Skill Certificate covers advanced baking and patisserie techniques, including advanced formulas. Students explore advanced fundamental techniques in baking and patisserie and examine how a formula works, including changes of yields and altering percentages of ingredients in formulas to produce desired results. Introduction to hot, cold, and frozen desserts with concentration on the composition of restaurant style plated desserts. Topics include traditional composed desserts, modern menu fusion, international/ethnic and classical dessert combinations.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Establish and maintain high standards of sanitation and food safety as established by the SERVSAFE program.
- Produce various baked goods and a variety of international and classical pastries and desserts using basic and advanced techniques.
- Prepare standardized recipes using a variety of cooking, baking, and pastry techniques as well as equipment and tools.
- Ability to calculate food costs from recipes.
- Communicate clearly and professionally, both verbally and in writing.
- Demonstrate proficiency in basic terminology and techniques for baking and patisserie to include food preparation and presentation.

REQUIRED COURSES		UNITS
CLN ART 107†	Principles of Garde Manger & Basic Baking	4
CLN ART 108	Restaurant Supervision & Training	2
CLN ART 150†	Chefs Training for Apprenticeship I	2
PROFBKG 210†	Principles of Baking & Patisserie II	4

**Total 12**

† This course has a prerequisite or corequisite.

## SKILL CERTIFICATE Culinary Specialist I (M130633J)

The Culinary Specialist I Skill Certificate prepares students for entry-level employment in the culinary arts industry. Through this program, students will obtain the necessary skills and competencies for entry-level positions such as dishwasher, line cook, and short order cook. These positions are the foundation of every successful operation.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply for entry-level employment in the culinary arts industry.
- Obtain the necessary skills and competencies for entry-level positions such as dishwasher, line cook, and short order cook. these positions are the foundation of every successful operation.

REQUIRED COURSES	UNITS
CLN ART 050 Sanitation & Safety	2
CLN ART 060† Culinary Arts Orientation & Techniques	4
CLN ART 101† Culinary Fundamentals I	4
CLN ART 103 Culinary Nutrition	2
<b>Total 12</b>	

† This course has a prerequisite or corequisite.

## SKILL CERTIFICATE Culinary Specialist II (M130634J)

The Culinary Specialist II Skill Certificate is designed for student who have a limited time to pursue their career goals and wish to specialize in a particular aspect of the hospitality industry. Students will prepare foods according to the recipe, application of advanced preparation procedures, attractive service, and recipe standardization. Learn aspects for maintaining inventories and inventory management, culinary arts techniques and production, presentation, and ingredient exploration. Ability to build menu design, culinary management, cost and operational expenses. 108 hours of onsite experience which includes food preparation in range, pantry, and short order.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use discipline-specific terminology in oral and written communication.
- Describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing.
- Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
- Establish and maintain high standards of safety and sanitation procedures.
- Identify and demonstrate the concepts of recipe costing, purchasing, receiving, and issuing practices in food service operations.
- Develop strategies to improve business performance using creativity and problem-solving skills based on operational theory and procedures.

REQUIRED COURSES	UNITS
CLN ART 102† Culinary Fundamentals II	4
CLN ART 105 Menu Planning	2
CLN ART 106† Purchasing & Receiving	3
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 150† Chefs Training for Apprenticeship I	2

**Total 13**

† This course has a prerequisite or corequisite.

## SKILL CERTIFICATE Restaurant Management (M130635J)

The Restaurant Management Skill Certificate prepares students for entry-level to middle-management employment in the culinary arts industry. Through this program, students will obtain the necessary skills and competencies for front-of-the-house positions such as lead waitstaff, assistant restaurant manager, and maitre d'hotel in training.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply for entry-level to middle management employment in the culinary arts industry. Through this program, students will obtain the necessary skills and competencies for front-of-the-house positions such as lead waitstaff, assistant restaurant manager, and maitre d'hotel in training.

REQUIRED COURSES	UNITS
CLN ART 104† Dining Room & Beverage Management	4
CLN ART 108 Restaurant Supervision & Training	2
CLN ART 150† Chefs Training for Apprenticeship I	2
MGMT 002 Organization & Management Theory	3
MGMT 013 Small Business Entrepreneurship	3

**Total 14**

† This course has a prerequisite or corequisite.



# SOCIETY, CULTURE, AND COMMUNICATION

Are you interested in learning how people think and behave, both individually and within groups?

Would you like to explore how people interact and navigate our world?

Do you want to strengthen your language and communication skills?

## CONTACTS:

**Veronica Allen,**  
Chair of Child & Family Studies

**Karen Crozer,**  
Chair of English, Communication  
Studies, & Journalism

**Mark Pursley,**  
Chair of Social Sciences

**Maryanne Galindo,**  
Chair of Academic Readiness,  
Career & Community Institute

**John Morales,**  
Chair of Chicano Studies

**Curtis Stage,**  
Chair of Arts, Media &  
Performance



## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Art History (M035915G)

The Associate in Arts in Art History for Transfer degree introduces students to the discipline of art history as it is organized by geography, culture, and chronology. Students acquire the necessary skills in critical analysis and historical research through applying: visual analysis and art historical terminology; a vocabulary of basic stylistic terms; stylistic movements within larger philosophical, political, religious and cultural contexts; and methodologies of art history. The Associate in Arts in Art History for Transfer will provide students with a course of study in art with an emphasis in art history to prepare the student for transfer and completion of a bachelor's degree in studio arts, art history or a similar major at a California State University (CSU) campus.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use discipline-specific terminology in oral and written communication.
- Demonstrate aesthetic responsiveness by taking a position on and communicating the merits of specific works of art and how those works of art reflect human values within historical, cultural, political and philosophical contexts.
- Apply the elements of art and principles of design with competent skill and technique with art media.

### REQUIRED CORE

ART 201	Drawing I	3
ARTHIST 110	Survey of Western Art History I	3
ARTHIST 120	Survey of Western Art History II	3

### List A: Select one (1) course:

ARTHIST 130	Survey of Asian Art History	3
ARTHIST 140	Survey of Arts of Africa, Oceania, and Ancient America	3

### List B: Select one (1) course:

ART 202†	Drawing II	3
ART 204	Life Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3
ART 700†	Introduction to Sculpture	3
ART 300	Introduction to Painting	3
MULTIMD 320	Web Design	3
MULTIMD 610	Introduction to Digital Video Production	3
PHOTO 007	Exploring Digital Photography	3

### List C: Select one (1) course:

ANTHRO 102	Human Way of Life: Cultural Anthropology	3-5
ANTHRO 104	Human Language and Communication	3-5
ANTHRO 121	Anthropology of Religion, Magic and Witchcraft	3-5
ARTHIST 126	Introduction to Modern Art	3-5
ARTHIST 161	Introduction to American Art	3-5
ARTHIST 170	History of Contemporary Art	3-5
FRENCH 001	Elementary French I	3-5
HISTORY 086	Introduction to World Civilization	3-5
HUMAN 001	Cultural Patterns of Western Civilization	3-5
ITALIAN 001	Elementary Italian I	3-5
PHILOS 001	Introduction to Philosophy I	3-5
PHILOS 020	Ethics	3-5
PHILOS 033	Comparative Survey of the World's Religions	3-5
SPANISH 001	Elementary Spanish I	3-5

or Any List A or List B course not already used

**Total 18-20**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Communication Studies (M030916G)

This transfer degree in Communication Studies will provide the student with a firm basic foundation in the principles of effective communication, communication processes, and communication styles. This degree will allow the student to transfer to a CSU as a communication studies major or in a related major.

Communication is the study of how human beings communicate. People who study communication are interested in learning how the communication process works and desire to improve and adapt their communication for intended recipients. Courses in the Communication Studies degree examine the mechanisms of communication in public, groups, cultures, and interpersonal settings. In addition, the student will explore the nature of argumentation and the ability to critically evaluate messages as both the sender and receiver. The Communication Studies degree can lead to careers in broadcasting, teaching, business, marketing, law, journalism, public relations, and consulting.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze speech to identify underlying logic and point of view.
- Develop a well-organized speech which develops cogent main ideas stated in a thesis and preview and which has adequate support for statements made.
- Utilize diverse sources of information to research a topic.
- Attribute quotes and other information gleaned from print and electronic sources, according to MLA style.
- Evaluate arguments for validity, objectivity, and soundness.
- Argue a point after having gathered and synthesized relevant information, data, and evidence.
- Critique speech in terms of content and delivery.
- Distinguish fallacies in arguments and be able to recognize the validity or lack of validity of various points of view in a speech.

### REQUIRED CORE

COMM 101	Public Speaking	3
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### List A: Select two (2) courses:

COMM 121	Interpersonal Communication	6
COMM 151	Small Group Communication	6

### List B: Select two (2) courses:

ANTHRO 104	Human Language & Culture	6
COMM 102	Oral Communication II	6
MULTIMD 110	Visual Communication	6

or Any List A course not already used

### List C: Select one (1) course:

ANTHRO 102	Human Ways of Life: Cultural Anthropology	6
ENGLISH 102†	College Reading & Composition II	6
ENGLISH 103†	Composition & Critical Thinking	6
PSYCH 001	General Psychology I	6
SOC 001	Introduction to Sociology	6

or Any List A or List B course not already used

**Total 18**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) English (M033084G)

An English degree is appropriate for all students who want to improve written and oral expression. It also affords students the opportunity to expand their comprehension of diverse literary texts. This degree is not only for students who are interested in teaching, but it is also for students who plan to continue with graduate work in programs ranging from liberal arts to law.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Write a well-organized, text-based, thesis-driven paper with proficient English grammar.
- Demonstrate critical reading, writing, and thinking skills by analyzing the soundness of arguments.
- Utilize, integrate, and document diverse sources of information to research a topic according to MLA style.

### REQUIRED CORE

ENGLISH 102† College Reading & Composition II

ENGLISH 103† Composition & Critical Thinking

**List A: Select two (2) courses:**

ENGLISH 203† World Literature I

ENGLISH 205† English Literature I

ENGLISH 206† English Literature II

ENGLISH 208† American Literature II

**List B: Select one (1) course:**

ENGLISH 127† Creative Writing

ENGLISH 218 Children's Literature

or Any List A course not already used

**List C: Select one (1) course:**

CHICANO 037 Chicano Literature

CHICANO 042 Contemporary Mexican Literature

ENGLISH 032 College Literary Magazine Editing

ENGLISH 240 Literature and the Motion Picture

THEATER 100 Introduction to the Theater

or Any List A or List B course not already used

### UNITS

3

3

6

3

3

**Total 18**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Philosophy (M033216G)

The Associate in Arts in Philosophy for Transfer Degree is intended for students who plan to complete a bachelor's degree in philosophy or a similar major at a CSU campus. Philosophy investigates concepts such as knowledge, reason, truth, mind, freedom, argument, identity, religion, goodness, and justice. The study of philosophy cultivates the virtues of open-mindedness, tolerance of diverse perspectives, and critical thinking. This degree will provide the student with a strong foundation in the discipline, as well as breadth of exposure to various areas included in this field.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate critical thinking skills necessary to assess real world issues from various perspectives.
- Complete a specified course level of preparation by completing requirements for an AA degree in Philosophy or transfer to a university.
- Demonstrate effective communication skills by reading primary and secondary source material, discussing course content, and writing one or more papers.

### REQUIRED CORE

PHILOS 001 Introduction to Philosophy

PHILOS 006 Logic in Practice

or PHILOS 009 Symbolic Logic I

**List A: Select one (1) course:**

PHILOS 014 History of Modern European Philosophy

or Any Required Core course not already used

**List B: Select two (2) courses:**

HISTORY 001 Introduction to Western Civilization I

HISTORY 002 Introduction to Western Civilization II

PHILOS 006 Logic in Practice (if not taken as part of Required Core) or Any List A course not already used

**List C: Select one (1) course:**

PHILOS 020 Ethics

PHILOS 033 Comparative Survey of World Religions

or Any List A or List B course not already used

### UNITS

3

3

3

6

3

**Total 18**

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Political Science (M033340G)

The Associate in Arts in Political Science for Transfer provides the student with a strong foundation in the discipline, as well as breadth of exposure to various areas included in this field. Political science major students are given opportunities to develop a broad understanding of core political themes, concepts, and theories. Political science provides an intellectual background for students considering careers in business, social services, public policy, government service, international non-governmental organizations, foundations, or academia. Students interested in transferring and/or completing the Associate in Arts in Political Science for Transfer should meet with a counselor to determine the coursework necessary to complete the requirements for general education and for the major.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Complete a variety of course offerings to graduate with an AA degree or transfer to universities.
- Demonstrate effective communication skills by reading primary and secondary source material, discussing course content, and writing one or more papers.
- Participate in and critically analyze the civic and political system.

REQUIRED CORE		UNITS
POL SCI 001	The Government of the United States	3
<b>List A: Select three (3) courses:</b>		<b>9-10</b>
MATH 227	Statistics	
or MATH 227S	Statistics with Support	
or MATH 227A+B†	Statistics I + Statistics II	
or STAT 101	Statistics for the Social Sciences	
POL SCI 002	Introduction to Comparative Politics	
POL SCI 003	Introduction to Political Science	
POL SCI 005	The History of Western Political Thought	
POL SCI 007	Introduction to International Relations	
<b>List B: Select two (2) courses:</b>		<b>6</b>
HISTORY 011	Political and Social History of the United States to 1877	
PSYCH 001	General Psychology I	
SOC 001	Introduction to Sociology	
or Any List A course not already used		
<b>Total 18-19</b>		

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Psychology (M033612G)

The Associate in Arts in Psychology for Transfer prepares students to transfer into the CSU system. Students completing the Associate in Arts in Psychology for Transfer will receive a strong, basic foundation in core areas of the discipline. Students interested in transferring and/or completing the Associate in Arts in Psychology for Transfer degree should meet with a counselor to determine the coursework necessary to complete the requirements for general education and for the major.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Complete a variety of course offerings to graduate with an AA degree or transfer to universities.
- Demonstrate critical thinking skills necessary to assess real world issues and the various perspectives on them.
- Demonstrate effective communication skills by reading primary and secondary source material, discussing course content, and writing one or more papers.
- Apply the diverse assumptions and values that shape our experiences and or/attitudes of the world.

REQUIRED CORE		UNITS
MATH 227	Statistics	4
or MATH 227S	Statistics with Support	
or MATH 227A+B†	Statistics I + Statistics II	
or STAT 101	Statistics for the Social Sciences	
PSYCH 001	General Psychology I	3
PSYCH 074†	Research Methods in the Behavioral Sciences	3
<b>List A: Select one (1) course:</b>		<b>3-5</b>
BIOLOGY 003	Introduction to Biology	
or BIOLOGY 006†	General Biology I	
PSYCH 002†	Biological Psychology	
<b>List B: Select one (1) course:</b>		<b>3</b>
CH DEV 001	Child Growth and Development	
PSYCH 041†	Life-Span Psychology: From Infancy to Old Age	
or Any List A course not already used		
<b>List C: Select one (1) course:</b>		<b>3</b>
ENGLISH 102†	College Reading and Composition II	
or ENGLISH 103†	Composition and Critical Thinking	
PHILOS 006	Logic in Practice	
PSYCH 013	Social Psychology	
PSYCH 014†	Abnormal Psychology	
PSYCH 052	Psychological Aspects of Human Sexuality	
PSYCH 090†	Introduction to Counseling	
SOC 001	Introduction to Sociology	
or Any List A or List B course not already used		
<b>Total 19-21</b>		

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Social Justice Studies: Chicano/Chicana Studies (M037870G)

The Associate in Arts for Transfer in Social Justice: Chicano/Chicana Studies will provide the student with a broad-based course of study with an emphasis in social justice studies related to Chicano and Chicana curriculum that will prepare the student for transfer and completion of a bachelor's degree in social justice studies or a similar major at a CSU campus.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze the contribution of Mexican descendants to politics and education, and the artistic role (literary, visual, arts) and its impact on American society and the world.
- Compare the experience of Mexican descendants with the other racial, ethnic, and national groups in the United States and the world.

REQUIRED CORE		UNITS
SOC 011	Race and Ethnic Relations	3
SOC 031	Sociology of Gender	3
<b>Select one (1) course:</b>		<b>3</b>
CHICANO 002	The Mexican-American in Contemporary Society	
CHICANO 042	Contemporary Mexican Literature	
<b>List A: Select three (3) courses from at least two of the following areas (Only one course from Area 4 may be used)</b>		<b>9-10</b>
<b>AREA 1: HISTORY OR GOVERNMENT</b>		
CHICANO 007	The Mexican-American in the History of the United States I	
CHICANO 008	The Mexican-American in the History of the United States II	
CHICANO 019	History of Mexico	
CHICANO 020	The Mexican American in California	
CHICANO 044	Mexican Civilization	
<b>AREA 2: ARTS AND HUMANITIES</b>		
CHICANO 037	Chicano Literature	
CHICANO 042	Contemporary Mexican Literature	
CHICANO 046	Chicano and Mexican Folklore	
CHICANO 052	Mexican Art – Modern	
CHICANO 058	Latin American Dance Cultures	
<b>AREA 3: SOCIAL SCIENCE</b>		
CHICANO 047	Mexican-American Woman in Contemporary Society	
CHICANO 071	The Chicano in Los Angeles	
<b>AREA 4: QUANTITATIVE REASONING AND RESEARCH METHODS</b>		
MATH 227	Statistics	
or MATH 227S	Statistics with Support	
or MATH 227A+B†	Statistics I + Statistics II	
or STAT 101	Statistics for the Social Sciences	
<b>AREA 5: MAJOR PREPARATION</b>		
Any Required Core course not already used		
		<b>Total 18-19</b>

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Sociology (M033215G)

The Associate in Arts Degree for Sociology for Transfer is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system (not to a particular campus or major) and receive priority in registration as a junior. This degree will provide the student with a strong foundation in the discipline, as well as exposure to various areas included in this field. Students interested in transferring and/or completing the Associate in Arts in Sociology for Transfer should meet with a counselor to determine the coursework necessary to complete all the requirements.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Evaluate the merits of sociological research methods (e.g., interviews, case studies, field work, content analysis, and survey design); select and apply these methods to formulate and investigate well-reasoned sociological research questions.
- Compare and assess the features of the major sociological theories and perspectives of human behavior and social situations.
- Demonstrate the ability to be academically successful in at least two separate areas of sociological emphasis (marriage and family, race and ethnic relations, crime and delinquency, social psychology, social problems, and /or gender).

REQUIRED CORE		UNITS
SOC 001	Introduction to Sociology	3
SOC 002	American Social Problems	3
MATH 227	Statistics	
or MATH 227S	Statistics with Support	
or MATH 227A+B†	Statistics I + Statistics II	
or STAT 101	Statistics for the Social Sciences	4
<b>List A: Select two (2) courses:</b>		<b>6</b>
SOC 003	Crime & Delinquency	
SOC 004†	Sociological Analysis	
SOC 011	Race and Ethnic Relations	
SOC 013	Society and Personality	
FAM & CS 031	Marriage and Family Life	
or SOC 028	The Family: A Sociological Approach	
SOC 031	Sociology of Gender	
<b>List B: Select one (1) course:</b>		<b>3</b>
Any Sociology course from List A course not already used		

**Total 19**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Spanish (M033337G)

The Associate in Arts in Spanish for Transfer prepares students to transfer into the CSU system. Students completing the Associate in Arts in Spanish for Transfer are introduced to the language, history, culture, and literature of the Spanish-speaking world through coursework and language laboratory assignments. This curriculum is designed to prepare native and near native speakers of Spanish as well as those students studying Spanish as a foreign language to complete a bachelor's degree in Spanish. Students will have the opportunity to develop proficiency in understanding, speaking, reading, and writing Spanish and to acquaint themselves with Hispanic cultures and civilization.

Students acquire basic skills through listening, speaking, reading, writing, and cultural components of the curriculum to carry on a basic conversation. Students will be prepared for transfer into a baccalaureate degree program in Spanish or a similar major at a CSU.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Produce sentences in all tenses and modes.
- Communicate orally and in writing in Spanish with fluency and comprehension.
- Compare and contrast Spanish and Latin American Cultures with their own culture.
- Express personal feelings while describing people, situations, relationships, and places.
- Read critically with ability to summarize and analyze main ideas.

### REQUIRED CORE

SPANISH 001	Elementary Spanish I	5
SPANISH 002†	Elementary Spanish II	
SPANISH 003†	Intermediate Spanish I	
or SPANISH 035	Spanish for Spanish Speakers	5
SPANISH 004†	Intermediate Spanish II	5
or SPANISH 036†	Spanish for Spanish Speakers	5

### List A: Select one (1) course:

CHICANO 037	Chicano Literature	
CHICANO 044	Mexican Civilization	
SPANISH 005*†	Advanced Spanish I	
SPANISH 006*†	Advanced Spanish II	
SPANISH 026	Understanding Latin America Through Film	
SPANISH 037†	Composition and Conversation for Spanish Speakers	

**Total 23-25**

† This course has a prerequisite or corequisite.

\* Spanish majors are highly encouraged to complete SPANISH 005 and SPANISH 006. Please consult with a counselor.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) – Chicano Studies (M008372C)

The Chicano Studies Associate in Arts program is designed to benefit students interested in careers in business, education, social work, and other areas where the focus of services is on the Chicano/a. It is designed to examine the Mexican history and culture rooted within America, as well as indigenous populations in the Americas. Students analyze the social, political, artistic, literary, historical, and cultural contributions of persons of Mexican descent living in the United States.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze the contribution of Mexican descendants to politics and education, and the artistic role (literary, visual, arts) and its impact on American society and the world.
- Compare the experience of Mexican descendants with the other racial, ethnic, and national groups in the United States and the world.

### REQUIRED COURSES

	UNITS
CHICANO 002 The Mexican-American in Contemporary Society	3
CHICANO 008 The Mexican-American in the History of the US II	3
CHICANO 037 Chicano Literature	3
<b>Select three (3) courses:</b>	<b>9</b>
CHICANO 007 The Mexican-American in the History of the US I	
CHICANO 019 History of Mexico	
CHICANO 020 The Mexican-American in California	
CHICANO 042 Contemporary Mexican Literature	
CHICANO 044 Mexican Civilization	
CHICANO 046 Mexican-American Folklore	
CHICANO 047 The Mexican-American Woman in Society	
CHICANO 052 Mexican Art – Modern	
CHICANO 054 Mexican-American Arts in American Culture	
CHICANO 058 Latin American Dance Cultures	
CHICANO 071 The Chicano in Los Angeles	

**Total 18**

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) General Studies Arts & Humanities (M018463C)

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program. Students are required to complete the general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA Degree must complete the following:

1. Complete general education requirements.
2. Complete a minimum of 18 units in one area of concentration.
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

Students planning to transfer to a 4-year university are cautioned that this curriculum may not provide for completion of the lower division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if students did decide at a later date to transfer to a 4-year university, students would have a solid beginning in the transfer planning process.

Please consult with a counselor for specific information regarding your possible intended major at the colleges/universities of choice.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze cultural, literary, humanistic activities and artistic expression of humanity.
- Synthesize aesthetic responsiveness and construct value judgments through evaluating and interpreting the ways in which people in different cultures have responded to themselves and the world around them in artistic and cultural creation throughout the ages.
- Prepare for a possible career within the fields of arts, foreign languages, humanities, film, music, philosophy, and religious studies.

ANTHRO 104	INTRDGN 103, 104
ART 201	ITALIAN 001, 002†
ARTHIST 103, 110, 120, 170	MULTIMD 100, 200, 620
LING 001	MUSIC 101, 111, 141
CHICANO 037, 052	PHILOS 001, 033
CINEMA 003	SPANISH 001, 002†, 003†, 006†,
ENGLISH 102†	026, 035, 036†
FRENCH 001, 002†, 004†, 005†,	THEATER 100, 200, 271†
HUMAN 001	

**Total 21**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS (AA) General Studies Communication & Literature (M018464C)

These courses emphasize the content and form of communications to provide in-depth comprehension and understanding of the significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will develop skills in the areas such as reasoning and advocacy, organization, analysis and critical evaluation, accuracy, reading and listening effectively to facilitate the decision-making process. The Communication and Literature concentration allows students to take courses that will prepare them for possible careers within the fields of English (including creative writing and journalism), Communications and more. Coursework selected must be completed in at least two different disciplines.

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program. Students are required to complete the general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA Degree must complete the following:

1. Complete general education requirements.
2. Complete a minimum of 18 units in one area of concentration.
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

Students planning to transfer to a 4-year university are cautioned that this curriculum may not provide for completion of the lower division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if students did decide at a later date to transfer to a 4-year university, students would have a solid beginning in the transfer planning process.

Please consult with a counselor for specific information regarding your possible intended major at the colleges/universities of choice.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze the content, form, and significance of types of communication.
- Assess communication as the process of human symbolic interaction.
- Demonstrate skills in the areas such as reasoning and advocacy, organization, analysis and critical evaluation, accuracy, reading and listening effectively to facilitate the decision-making process.
- Prepare them for a possible career within the fields of English communications, including creative writing and journalism.

COMM 101, 121, 151	MATH 227, 227S, 227A+227B†
ENGLISH 101, 102†, 127, 208	PHILOS 005†, 006
FRENCH 001, 002†	SPANISH 001, 002†, 003†, 006†,
ITALIAN 001, 002†, 004†, 005†,	026, 035, 036†
JOURNAL 100	STAT 101

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) General Studies Social & Behavioral Sciences (M018466C)

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program. Students are required to complete the general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA Degree must complete the following:

1. Complete general education requirements.
2. Complete a minimum of 18 units in one area of concentration.
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

Students planning to transfer to a 4-year university are cautioned that this curriculum may not provide for completion of the lower division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if students did decide at a later date to transfer to a 4-year university, students would have a solid beginning in the transfer planning process.

Please consult with a counselor for specific information regarding your possible intended major at the colleges/universities of choice.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Students will define and demonstrate knowledge of theories or research methodologies typically found in social and behavioral sciences.
- Students will demonstrate evidence of college-level writing skills necessary for a possible career in the fields of anthropology, Chicano studies, geography, history, political science, psychology and sociology.

ADM JUS 001	HISTORY 001, 002, 011, 012, 086
AFRO AM 002, 004	LAW 001
ANTHRO 101, 102, 104, 121	LING 001
BIOLOGY 003	MATH 227, 227S, 227A+227B†
CHICANO 002, 007, 008	POL SCI 001
CH DEV 001	PSYCH 001, 002†, 013
ECON 001, 002	SOC 001, 002, 004†, 011, 028
FAM &CS 031	STAT 101
GEOG 001, 002, 007	

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Psychology (M041501D)

The Certificate of Achievement in Psychology provides a program of study that prepares students for transfer and career pathways as a psychology major. Students will explore core concepts of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and fundamentals of psychological disorders and treatment. Students will explore various career opportunities, with the knowledge, academic preparation, skills, and competencies needed for each. This certificate serves as a stepping stone for students interested in moving forward to a degree and career in psychology.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Complete a variety of course offerings in order to integrate the study of psychology as it relates to transfer and career opportunities.

REQUIRED COURSES		UNITS
PSYCH 001	General Psychology I	3
PSYCH 002†	Biological Psychology	3
PSYCH 014†	Abnormal Psychology	3
PSYCH 041†	Life-Span Psychology: From Infancy to Old Age	3
PSYCH 105	Introduction to Careers in Psychology	1
<b>Select one (1) elective:</b>		<b>3</b>
PSYCH 013	Social Psychology	
PSYCH 052	Psychological Aspects of Human Sexuality	
PSYCH 074*†	Research Methods in the Behavioral Sciences	
PSYCH 090†	Introduction to Counseling	

**Total 16**

† This course has a prerequisite or corequisite.

\*Required for AA-T in Psychology

## SKILL CERTIFICATE Advanced ESL (M493087J)

The completion of level 6 in the ESL sequence E.S.L. 006A, E.S.L. 006B, and E.S.L. 006C will lead to the Advanced ESL Skill Certificate.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Produce writing that incorporates advanced academic vocabulary and grammatical structures.
- Summarize and paraphrase unabridged fiction and authentic nonfiction text.
- Give an informal presentation based on a previously developed outline.
- Comprehend abstract topics presented without visual context.

REQUIRED COURSES:		UNITS
E.S.L. 006A	College E.S.L. VI: Writing and Grammar	6
E.S.L. 006B	College E.S.L. VI: Reading and Vocabulary	3
E.S.L. 006C	College E.S.L. VI: Listening and Speaking	3

**Total 12**

## SKILL CERTIFICATE High Intermediate ESL (M493081J)

The completion of level 4 in the ESL sequence E.S.L. 004A, E.S.L. 004B, and E.S.L. 004C will lead to the High Intermediate ESL Skill Certificate.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Produce writing that incorporates high-intermediate academic vocabulary and grammatical structures.
- Differentiate main idea and supporting detail in academic text.
- Listen to and take notes on high-intermediate level lectures.
- Participate in discussions with increasing fluency.

REQUIRED COURSES:		UNITS
E.S.L. 004A	College E.S.L. IV: Writing and Grammar	6
E.S.L. 004B	College E.S.L. IV: Reading and Vocabulary	3
E.S.L. 004C	College E.S.L. IV: Listening and Speaking	3

**Total 12**

## SKILL CERTIFICATE Low Advanced ESL (M493080J)

The completion of level 5 in the ESL sequence E.S.L. 005A, E.S.L. 005B, and E.S.L. 005C will lead to the Low Advanced ESL Skill Certificate.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Produce writing that incorporates low-advanced vocabulary and grammatical structures.
- Summarize and paraphrase fiction and nonfiction text.
- Give an informal presentation in which they defend an opinion.
- Listen to and take notes on a pre-collegiate level lecture and/or discussion.

REQUIRED COURSES:		UNITS
E.S.L. 005A	College E.S.L. V: Writing and Grammar	6
E.S.L. 005B	College E.S.L. V: Reading and Vocabulary	3
E.S.L. 005C	College E.S.L. V: Listening and Speaking	3

**Total 12**

## CERTIFICATE OF COMPETENCY Academic Readiness (M041446F)

The Academic Readiness Certificate of Competency helps students refresh their foundational skills in reading, writing and math to be ready for college-level courses. Learning these foundational skills also assists students wishing to prepare for the GED exam, which is the equivalent of a high school diploma. Students wishing to take the official GED exam may do so at LAMC's licensed testing center.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Students will demonstrate their readiness to transition into college-level courses by successfully achieving passing scores in either CASES ABE Level E (245-250), or the Test of Basic Education (TABE) Level A.
- Through the GED Ready practice exams, students desiring the GED will demonstrate their readiness to successfully complete the 4 components of the GED exam with passing scores.

REQUIRED CORE		HOURS
BSICSKL 083CE	GED/HISET Preparation: Literature and the Arts	54
BSICSKL 084CE	GED/HISET Preparation: Math	54
BSICSKL 085CE	GED/HISET Preparation: Science	54
BSICSKL 086CE	GED/HISET Preparation: Social Studies	54
<b>Elective Category #1 - Select one (1) course:</b>		<b>18</b>
BSICSKL 027CE	Foundations: Study Skills	54
BSICSKL 126CE	Foundations: Reading Skillshop	
BSICSKL 127CE	Foundations: Writing Skillshop	
BSICSKL 128CE	Foundations: Math Skillshop	
<b>Elective Category #2 - Select one (1) course:</b>		<b>54</b>
BSICSKL 200CE	College Readiness: Math Skills I	54
BSICSKL 201CE	College Readiness: Math Skills II	
BSICSKL 202CE	College Readiness: Math Skills III	
BSICSKL 204CE	College Readiness: Writing Skills I	
BSICSKL 205CE	College Readiness: Writing Skills II	
BSICSKL 206CE	College Readiness: Writing Skills III	
BSICSKL 208CE	College Readiness: Reading Skills I	
BSICSKL 209CE	College Readiness: Reading Skills II	
BSICSKL 210CE	College Readiness: Reading Skills III	

**Total Hours 288**

## CERTIFICATE OF COMPETENCY Academic Readiness, Bilingual GED Preparation (M041447F)

The Academic Readiness, Bilingual GED Preparation Certificate of Competency prepares adult speakers of other languages for the General Education Development (GED) exam which is the equivalent of a high school diploma. This certificate supports English Language Learners wishing to take the GED Exam in Spanish. Completing the GED exam provides a pathway to access higher education and financial aid resources, as well as increased job opportunities and greater earning potential. During the program, students gain knowledge related to the four elements of the exam (Language Arts, Math, Science, & Social Studies), study skills, test-taking strategies, and hands-on computer practice testing. Upon successful completion of the program, students can take the official GED exam at LAMC's licensed testing center.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Through pre- and post- practice exams, students will demonstrate learning gains that determine their readiness to successfully complete the 4 components of the GED exam with passing scores.

REQUIRED CORE		HOURS
BSICSKL 129CE	Bilingual GED Preparation: Literature and Language Arts	54
BSICSKL 130CE	Bilingual GED Preparation: Social Studies	54
BSICSKL 131CE	Bilingual GED Preparation: Math	54
BSICSKL 132CE	Bilingual GED Preparation: Science	54

**Total Hours 216**

## CERTIFICATE OF COMPETENCY The Art and Practice of Conflict Resolution (M041609F)

The Art and Practice of Conflict Resolution program includes four introductory courses that cover foundational theory and principles; practical tools for convening and cultivating dialogue to identify key issues and potential solutions; handling difficult emotions; and selecting appropriate processes to address conflicts in the workplace.

Community leaders and employers working with diverse populations in dynamic environments recognize that the ability to resolve conflicts in personal, community, and professional life is an essential 21st-century skill. Conflict resolution is an art that requires social awareness and emotional intelligence, and it is a practice of specific tools and techniques that can be mastered. Combined, the art and practice of conflict resolution can support healthy relationships when working towards enhancing any community.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Through lecture, discussion, simulations and case scenarios, students gain the skills and confidence to resolve interpersonal conflicts.

REQUIRED COURSES		HOURS
VOC ED 804CE	Tools for Deliberative Dialogue	54
VOC ED 821CE	Principles of Mediation & Conflict Resolution	36
VOC ED 822CE	Anger Management Skills	54
VOC ED 823CE	Resolving Workplace Disputes	36

**Total Hours 180**

## CERTIFICATE OF COMPETENCY Beginning Level ESL (M042633F)

This certificate helps non-English-speaking students develop basic reading, writing, listening, speaking, and pronunciation skills to communicate in familiar situations they encounter at work, school, and in the community. Upon successful completion of the program, students will be prepared to maximize job opportunities as well as community and civic participation and be ready to transition to vocational training and college-level course work. This certificate includes four courses and is appropriate for students with scores between 181-190 on the CASAS Appraisal Exam.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Process, understand, interpret, and engage with beginning-level visual content, informational written text, and oral presentations to construct meaning.
- Produce beginning-level written and spoken text and responses such that it meaningfully transmits meaning.
- Apply techniques that will increase their speaking fluency, thereby making speech more intelligible and comprehensible.

REQUIRED COURSES	HOURS
ESL NC 048CE Pronunciation I: Producing Sounds	18
ESL NC 049CE Pronunciation II: Improving Fluency	18
ESL NC 121CE Beginning ESL – Part A	90
ESL NC 122CE Beginning ESL – Part B	90

**Total Hours 234**

## CERTIFICATE OF COMPETENCY English for Academic Purposes Advanced 1 (M040790F)

The completion of low advanced ESL courses in the ESL sequence ESL NC 151CE, ESL NC 152CE, and ESL NC 153CE will lead to the Certificate of Competency in English for Academic Purposes Advanced 1. Students will acquire English to the Low Advanced ESL level, including English reading, speaking, grammar, writing, vocabulary and listening. This certificate provides a pathway to career and college degree coursework in a variety of disciplines.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Students will produce writing that incorporates low advanced grammatical structures.
- Students will produce a 300-word essay that achieves cohesion through the organization of content and through the use of appropriate transitions and connectors.
- Students will analyze character, plot, setting, tone, and theme in abridged and non-abridged fiction at the low-advanced level.
- Students will paraphrase and summarize low-advanced texts.
- Students will give an informal presentation in which they defend an opinion.
- Students will listen to and take notes on a pre-college level discussion and/or lecture.

REQUIRED COURSES	HOURS
ESL NC 151CE College ESL V: Writing and Grammar	108
ESL NC 152CE College ESL V: Reading and Vocabulary	54
ESL NC 153CE College ESL V: Listening and Speaking	54

**Total Hours 216**

## CERTIFICATE OF COMPETENCY English for Academic Purposes Advanced 2 (M040791F)

The completion of advanced ESL courses in the ESL sequence ESL NC 161CE, ESL NC 162CE, and ESL NC 163CE will lead to the Certificate of Competency in English for Academic Purposes Advanced 2. Students will acquire English to the Advanced ESL level, including English reading, speaking, grammar, writing, vocabulary and listening. This certificate provides a pathway to career and college degree coursework in a variety of disciplines.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Students will produce writing that incorporates advanced grammatical structures.
- Students will produce a 400-word essay on an academic topic which is well-organized and which adequately supports a thesis.
- Students will evaluate the major elements of fiction at a high-advanced level.
- Students will paraphrase and summarize high-advanced level texts.
- Students will give a formal presentation based on a previously developed outline.
- Students will listen to and comprehend abstract topics which are presented without a visual context.

REQUIRED COURSES	HOURS
ESL NC 161CE College ESL VI: Writing and Grammar	108
ESL NC 162CE College ESL VI: Reading and Vocabulary	54
ESL NC 163CE College ESL VI: Listening and Speaking	54

**Total Hours 216**

## CERTIFICATE OF COMPETENCY English for Academic Purposes Intermediate 1 (M040789F)

The completion of intermediate ESL courses in the ESL sequence ESL NC 131CE, ESL NC 132CE, and ESL NC 133CE will lead to the Certificate of Competency in English for Academic Purposes Intermediate 1. Students will acquire English to the Intermediate ESL level, including English reading, speaking, grammar, writing, vocabulary and listening. This certificate provides a pathway to career and college degree coursework in a variety of disciplines.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Produce writing that incorporates low-intermediate grammatical structures.
- Produce a cohesive 150-word paragraph which has a topic sentence, supporting sentences, and a conclusion.
- Analyze and use vocabulary at a low-intermediate level.
- Identify the main idea and supporting ideas in a low-intermediate academic text.
- Discuss and respond to questions regarding a simplified academic text.
- Comprehend informal English conversation.
- Participate in informal conversations.

REQUIRED COURSES	HOURS
ESL NC 131CE College ESL III: Writing and Grammar	108
ESL NC 132CE College ESL III: Reading and Vocabulary	54
ESL NC 133CE College ESL III: Listening and Speaking	54

**Total Hours 216**

## CERTIFICATE OF COMPETENCY English for Academic Purposes Intermediate 2 (M040788F)

The completion of high-intermediate ESL courses in the ESL sequence ESL NC 141CE, ESL NC 142CE, and ESL NC 143CE will lead to the Certificate of Competency in English for Academic Purposes Intermediate 2. Students will acquire English to the High Intermediate ESL level, including English reading, speaking, grammar, writing, vocabulary and listening. This certificate provides a pathway to career and college degree coursework in a variety of disciplines.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Students will produce writing that incorporates high-intermediate grammatical structures.
- Students will produce a cohesive 200-word paragraph that adheres to the format of academic writing.
- Students will analyze character, plot, and setting in abridged and non-abridged fiction at the high-intermediate level.
- Students will identify the main ideas and supporting details in high-intermediate academic texts.
- Students will listen to and take notes on an intermediate level discussion.
- Students will participate in discussions regarding intermediate level academic texts.

REQUIRED COURSES	HOURS
ESL NC 141CE College ESL IV: Writing and Grammar	108
ESL NC 142CE College ESL IV: Reading and Vocabulary	54
ESL NC 143CE College ESL IV: Listening and Speaking	54

**Total Hours 216**

## CERTIFICATE OF COMPETENCY Essential English Skills-Beginning (M042319F)

The Certificate of Competency in Essential English Skills – Beginning recognizes student achievement of basic English language development by completing the first two levels of beginning ESL. The coursework develops a student's ability to participate in simple conversations in English, compose short writings in English, and comprehend basic English.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Explain common situations in life and work.
- Comprehend what people say in English in common work and life situations.
- Write notes, emails, texts, and short explanations.

REQUIRED COURSES	HOURS
ESL NC 007CE English as a Second Language I	12
ESL NC 008CE English as a Second Language II	12

**Total Hours 24**

## CERTIFICATE OF COMPETENCY Essential English Skills-Intermediate (M042320F)

The Certificate of Competency in Essential English Skills – Intermediate recognizes student achievement of intermediate English language development by completing the two levels of intermediate ESL. The coursework develops a student’s ability to speak in English about common activities, compose paragraphs, and comprehend English in many common everyday life and work situations.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Discuss topics around work-related needs, education-related purposes, and personal life activities.
- Comprehend foundational materials for work and personal life.
- Compose writings for work-related needs, education-related purposes, and personal life.

### REQUIRED COURSES

		HOURS
ESL NC 009CE	English as a Second Language III	12
ESL NC 015CE†	English as a Second Language IV	12

**Total Hours 24**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF COMPETENCY Essential English Skills-Speaking (M042321F)

The Certificate of Competency in Essential English Skills – Speaking recognizes student achievement of basic English conversation and speaking ability. The coursework focuses on speaking English in conversations, improving English pronunciation, and developing English listening comprehension.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Have basic conversations about common issues in life and work.
- Make simple presentations.
- Have pronunciation that is generally understandable.

### REQUIRED COURSES

		HOURS
ESL NC 021CE	English as a Second Language Conversation	3
ESL NC 023CE	English as a Second Language: Speech I	4

**Total Hours 7**

## CERTIFICATE OF COMPETENCY Foundational ESL and Computer Skills (M042632F)

This certificate provides the first building blocks for learning the English language and developing computer literacy. Non-English-speaking students develop foundational literacy skills in English, including reading, writing, listening, and speaking skills. Students will also develop basic computer skills that will help complement their English language learning. Upon successful completion of the program, students will be prepared to maximize job opportunities as well as community and civic participation and be ready to transition to vocational training and college-level course work. This certificate includes three courses and is appropriate for students with scores of 180 and below on the CASAS Appraisal Exam.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Process, understand, interpret and engage with level-appropriate visual content, short written text, and oral presentations to construct meaning.
- Produce level-appropriate, simple, written and spoken text and responses such that it transmits meaning.
- Use their computers and/or smartphones to practice and improve their English language skills through educational multimedia, Canvas, and Office 365.

### REQUIRED COURSES

		HOURS
BSICSKL 025CE	Basic Skills in Computers	54
ESL NC 048CE	Pronunciation I: Producing Sounds	18
ESL NC 120CE	Pre-Beginning/Foundational ESL	90

**Total Hours 162**

## CERTIFICATE OF COMPETENCY High-Beginning Level ESL (M042634F)

This certificate helps non-English-speaking students develop reading, writing, listening, and speaking skills to communicate in familiar situations they encounter at work, school, and in the community. Upon successful completion of the program, students will be prepared to maximize job opportunities as well as community and civic participation and be ready to transition to vocational training and college-level course work. This certificate includes 3 courses and is appropriate for students with scores between 191-200 on the CASAS Appraisal Exam.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Process, understand, interpret, and engage with high-beginning level literary and informational written text and oral presentations to construct meaning.
- Produce high-beginning level written and spoken text and responses such that it transmits meaning.
- Use techniques that will increase their speaking fluency and conversational skills.

### REQUIRED COURSES

		HOURS
ESL NC 050CE	Beginning Conversation	54
ESL NC 123CE	High-Beginning ESL – Part A	90
ESL NC 124CE	High-Beginning ESL – Part B	90

**Total Hours 234**

## CERTIFICATE OF COMPETENCY Non-Traditional Leadership for Community Enhancement (M041607F)

Non-traditional leadership is a social change metaphor intended to draw attention to individuals whose leadership skills emerge from cultural, social, and political conditions that shape their community. Non-traditional leaders are the unsung stakeholders who are distinguished by their intuitive knowledge of how to get things done, their influence with others, their ability to cultivate new relationships, and their refusal to give up on their community. They are community connectors working below the grassroots, driven by enormous hearts and gifts to bring people together to actualize a community enhancement vision.

This certificate program provides a series of foundational courses for building the capacity of these unique leaders to navigate the nonprofit world successfully. Through critical analysis, simulations, disciplined reflection, and practical application, participants will gain knowledge of cross-sector issues, how decisions are made, and the skills to break down and communicate complex problems in order to promote collaborative community change that enhances the quality of life for residents.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Increase their capacity to engage in decision-making processes that sustain shared interest action campaigns for community enhancement.

REQUIRED COURSES	HOURS
VOC ED 800CE Pathways to Careers in the Nonprofit Sector	9
VOC ED 801CE Non-Traditional Leadership	54
VOC ED 802CE Democracy in Action	18
VOC ED 803CE Community Organizing for Civic Engagement	54
VOC ED 804CE Tools for Deliberative Dialogue	54
VOC ED 805CE Framing Compelling Messages & Social Media Campaigns	36
VOC ED 806CE Program Design & Evaluation	36
VOC ED 807CE Fundraising and Resource Development	18
<b>Total Hours</b>	<b>279</b>

## CERTIFICATE OF COMPETENCY Pathway to Citizenship (M041608F)

This certificate provides non-native adult learners with communicative-based language that introduces students to U.S. history and government and promotes civic participation. The program reviews important benchmarks in U.S. history beginning with the first North Americans until the present time, U.S. government including federal, state, and local government, U.S. geography, and important aspects of civics participation. Courses provide the knowledge and skills required to successfully prepare for the oral interview and Civics (History and Government) Questions on the Naturalization Test, which is a required step in the U.S. Citizenship process.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Express their understanding of American history and government in a mock oral interview.
- Recall critical elements of American history and government in the written exam of the Naturalization Test.

REQUIRED CORE	HOURS
ESLCVCS 013CE ESL and Civics IV	54
ESLCVCS 014CE ESL and Civics V	54
<b>Total Hours</b>	<b>108</b>



# STEM, HEALTH, AND FITNESS

Are you interested in science, computers and information technology, engineering, and math?

Do you want to become a vital part of the healthcare industry?

Do you enjoy fitness and health living?

## CONTACTS:

**Stephen Brown,**  
Chair of Life Sciences

**Tracy Harkins,**  
Chair of Health  
& Human Performance

**Mike Fenton,**  
Chair of Physical Sciences

**Maryanne Galindo,**  
Chair of Academic Readiness,  
Career & Community Institute

**Bamdad Samii,**  
Chair of Math, Computer Science  
& Engineering



## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Biology (M033950H)

The Associate in Science for Transfer in Biology Degree is appropriate for all students who want to pursue a career in the life sciences and allied health professions such as medicine, dentistry, and pharmacy. In the 21st century, no field can compare to the biological sciences in terms of major discoveries that directly affect society and individuals. The disciplines are endless and new ones arise annually: genetic engineering, forensics, biochemistry, veterinary medicine, pathology, botany, zoology, marine biology, forestry, microbiology, conservation biology, ecology, environmental studies, and bioinformatics. The Associate in Science in Biology for Transfer Degree is intended for students who plan to complete a bachelor's degree in biology or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply the scientific method by developing a hypothesis, designing a controlled experiment, collecting data and interpreting the results.
- Make informed decisions regarding ethical concerns related to contemporary controversial issues in the life and/or biological sciences.

### REQUIRED CORE

	UNITS
BIOLOGY 006† General Biology I	5
BIOLOGY 007 General Biology II	5
<b>List A: (Complete ALL Courses)</b>	
CHEM 101† General Chemistry I	5
CHEM 102† General Chemistry II	5
MATH 261† Calculus I	5
or MATH 247† Calculus for Life Sciences	4
PHYSICS 006† General Physics I	4
PHYSICS 007† General Physics II	4

**Total 32–33**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE FOR UC TRANSFER (UCTP) Chemistry (M039475M)

The University of California Transfer Pathway (UCTP)

Associate in Science for UC Transfer in Chemistry is an extension of UC Pathways+. The degrees, which are created by the community colleges, include the major preparation outlined in the UC Transfer Pathway for Chemistry. As with UC Pathways+, in order to secure an admission guarantee in chemistry, students must:

- Complete the Transfer Pathway.
- Meet or exceed the required campus-based TAG GPA (campuses vary in a range of 2.8 - 3.4 GPA minimums).
- Submit a TAG application by September 30.
- Apply for admission by November 30.

In addition to the benefits of the UC Pathways+ option, students completing the UCTP Associate's Degree in Chemistry will earn an AS degree from their respective community college. Note: UC does not require an Associate's Degree for transfer.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use qualitative and quantitative analysis techniques to solve physical science problems through integration of multiple ideas that demonstrate reasoning completely and clearly.
- Use chemistry principles to evaluate and solve conceptual challenges.
- Perform hypothesis-driven laboratory experiments using the appropriate instruments as well as analyze and interpret data to form appropriate conclusions.

### REQUIRED CORE

	UNITS
CHEM 101† General Chemistry I	5
CHEM 102† General Chemistry II	5
CHEM 211† Organic Chemistry for Science Majors I	5
CHEM 212† Organic Chemistry for Science Majors II	5
MATH 261† Calculus I	5
MATH 262† Calculus II	5
MATH 263† Calculus III	5
MATH 275† Ordinary Differential Equations	3
PHYSICS 037† Physics for Engineers and Scientists I	5
PHYSICS 038† Physics for Engineers and Scientists II	5
PHYSICS 039† Physics for Engineers and Scientists III	5

**Total 53**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN ARTS FOR TRANSFER (AA-T) Kinesiology (M035436G)

The Associate in Arts for Transfer in Kinesiology Degree is intended for students who plan to complete a bachelor's degree in kinesiology or a similar major at a CSU campus. This degree will provide the student with a strong foundation in the discipline, as well as breadth of exposure to various areas included in this field.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Differentiate the evidence-based research supporting the wellness effects of exercise in our communities, schools, work place, and clinical settings.
- Identify the uniqueness of kinesiology as a discipline and its integration of a multi-dimensional study and application of physical activity as it relates to biological, medical, and health-related aspects of the human body.
- Recognize the areas of study and professional opportunities associated with the Kinesiology major.

### REQUIRED CORE

		UNITS
ANATOMY 001†	Introduction to Human Anatomy	4
KIN MAJ 100	Introduction to Kinesiology	3
PHYSIOL 001†	Introduction to Human Physiology	4

### Select three (3) courses

(maximum one course from any three of the following areas): 3-5

### COMBATIVES

KIN 316-1	Karate I
KIN 316-2†	Karate II

### DANCE

DANCETQ 121	Jazz Dance Techniques I
DANCETQ 122†	Jazz Dance Techniques II
DANCETQ 141	Modern Dance Techniques I
DANCETQ 142†	Modern Dance Techniques II
DANCETQ 462	Modern Dance

### FITNESS

KIN 329-1	Body Conditioning I
KIN 332	Step Aerobics
KIN 347-1	Pilates Mat I
KIN 350-1	Weight Training I
KIN 351-1	Yoga I

### INDIVIDUAL SPORTS

KIN 266	Badminton Skills
KIN 268-1	Golf Skills I

### TEAM SPORTS

KIN 286	Baseball Skills
KIN 387-1	Basketball I
KIN 387-2†	Basketball II
KIN ATH 511	Intercollegiate Athletics - Soccer
KIN ATH 512	Intercollegiate Athletics - Softball
KIN ATH 516	Intercollegiate Athletics - Volleyball
KIN ATH 552	Intercollegiate Sports – Conditioning & Skills Training

### List A: Select two (2) courses:

BIOLOGY 003	Introduction to Biology
or BIOLOGY 005	Introduction to Human Biology
CHEM 051	Fundamentals of Chemistry I
or CHEM 065	Introductory General Chemistry
or CHEM 101†	General Chemistry I
KIN MAJ 101	First Aid and CPR
MATH 227	Statistics
or MATH 227S	Statistics with Support
or MATH 227A+B†	Statistics I + Statistics II
or STAT 101	Statistics for the Social Sciences
PHYSICS 006†	General Physics I

**Total 21-25**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Mathematics (M031007H)

The Associate in Science for Transfer in Mathematics Degree provides the lower-division mathematics course requirements to all students who are planning on transferring to a California State University (CSU) or other four-year university and majoring in mathematics, physics, engineering, or computer science.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate knowledge of the fundamental mathematical principles.

### REQUIRED CORE

		UNITS
MATH 261†	Calculus I	5
MATH 262†	Calculus II	5
MATH 263†	Calculus III	5

### List A: Select one (1) course:

MATH 270†	Linear Algebra
MATH 275†	Ordinary Differential Equations

### List B: Select one (1) course:

CS 114†	Programming in C
or CS 216†	Object-Oriented Programming in C ++
MATH 227	Statistics
or MATH 227S	Statistics with Support
or MATH 227A+B†	Statistics I + Statistics II
or STAT 101	Statistics for the Social Sciences
or Any List A course not already used	

**3**

**3-4**

**Total 21-22**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Nutrition and Dietetics (M035394H)

The Associate in Science for Transfer in Nutrition and Dietetics Degree is designed for prospective California State University (CSU) transfer students who are preparing for careers as Registered Dietitians/Nutritionists (RDNs), Nutrition and Dietetic Technicians Registered (NDTRs), or other nutrition of food science professionals. Completion of the Nutrition and Dietetics degree will provide a streamlined pathway for transfer to a CSU campus with a family and consumer sciences or similar major.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply the physical, biological, and social sciences to the study of foods and nutrition.
- Recognize how food and nutrition affect health and human performance across the lifecycle and impact both local and global concerns.
- Effectively communicate and critically think about food and nutrition issues with an understanding and appreciation of a diverse and multicultural society.

### REQUIRED CORE

	UNITS
CHEM 101† General Chemistry I	5
MICRO 020† General Microbiology	4
NUTRTN 021 Nutrition	3
PSYCH 001 General Psychology I	3
<b>List A: Select two (2) courses:</b>	<b>8-9</b>
ANATOMY 001 Introduction to Human Anatomy	
or PHYSIOL 001† Introduction to Human Physiology	
MATH 227 Statistics	
or MATH 227S Statistics with Support	
or MATH 227A+B† Statistics I + Statistics II	
or STAT 101 Statistics for the Social Sciences	
<b>List B: Select one (1) course:</b>	<b>3</b>
NUTRTN 024 Introduction to Food Science	
<b>Total 26-27</b>	

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) Public Health Science (M043091H)

Students of public health will develop skills in research, education, communication, and leadership as they learn about evidence-based strategies to prevent disease, promote wellness, and encourage healthy behaviors with the goal of protecting the health of people and the communities in which they live. The Associate in Science in Public Health Science for Transfer is designed for prospective California State University (CSU) transfer students who are preparing for careers in Public Health. Completion of the Public Health degree will provide a streamlined pathway for transfer to a CSU campus in Public Health or a similar major. Students who complete this degree will be guaranteed admission with junior status to the California State University system, although not a particular campus or major. Students can use the ADT Search by CSU

Campus to view which CSU campuses accept ADT degrees in their major: [www.calstate.edu/transfer/adt-search/search.shtml](http://www.calstate.edu/transfer/adt-search/search.shtml)

**Program Learning Outcomes** – Upon completion, students will be able to:

- Differentiate between personal health and public health; describe the core functions of public health; and identify various career opportunities within the field of public health.
- Apply critical analysis skills to contemporary health issues (such as risk factors and modes of transmission of infectious and chronic diseases and how these diseases affect both personal and public health); and endorse lifestyle behaviors that promote individual and public health and well-being, with respect for multicultural perspectives and sensitivities about health.
- Explain the multiple determinants of health, including sociological, economic, genetic, behavioral, environmental, and other factors that impact human health and health disparities; the importance of equitable access to health education and healthcare; and why evidence-based approaches are essential to public health practice.

### REQUIRED CORE

	UNITS
ANATOMY 001† Introduction to Human Anatomy	4
HEALTH 011 Principles of Healthful Living	3
HEALTH 101 Introduction to Public Health	3
MATH 227 Statistics	4
or MATH 227S Statistics with Support	
or MATH 227A+B† Statistics I + Statistics II	
or STAT 101 Statistics for the Social Sciences	
BIOLOGY 003 Introduction to Biology	4-5
or BIOLOGY 005 Introduction to Human Biology	
or BIOLOGY 006† General Biology I	
CHEM 051 Fundamentals of Chemistry I	4-5
or CHEM 065 Introductory General Chemistry	
or CHEM 101† General Chemistry I	
PHYSIOL 001† Introduction to Human Physiology	4
PSYCH 001 General Psychology I	3
<b>List A: Select one (1) course:</b>	<b>3</b>
ECON 001 Principles of Economics I	
ECON 002 Principles of Economics II	
HEALTH 008 Women's Personal Health	
NUTRTN 021 Nutrition	
PSYCH 052 Psychological Aspects of Human Sexuality	
SOC 001 Introduction to Sociology	
<b>Total 32-34</b>	

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE FOR UC TRANSFER (UCTP) Physics (M039476M)

The University of California Transfer Pathway (UCTP Associate in Science for UC Transfer in Physics is an extension of UC Pathways+. The degrees, which are created by the community colleges, include the major preparation outlined in the UC Transfer Pathway for Physics. As with UC Pathways+, in order to secure an admission guarantee in Physics, students must:

- Complete the Transfer Pathway.
- Meet or exceed the required campus-based TAG GPA (campuses vary in a range of 2.8 - 3.4 GPA minimums).
- Submit a TAG application by September 30.
- Apply for admission by November 30.

In addition to the benefits of the UC Pathways+ option, students completing the UCTP Associate's Degree in Physics will earn an AS degree from their respective community college. Note: UC does not require an Associate's Degree for transfer.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use qualitative and quantitative analysis techniques to solve physical science problems through integration of multiple ideas that demonstrates reasoning completely and clearly.
- Understand physics principles to evaluate and solve conceptual challenges.
- Perform hypothesis-driven laboratory experiments using the appropriate instruments as well as analyze and interpret data to form appropriate conclusions.

REQUIRED CORE		UNITS
CHEM 101†	General Chemistry I	5
CHEM 102†	General Chemistry II	5
MATH 261†	Calculus I	5
MATH 262†	Calculus II	5
MATH 263†	Calculus III	5
MATH 270†	Linear Algebra	3
MATH 275†	Ordinary Differential Equations	3
PHYSICS 037†	Physics for Engineers and Scientists I	5
PHYSICS 038†	Physics for Engineers and Scientists II	5
PHYSICS 039†	Physics for Engineers and Scientists III	5
<b>Total 46</b>		

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) Biology (M020792C)

The Associate in Science (AS) Degree in Biology will provide the student with a strong, basic foundation in the science. The curriculum is generally required of lower-division life science majors, as well as pre-dental, pre-medical, pre-optometry, pre-pharmacy, and pre-veterinary students. Students interested in transferring and/or completing an AS degree in Biology should meet with a counselor to determine the coursework necessary to complete the requirements for general education and for the major.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply the scientific method by developing a hypothesis, designing a controlled experiment, collecting data, and interpreting the results.
- Make informed decisions regarding ethical concerns related to contemporary controversial issues in the life and/or biomedical sciences.
- Analyze the relationship between a structure and its function in living systems.

REQUIRED CORE		UNITS
BIOLOGY 006†	General Biology I	5
BIOLOGY 007	General Biology II	5
CHEM 101†	General Chemistry I	5
CHEM 102†	General Chemistry II	5
MATH 227	Statistics	4
or MATH 227S	Statistics with Support	
or MATH 227A+B†	Statistics I + Statistics II	
or STAT 101	Statistics for the Social Sciences	
or MATH 260†	Precalculus	5
or MATH 240**	Trigonometry	3
& MATH 245	College Algebra	3
<b>Total 24-26</b>		

\*\*Students can alternatively take MATH 240S Trigonometry with Support  
† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) Biotechnology (M035603C)

This program is designed to prepare students for employment in biotechnology research. Upon successful completion of the required coursework, students will have acquired skills in basic laboratory techniques and practices in addition to proficiency in basic statistics, microbiology, and oral/written data presentation. Students will also be proficient in concepts of quality control and their application in biotechnology research.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Employ the principles of proper documentation and record-keeping in keeping a laboratory notebook and creating standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.
- Correctly analyze and clearly present biotechnology data in oral and written form.
- Explain and apply the principles of quality control and quality assurance in a biotechnology environment.

REQUIRED CORE	UNITS
BIOTECH 002 Biotechnology I	4
BIOTECH 003† Biotechnology II	4
BIOTECH 006 Biotechnology: Quality Control	2
BIOTECH 008† Biological Research Internship	2
CHEM 051 Fundamentals of Chemistry I	4-5
or CHEM 065 Introductory General Chemistry	
MATH 227* Statistics	4
MICRO 020† General Microbiology	4

**Total 24-25**

\* Students can alternatively enroll in MATH 227S Statistics with Support or the sequence of MATH 227A Statistics I + MATH 227B Statistics II

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) Computer Programmer (M036322C)

The Associate of Science Degree in Computer Programming provides a student with the necessary skills to become a programmer. The program consists of core courses, programming languages and computer science transfer courses. Graduates can program business and web applications and participate as a member of a project team that builds systems. This is to best qualify our students for positions in the industry and provide for their future growth.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Have an e-Portfolio with examples of business applications using professional database tools and current programming languages.
- Have an e-Portfolio with examples of web and mobile applications.

REQUIRED CORE COURSES	UNITS
CIS 124 Data Analytics (Advanced Excel and Access)	3
CIS 148 Introduction to Web Development HTML5 and CSS	3
CIS 219 Introduction to Oracle: SQL and PL/SQL	3
CS 101 Introduction to Computers Science	3
CS 112 Programming in JavaScript	3
CS 113 Programming in Java	3
or CS 116 Programming in C++	
CS 119 Programming in Python	3
CS 130† Introduction to Computer Architecture and Organization	3
CS 136† Introduction to Data Structures	3
CS 213† Advanced Programming in Java	3
or CS 216† Object-Oriented Programming in C++	

**Total 30**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) Cyber Security Associate (M036319C)

The Associate of Science in Cyber Security Associate Degree builds on the Certificate of Achievement in Cyber Security Associate. The additional courses provide basic skills required for the computer science major. The student gains a broader perspective of the field by learning computer programming and design and maintenance of databases.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply critical thinking to evaluate the new and emerging technologies and generate a report about their findings.
- Apply problem-solving skills to diagnose and repair computer systems and network problems.
- Have the skills and knowledge necessary to prepare for A+, Network+, and Security+ certificates.

REQUIRED CORE COURSES	UNITS
CIS 101 Introduction to Computers and Their Uses	3
or CS 101 Introduction to Computer Science	
CIS 124 Data Analytics (Advanced Excel and Access)	3
CIS 162 Cyber Security I	3
CIS 165† Principles of Information Security	3
CIS 210 Introduction to Computer Networking	3
CIS 211† Security+ Certification Preparation	3
CIS 215† Network Security Fundamentals	3
CIS 219 Introduction to Oracle: SQL and PL/SQL	3
CIS 222 PC Maintenance and Troubleshooting	3
CS 119 Programming in Python	3

**Total 30**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) – Engineering (M008345C)

This program aims to prepare prospective engineering students in choosing their engineering discipline. The program consists of core required courses common to all tracks, track specific core courses, and track electives. The core courses common to all tracks satisfy most of the requirements for the first two years of the baccalaureate degree in engineering.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Identify engineering fields of interest and develop a plan that will lead to career success in an engineering field.
- Apply critical thinking to solve engineering problems.

REQUIRED CORE	UNITS
ENG GEN 101 Introduction to Science, Engineering and Technology	2
MATH 261† Calculus I	5
MATH 262† Calculus II	5
MATH 263† Calculus III	5
MATH 275† Ordinary Differentials Equations	3
PHYSICS 037† Physics for Engineers and Scientists I	5
PHYSICS 038† Physics for Engineers and Scientists I	5

### THE FOUR TRACKS THAT YOU MAY CHOOSE TO PURSUE ARE:

- Civil Engineering
- Computer Software Engineering
- Electrical Engineering
- Mechanical, Aerospace, Manufacturing Engineering

REQUIRED CIVIL TRACK CORE	UNITS
CHEM 101† General Chemistry I	5
ENG GEN 131† Statics	3
ENG GEN 151† Materials of Engineering	3

Select one (1) Elective	3-4
EGD TEK 101 Engineering Graphics	
ENG GEN 122† Programming and Problem-Solving in MATLAB	
ENG GEN 220† Electrical Circuits I	

REQUIRED COMPUTER SOFTWARE TRACK CORE	UNITS
CS 102 Programming Logic and Design	3
CS 113 Programming Java	3

Select one (1) Elective	3-5
CS 136† Introduction to Data Structures	
ENG GEN 220† Electrical Circuits I	
MATH 272† Methods of Discrete Mathematics	

REQUIRED ELECTRICAL TRACK CORE	UNITS
CS 102 Programming Logic and Design	3
CS 116 Programming in C	3
ENG GEN 220† Electrical Circuits I	4

Select one (1) Elective	3
ENG GEN 131† Statics	
ENG GEN 151† Materials of Engineering	

MECHANICAL, AEROSPACE, MANUFACTURING TRACK CORE	UNITS
CHEM 101† General Chemistry I	5
EGD TEK 101 Engineering Graphics	3
ENG GEN 131† Statics	3
ENG GEN 151† Materials of Engineering	3

Select one (1) Elective	2-4
EGD TEK 121† 3-D Computer-Aided Design with Solidworks	
ENG GEN 122† Programming and Problem-Solving in MATLAB	
ENG GEN 220† Electrical Circuits I	

**Total 39-48**

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) General Studies Natural Sciences (M018465C)

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program.

Students are required to complete the general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA degree must complete the following:

1. Completion of general education requirements.
2. Complete a minimum of 18 units in one area of concentration.
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

Students planning to transfer to a 4-year university are cautioned that this curriculum may not provide for completion of the lower division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if students did decide at a later date to transfer to a 4-year university, students would have a solid beginning in the transfer planning process.

Please consult with a counselor for specific information regarding your possible intended major at the colleges/universities of choice.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply the scientific method and employ critical thinking to address questions in a field of the natural sciences.
- Apply ethical reasoning to controversial issues in the natural sciences.

ANATOMY 001	MICRO 020
ANTHRO 101	OCEANO 001
ASTRON 001, 005	PHYS SC 001, 014
BIOLOGY 003, 006, 007	PHYSICS 006, 007
CHEM 051, 065, 101, 102	PHYSIOL 001
ENV SCI 002	PSYCH 001, 002, 041
GEOG 001, 007, 015	SOC 001

GEOLOGY 001

† This course has a prerequisite or corequisite.

NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.

## ASSOCIATE IN ARTS (AA) – Gerontology (M008358C)

Students will explore social service and health care needs of the elderly as they apply to workforce opportunities. This degree will prepare the student for a career working with the aging or elderly in areas such as recreation, homecare, and healthcare aides within assisted living facilities.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice in services to the aging and elderly and their families in the home and the community.

### REQUIRED COURSES

	UNITS
FAM & CS 006 Challenges of Aging	3
FAM & CS 070 Field Experience in Family & Consumer Studies	3
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NUTRTN 021 Nutrition	3
<b>Select two (2) courses:</b>	<b>6</b>
CH DEV 055 Home Visitation Programs	
FAM & CS 031 Marriage & Family Life	
PSYCH 041† Life-Span Psychology: From Infancy to Old Age	
SOC 002 American Social Problems	

**Total 20.5**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) Full Stack Developer (M036466C)

The Associate of Science in Full Stack Developer Degree provides necessary skills required to design and code web applications. Core skills include introduction to computers, databases, programming logic and design, and programming languages. The emphasis in full stack development provides comprehensive coverage of both client-side and server-side web programming. In teaching programming and scripting languages employed to build desktop and mobile applications, relational and NoSQL databases are also introduced.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Display the basic skills and knowledge necessary to code web and mobile applications in a team environment.
- Create full-stack web application programs in .NET and MEAN developing environment.
- Compile a portfolio of web applications.

### REQUIRED CORE COURSES

	UNITS
CS 101 Introduction to Computer Science	3
CS 119 Programming in Python	3
CIS 219 Introduction to Oracle: SQL and PL/SQL	3
CIS 124 Data Analytics (Advanced Excel and Access)	3
CIS 192 Introduction to Cloud Computing	3
CIS 193† Database Essentials in Amazon Web Services	3
CIS 194† Compute Engines in Amazon Web Services	3
CIS 148 Introduction to Web Development HTML5 & CSS	3
CS 112 Programming in Javascript	3
CS 157† Full-Stack Web Application Development	3

**Total 30**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) – Health Science (M008338C)

This curriculum provides an orientation to the health sciences while including the general background required for the allied health fields and family environmental sciences.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Explain two or more disease processes and their biological foundations.
- Demonstrate proper application of basic laboratory methods such as using a microscope, taking blood pressure, and plating bacteria using aseptic technique.
- Read and analyze current literature from simple biomedical journals.

### REQUIRED COURSES

	UNITS
ANATOMY 001† Introduction to Human Anatomy	4
BIOLOGY 003 Introduction to Biology	4
or BIOLOGY 005 Introduction to Human Biology	
CHEM 051 Fundamentals of Chemistry I	4-5
or CHEM 065 Introductory General Chemistry	
MATH 227* Statistics	4
PHYSIOL 001† Introduction to Human Physiology	4
PSYCH 001 General Psychology I	3
or SOC 001 Introduction to Sociology	
<b>Select one (1) Required Course:</b>	<b>4</b>
MICRO 020† General Microbiology	
PHYSICS 006† General Physics I	
<b>Select one (1) Elective course:</b>	<b>3-4</b>
NUTRTN 021 Nutrition	
PHYSICS 007† General Physics II	
SOC 001 Introduction to Sociology	

**Total 30-32**

\* Students can alternatively enroll in MATH 227S Statistics with Support or the sequence of MATH 227A Statistics I + MATH 227B Statistics II  
† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## ASSOCIATE IN SCIENCE (AS) – Pharmacy Technician (M035255C)

This program is designed to prepare students for a career in pharmacy technician. Upon successful completion of the required coursework students are eligible to apply for the state of California Pharmacy Technician licensure and are prepared to work in outpatient, inpatient, and home health care pharmacy settings.

Section 144(b) of the Business and Professions Code authorizes the California Board of Pharmacy to require an applicant for licensure to furnish a full set of fingerprints for the purposes of conducting criminal history record checks. Fingerprints are required in order for the DOJ/FBI to conduct background checks for criminal convictions.

If you have questions or concerns about your criminal record (note that some criminal records can be expunged, sealed, or destroyed), please contact the office of the College Culture Re-entry Hub (CCRH) at: [reentryhub@lamission.edu](mailto:reentryhub@lamission.edu), phone: (818) 364-7877.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Work in various pharmacy settings.
- Acquire the fundamental pharmacy technician skills in an outpatient, inpatient, or home health care pharmacy setting.
- Apply ethics and growth related to the pharmacy technician profession.

REQUIRED COURSES	UNITS
PHRMCTK 021 Retail Products for Pharmacy Clerks	3
PHRMCTK 023 Introduction to Pharmacy	2
PHRMCTK 029 Body Systems I	3
PHRMCTK 030 Body Systems II	3
PHRMCTK 031 Pharmacy Calculations	2
PHRMCTK 032† Pharmacy Operations	4.5
PHRMCTK 034† Community Pharmacy Externship	2.5
<b>Total</b>	<b>20</b>

### RECOMMENDED ELECTIVE COURSES

PHRMCTK 035† Inpatient Pharmacy Services	2
PHRMCTK 036† Inpatient Pharmacy Externship	2.5
PHRMCTK 037† Sterile Products	4.5
PHRMCTK 038† Sterile Products Externship	2.5

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

## CERTIFICATE OF ACHIEVEMENT Biotechnology Lab Assistant (M035601D)

This program is designed to prepare students for employment in the field of biotechnology. Upon successful completion of the required coursework, students will have acquired skills in basic laboratory techniques, safety, documentation, and good manufacturing practices.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Employ the principles of proper documentation and record-keeping in keeping a laboratory notebook and creating standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.
- Correctly analyze and clearly present biotechnology data in oral and written form

REQUIRED COURSES	UNITS
BIOTECH 002 Biotechnology I	4
BIOTECH 003† Biotechnology II	4
CHEM 051 Fundamentals of Chemistry I or CHEM 065 Introductory General Chemistry	4-5

**Total 12-13**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Biotechnology Research Lab Assistant (M035600D)

This program is designed to prepare students for employment in biotechnology research. Upon successful completion of the required coursework, students will have acquired skills in basic laboratory techniques and practices in addition to proficiency in basic statistics, microbiology, and oral/written data presentation.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Employ the principles of proper documentation and record-keeping in keeping a laboratory notebook and creating standard operating procedures.
- Explain and properly perform molecular biology techniques commonly used in biotechnology-related academic and industrial laboratories.
- Correctly analyze and clearly present biotechnology data in oral and written form.

REQUIRED COURSES	UNITS
BIOTECH 002 Biotechnology I	4
BIOTECH 003† Biotechnology II	4
BIOTECH 008† Biological Research Internship	2
CHEM 051 Fundamentals of Chemistry I or CHEM 065 Introductory General Chemistry	4-5
MATH 227* Statistics	4
MICRO 020† General Microbiology	4

**Total 22-23**

\* Students can alternatively enroll in MATH 227S Statistics with Support or the sequence of MATH 227A Statistics I + MATH 227B Statistics II

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Certified Nurse Assistant and Home Health Aide (M035254D)

This certificate prepares students for a career in an area with a high demand for employment. Students will learn to become nurse assistants in long-term care facilities, acute-care settings, and home-care settings. Emphasis is given to safety principles, infection control, and methods for providing physical care as well as emotional and social support. Also included are: medical legal issues, patient cultural differences, anatomy and physiology, pathophysiology, digital literacy, and resume/interview preparation, including practice interviews through LA Chamber of Commerce. The California Department of Public Health certifies the Certified Nurse and Home Health Aide programs of study.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Be eligible to take the State of California Certification Examination.
- Analyze and apply the fundamental nursing skills as required by the State of California Nurse Assistant Certification Examination.

REQUIRED COURSES		UNITS
ALD HTH 021	Basic Life Support for the Healthcare Provider	0.5
HLTHOCC 062	Skill Set for the Healthcare Professional	2
HLTHOCC 063	Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064	Cultural and Legal Topics for Healthcare Professionals	1
HLTHOCC 065	Fundamentals for the Healthcare Professional	2.5
NRS_HCA 399A	Nursing Assistant Training Program	6
NRS_HCA 399B†	Home Health Aide Training Program	2
NRS_HCA 056†	Essential Practical Skills for Nurse Assistants	1
		<b>Total 17</b>

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Cloud Computing (M038644D)

The Cloud Computing program prepares students to design solutions for Infrastructure as a Service (IaaS) architectures by provisioning computing instances, establishing virtual private networks, and managing databases and storage within a secure online environment. Students produce dynamic solutions responsive to information and computing technology workloads with on-demand pay-as-you-go pricing allowing flexibility for small business, entrepreneurship, and enterprise adoption. Industry certifications are program proposal attributes embedded to prepare for occupations in cloud architect, cloud support associate, cloud engineer or cloud technicians. Some preparation in information technology or computer programming is recommended.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Design Infrastructure as a Service (IaaS) solutions by provisioning computing instances, establishing virtual private networks, and managing databases and storage within a secure online environment.
- Analyze performance metrics of a cloud architecture to respond dynamically to information and computing technology workloads and optimize service costs.
- Collaborate in a team designing business solutions in an industry aligned project.

### REQUIRED COURSES

CIS 192	Introduction to Cloud Computing	3
CIS 193†	Database Essentials in Amazon Web Services	3
CIS 194†	Computer Engines in Amazon Web Services	3
CIS 195†	Security in the Cloud	3
<b>Select two (2) courses:</b>		<b>6</b>
CIS 210	Introduction to Computer Networking	
CIS 219	Introduction to Oracle: SQL and PL/SQL	
CIS 222	PC Maintenance and Troubleshooting	
CS 112	Programming in JavaScript	
CS 119	Programming in Python	

**Total 18**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Computer Programmer (M036321D)

The Certificate of Achievement in Computer Programmer provides the student methods to analyze, design, and implement an application. The program teaches structured programming language, object-oriented programming language, and a scripting language. The program prepares students for entry-level computer programmer jobs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Create an e-Portfolio of examples using current programming languages.

REQUIRED COURSES		UNITS
CIS 148	Introduction to Web Development HTML5 and CSS	3
CS 101	Introduction to Computer Science	3
CS 112	Programming in JavaScript	3
CS 113†	Programming in Java	3
or CS 116	Programming in C++	
CS 119	Programming in Python	3
CS 213†	Advanced Programming in Java	3
or CS 216†	Object-Oriented Programming in C++	

**Total 18**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT CSU General Education (M017956D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Cyber Security Associate (M036317D)

The Certification of Achievement in Cyber Security Associate provides necessary skills required to pass the A+, Network+ and Security+ certification. The program prepares students for entry-level roles as a cyber security specialist, forensic science technician, or information security analyst.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Diagnose and repair computer systems and network problems.
- Prepare and be eligible to sit for A+, Network+ and Security+ certification.

REQUIRED COURSES		UNITS
CIS 101	Introduction to Computers and Their Uses	3
or CS 101	Introduction to Computer Science	
CIS 162	Cyber Security I	3
CIS 165†	Principles of Information Security	3
CIS 210	Introduction to Computer Networking	3
CIS 211†	Security+ Certification Preparation	3
CIS 222	PC Maintenance and Troubleshooting	3

**Total 18**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Cyber Security Practitioner (M042906D)

The Cyber Security Practitioner Certificate of Achievement focuses on computer technology and work-based learning. This is a recommended introductory certificate for those interested in becoming IT professionals.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Successfully take one or more vendor-neutral certification exams in A+, Network+, and Security+.

REQUIRED COURSES		UNITS
CIS 162	Cyber Security I	3
CIS 210	Introduction to Computer Networking	3
CIS 211†	Security+ Certification Preparation	3
CIS 222	PC Maintenance and Troubleshooting	3

**Total 12**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Data Analytics (M043137D)

This certificate program provides students with a basic foundation in the fields of data analytics, and prepares them for a potential career in Data Science. The program is designed to prepare students for entry-level jobs such as Business Analytics Specialist, Data Analyst, Data Visualization Developer, Operations Research Assistant, and Market Research Assistant. Students learn to use Cloud-based tools to manage, wrangle, and analyze data, and to use Python libraries to draw statistical inferences, which solve real-world problems.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Utilize cloud database systems on AWS, as well as Oracle, and Access in order to manage databases, and respond dynamically to information and computing technology workloads

- Wrangle data using Excel, and Python libraries in order to communicate summaries of data using multiple representations including graphs, tables, numerical summaries, and words
- Identify Statistical methods, and models that represent, and describe real-world data, and draw inferences that solve real-world problems using Python libraries.

REQUIRED COURSES		UNITS
CIS 124	Data Analytics	3
CIS 192	Introduction to Cloud Computing	3
CIS 193†	Database Essentials in AWS	3
CIS 194†	Compute Engines in AWS	3
CIS 219	Introduction to Oracle: SQL and PL/SQL	3
CS 119	Programming in Python	3
CS 121†	Python Programming for Data Science	3
CS 159	Foundations of Data Science	3

**Total 24**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Data Science (M043138D)

This certificate expands the Data Analytics Certificate of Achievement by providing students with more advanced skills in Data Science tools such as Machine Learning, and Deep Learning. The Data Science certificate presents a more robust preparation for work within Data Science teams at various organizations. Students learn to use Cloud-based tools to manage, wrangle, and analyze data, and to use Python libraries to draw statistical inferences, which solve real-world problems.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Utilize cloud database systems on AWS, as well as Oracle, and Access in order to manage databases, and respond dynamically to information and computing technology workloads
- Wrangle data using Excel, and Python libraries in order to communicate summaries of data using multiple representations including graphs, tables, numerical summaries, and words
- Identify Statistical methods, and models that represent, and describe real-world data, and draw inferences that solve real-world problems using Python libraries
- Use advanced Python libraries, and the AWS web services in order to develop Supervised, and Unsupervised learning models, and to recommend data-driven actionable insights for Business, and Marketing problems.

REQUIRED COURSES		UNITS
CIS 124	Data Analytics	3
CIS 192	Introduction to Cloud Computing	3
CIS 193†	Database Essentials in AWS	3
CIS 194†	Compute Engines in AWS	3
CIS 219	Introduction to Oracle: SQL and PL/SQL	3
CS 119	Programming in Python	3
CS 121†	Python Programming for Data Science	3
CS 159	Foundations of Data Science	3
CS 165†	Data Science Programming and Applications	3
CS 166†	Machine Learning Programming and Applications	3

**Total 30**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Engineering Drafting Technician (M039525D)

This career and technical education program addresses qualifications in engineering drafting related fields that employers are looking for, including being a team player, being an independent and analytical thinker, being a problem solver, being knowledgeable in computer-aided drafting, blueprint reading and surveying. Some of the courses offered in this program will enable the student to become CSWA (Certified SolidWorks Associate) certified.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate the ability to read blueprints and draft using a computer-aided software.
- Solve engineering drafting related problems using critical thinking.

REQUIRED COURSES	UNITS
CS 101* Introduction to Computer Science	3
DRAFT 016 Blueprint Reading I	2
DRAFT 017† Blueprint Reading II	2
EGD TEK 101 Engineering Graphics	3
EGD TEK 111† 2-D Computer-Aided Drafting	3
EGD TEK 121† 3-D Computer-Aided Design with SolidWorks	2
EGD TEK 131† CAD-Advanced Applications 3-D	2
ENG SUP 121† Plane Surveying I	3
ENGLISH 101 College Reading & Composition I	3
IND TEK 103 Technical Writing and Communication	2
MATH 240 Trigonometry	3
or MATH 240S Trigonometry with Support	4
<b>Total 28-29</b>	

\*Course can be substituted with CIS 101 Introduction to Computers and Their Uses

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Full Stack Developer (M036467D)

The Full Stack Developer Certificate of Achievement provides skills required to code and maintain web applications, with two options: Option A – Use the .NET for client-side and server-side web programming, Option B – Use MEAN (MongoDB, Express, AngularJS, Node.js) development environment.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Create an e-Portfolio of web applications using JavaScript.
- Create and design Full Stack Web Application Programs with No SQL or SQL database as back-end

REQUIRED COURSES	UNITS
CIS 148 Introduction to Web Development HTML5 and CSS	3
CIS 219 Introduction to Oracle: SQL and PL/SQL	3
CS 101 Introduction to Computer Science	3
CS 112 Programming in JavaScript	3
CS 119 Programming in Python	3
CS 157 Full-Stack Web Application Development	3

**Total 18**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Fundamentals Of Medical Billing & Coding (M035251D)

This certification prepares students to assume entry-level medical office duties and responsibilities. It also prepares students for career advancement and training in the use of current computer application programs, medical/hospital billing procedures, and medical records procedures. The program provides basic skills that promote success in the workplace. Typical entry-level positions include medical clerk, medical coder, medical office assistant, billing clerk, and medical office staff.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply their knowledge of medical terms
- Categorize and differentiate the billing and coding computerized procedures used in health care settings.

REQUIRED COURSES	UNITS
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
HTHTEK 100 Introduction to Health Information Technology	3
HTHTEK 103† Introduction to Basic Coding	3
HTHTEK 110† Ambulatory Care Coding	3
HTHTEK 230 Electronic Health Records in the Health Elective	3
<b>Select Required Elective:</b>	<b>0.5</b>
Any degree applicable course of at least 0.5 unit	
<b>Total 18</b>	

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Gerontology (M021768D)

This certificate will prepare the student for a career working with the aging or elderly.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply professional standards of practice in services to the aging and elderly and their families in the home and the community.

REQUIRED COURSES	UNITS
FAM &CS 006 Challenges of Aging	3
FAM &CS 070 Field Experience in Family & Consumer Studies	3
HLTHOCC 063 Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064 Cultural & Legal Topics for Healthcare Professionals	1
HLTHOCC 065 Fundamentals for the Healthcare Professional	2.5
NUTRTN 021 Nutrition	3
<b>Select two (2) courses:</b>	<b>6</b>
CH DEV 055 Home Visitation Programs	
FAM &CS 031 Marriage & Family Life	
PSYCH 041† Life-Span Psychology: From Infancy to Old Age	
SOC 002 American Social Problems	

**Total 20.5**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Health Occupations Fundamentals (M042285D)

This Health Occupations Fundamentals Certificate of Achievement is designed to introduce students to various health care professions and obtain the basic information required to work in this sector.

Program Learning Outcomes – Upon completion, students will be able to:

- Analyze and apply basic health care related skills, such as hygiene, safety, and basic concepts in patient care, such as ethics and medical terminology.

REQUIRED COURSES		UNITS
ALD HTH 021	Basic Life Support for the Healthcare Provider	0.5
ALD HTH 100	Job Application Skills for Healthcare	1
HLTHOCC 062	Skill Set for the Healthcare Professional	2
HLTHOCC 063	Basic Medical Terminology, Pathophysiology, and Pharmacology	2
HLTHOCC 064	Cultural and Legal Topics for Healthcare Professionals	1
HLTHOCC 065	Fundamentals for the Healthcare Professional	2.5

**Total 9**

† This course has a prerequisite or corequisite.

NOTE: The Allied Health 021 course may be substituted by a valid CPR certificate (Basic Life Support for the Health Care Provider) issued by the American Heart Association. The 0.5 units may be substituted with any associate degree applicable course.

## CERTIFICATE OF ACHIEVEMENT IGETC General Education (M017957D)

See Transfer Information section for course requirements.

## CERTIFICATE OF ACHIEVEMENT Land Surveying Technician I (M039524D)

This career technical education pathway is the first level of the Land Surveying Technician program. It aims to prepare the prospective employees to meet and exceed employer's expectations in engineering land surveying related fields. Completion of the program will enable the individuals to start a career in land surveying.

Program Learning Outcomes – Upon completion, students will be able to:

- Demonstrate the ability to use surveying apparatus.
- Solve basic plane surveying related problems.

REQUIRED COURSES		UNITS
CS 101*	Introduction to Computer Science	3
DRAFT 016	Blueprint Reading I	2
EGD TEK 101	Engineering Graphics	3
EGD TEK 111†	2-D Computer-Aided Drafting	3
ENG SUP 121†	Plane Surveying I	3
ENG SUP 200	Business Practices for Land Surveyors & Civil Engineers	1
ENGLISH 101	College Reading & Composition I	3
IND TEK 103	Technical Writing and Communication	2
MATH 240	Trigonometry	
or MATH 240S	Trigonometry with Support	3-4

**Total 23-24**

\*Course can be substituted with CIS 101 Introduction to Computers and Their Uses.

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Land Surveying Technician II (M039535D)

This career technical education pathway is the level two of the Land Surveying Technician program, designed to further the individuals' knowledge in plane surveying. The program aims to prepare the prospective employees for LSIT, Land Surveyor-in-training certification.

Program Learning Outcomes – Upon completion, students will be able to:

- Demonstrate the ability to use surveying apparatus.
- Solve advanced plane surveying related problems using critical thinking.

REQUIRED COURSES		UNITS
CS 101*	Introduction to Computer Science	3
DRAFT 016	Blueprint Reading I	2
EGD TEK 101	Engineering Graphics	3
EGD TEK 111†	2-D Computer-Aided Drafting	3
ENG SUP 121†	Plane Surveying I	3
ENG SUP 200	Business Practices for Land Surveyors & Civil Engineers	1
ENG SUP 221†	Plane Surveying II	3
ENG SUP 224	Land Surveyor-In-Training (LSIT) Review Course	2
ENG SUP 225	Boundary Control for Surveyors	2
ENGLISH 101	College Reading & Composition I	3
IND TEK 103	Technical Writing and Communication	2
MATH 240	Trigonometry	
or MATH 240S	Trigonometry with Support	3-4

**Total 30-31**

\*Course can be substituted with CIS 101 Introduction to Computers and Their Uses.

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Medical Office Administrative Assistant (M042628D)

This certificate is designed to prepare students to perform entry-level administrative tasks in the offices of healthcare practitioners or other healthcare facilities. The tasks include communications with patients for case histories, scheduling appointments, updating and maintaining records, and familiarity with customer billing and electronic health records.

Program Learning Outcomes – Upon completion, students will be able to:

- Demonstrate proficiency in performing medical office administrative duties, such as, communications with patients, schedule appointments, and manage electronic health records.
- Apply medical language and legal guidelines as they relate to healthcare situations.

REQUIRED CORE		UNITS
ALD HTH 021	Basic Life Support (BLS) for the Healthcare Provider	0.5
ALD HTH 100	Job Application Skills for Healthcare	1
BIOLOGY 033	Medical Terminology	3
HLTHOCC 062	Skill Set for the Healthcare Professional	2
HLTHOCC 064	Cultural and Legal Topics for Healthcare Professionals	1
HLTHOCC 065	Fundamentals for the Healthcare Professional	2.5
HTHTEK 100	Introduction to Health Information Technology	3
HTHTEK 103†	Introduction to Basic Coding	3

**Total 16**

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Nutrition and Food Skills (M041733D)

The Nutrition and Food Skills Certificate of Achievement is designed to provide students with fundamental knowledge and skills in nutritional science, food science, food preparation, and food safety and sanitation. The required courses prepare students for entry-level positions as community nutrition health associates, nutrition assistants, diet aides/clerks, and food service workers in various community, public health, hospital, or school-based settings. The certificate provides a pathway to career and associate degree coursework in either 1) nutrition and dietetics for transfer towards a career as a Registered Dietitian Nutritionist (RDN) or food scientist or 2) culinary arts or restaurant management to qualify for the Certified Dietary Manager (CDM) exam for food service supervisor positions in licensed kitchen facilities.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Gain fundamental knowledge and skills in nutritional science, food sciences, food preparation, and food safety and sanitation.
- Qualify for entry-level positions as community nutrition health associates, nutrition assistants, diet aides/clerks, and food service workers in various community, public health, hospital, or school-based settings.
- Identify different education pathways needed for more advanced careers in nutrition/dietetics, food science/technology, and institutional food service management.

REQUIRED COURSES		UNITS
CLN ART 050	Sanitation & Safety	2
NUTRTN 001	Careers in Nutrition & Foods	1
NUTRTN 021	Nutrition	3
NUTRTN 024†	Introduction to Food Sciences	3
Total 9		

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Pharmacy Technician – Basic (M035287D)

This program is designed to prepare students for a career in pharmacy. Upon successful completion of the required coursework students are eligible to apply for the State of California Pharmacy Technician licensure and are prepared to work in outpatient, inpatient, and home health care pharmacy settings.

Section 144(b) of the Business and Professions Code authorizes the California Board of Pharmacy to require an applicant for licensure to furnish a full set of fingerprints for the purposes of conducting criminal history record checks. ?Fingerprints are required in order for the DOJ/FBI to conduct background checks for criminal convictions.

If you have questions or concerns about your criminal record (note that some criminal records can be expunged, sealed, or destroyed), please contact the office of the College Culture Re-entry Hub (CCRH) at: [reentryhub@lamission.edu](mailto:reentryhub@lamission.edu), phone: (818) 364-7877.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Work in various pharmacy settings.
- Acquire the fundamental pharmacy technician skills in an outpatient, inpatient, or home health care pharmacy setting.
- Apply ethics and growth related to the pharmacy technician profession.

REQUIRED COURSES		UNITS
PHRMCTK 021	Retail Products for Pharmacy Clerks	3
PHRMCTK 023	Introduction to Pharmacy	2
PHRMCTK 029	Body Systems I	3
PHRMCTK 030	Body Systems II	3
PHRMCTK 031	Pharmacy Calculations	2
PHRMCTK 032†	Pharmacy Operations	4.5
PHRMCTK 034†	Community Pharmacy Externship	2.5

Total 20

† This course has a prerequisite or corequisite.

## CERTIFICATE OF ACHIEVEMENT Pharmacy Technician – Advanced (M035263D)

This program is designed to prepare students for a career in pharmacy. Upon successful completion of the required coursework students are eligible to apply for the State of California Pharmacy Technician licensure and are prepared to work in outpatient, inpatient, and home health care pharmacy settings.

Section 144(b) of the Business and Professions Code authorizes the California Board of Pharmacy to require an applicant for licensure to furnish a full set of fingerprints for the purposes of conducting criminal history record checks. ?Fingerprints are required in order for the DOJ/FBI to conduct background checks for criminal convictions.

If you have questions or concerns about your criminal record (note that some criminal records can be expunged–sealed or destroyed),?please contact the office of the College Culture Re-entry Hub (CCRH) at: [reentryhub@lamission.edu](mailto:reentryhub@lamission.edu), phone:?(818) 364-7877.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Work in various pharmacy settings.
- Acquire the fundamental pharmacy technician skills in an outpatient, inpatient, or home health care pharmacy setting.
- Apply ethics and growth related to the pharmacy technician profession.

REQUIRED COURSES		UNITS
PHRMCTK 023	Introduction to Pharmacy	2
PHRMCTK 029	Body Systems I	3
PHRMCTK 030	Body Systems II	3
PHRMCTK 031	Pharmacy Calculations	2
PHRMCTK 032†	Pharmacy Operations	4.5
PHRMCTK 034†	Community Pharmacy Externship	2.5
PHRMCTK 035†	Inpatient Pharmacy Services	2
PHRMCTK 036†	In-Patient Pharmacy Externship	2.5
PHRMCTK 037†	Sterile Products	4.5
PHRMCTK 038†	Sterile Products Externship	2.5

Total 28.5

† This course has a prerequisite or corequisite.

## SKILL CERTIFICATE Cloud Computing (M070700J)

Introduction to computer science for non-majors and majors. Learn about programming, cloud computing, and SQL and their purpose. This certificate is for next generation entrepreneurs and managers.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Understand computer concepts and programming.
- Understand how to access and analyze data.

REQUIRED COURSES		UNITS
CIS 192	Introduction to Cloud Computing	3
CIS 219	Introduction to Oracle: SQL & PL/SQL	3
CS 101	Introduction to Computer Science	3
CS 119	Programming in Python	3
		<b>Total 12</b>

## SKILL CERTIFICATE Cyber Security Associate (M070800J)

Core courses for cyber security and cloud computing associate. A skills certificate that focuses on computer technology and work-based learning. A must have certificate for developers, marketers and entrepreneurs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Successfully take the vendor neutral certification exams in A+, Network+, and Security+.

REQUIRED COURSES		UNITS
CIS 162	Cyber Security I	3
CIS 210	Introduction to Computer Networking	3
CIS 211†	Security + Certification Preparation	3
CIS 222	PC Maintenance and Troubleshooting	3
		<b>Total 12</b>

† This course has a prerequisite or corequisite.

## SKILL CERTIFICATE Engineering Technician Prep (M095300J)

This certificate introduces students to computer-aided drafting and SolidWorks modeling. The courses introduce students to skill sets required for 2-D and 3-D computer-aided design. This certificate will serve as a stepping stone for other engineering career technical education programs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Create a 2-D or 3-D drawing using a computer aided software.
- Construct an assembly part using various features of SolidWorks 3-D Software.

REQUIRED COURSES		UNITS
EGD TEK 101	Engineering Graphics	3
EGD TEK 111†	2-D Computer-Aided Design	3
EGD TEK 121†	3-D Computer-Aided Design with SolidWorks	2
		<b>Total 8</b>

† This course has a prerequisite or corequisite.

## SKILL CERTIFICATE Programming (M070100J)

Core courses for programmer and web-based application programmer. A skills certificate that augments computer science major and non-major researchers and scientists. A must-have certificate for developers, marketers, and entrepreneurs.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Understand computer concepts and web-page development.
- Understand how to access and analyze data.

REQUIRED COURSES		UNITS
CIS 124	Data Analytics (Advanced Excel and Access)	3
CIS 148	Introduction to Web Development HTML5 and CSS	3
CIS 219	Introduction to Oracle: SQL and PL/SQL	3
CS 101	Introduction to Computer Science	3
		<b>Total 12</b>

## CERTIFICATE OF COMPLETION Algebra I (M038670E)

This certificate will improve student comprehension in basic algebraic skills that are necessary to be successful in entry-level transfer math courses.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Simplify algebraic expressions.
- Solve algebraic equations.

REQUIRED COURSES		HOURS
ACAD PR 065CE	Understanding Algebra Simplification	9
ACAD PR 070CE	Understanding Algebraic Equations	9
		<b>Total Hours 18</b>

## CERTIFICATE OF COMPLETION Basic Math Application (M038414E)

This certificate will improve student comprehension in basic math application skills that are necessary to be successful in entry-level transfer math courses.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Setup and solve word equations that model a problem through critical thinking.
- Find the equation of a line.
- Evaluate a function.
- Analyze solutions.

REQUIRED COURSES		HOURS
ACAD PR 060CE	Understanding Word Problems	9
ACAD PR 075CE	Understanding Linear Lines & Basic Functions	9
		<b>Total Hours 18</b>

## CERTIFICATE OF COMPLETION Introduction to Construction Technologies (M038392E)

The pre-apprenticeship certificate provides training and placement services to individuals seeking a career in the building trades. The program will lead to employment and successful careers in the building industry. The curriculum integrates contextual, work-based learning with vocational and academic skills training in the classroom. These include employability and life skills, career development, and on-the-job training. The program offers instruction that point to best practices in each trade area: carpentry, electrical, plumbing, brick masonry, landscaping, building construction technology, and painting. Students obtain the OSHA10 credential demonstrating knowledge of basic safety rules established by the Occupational Safety and Health Administration (OSHA).

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate basic level carpentry skills and knowledge.
- Pour cement foundations.
- Demonstrate OSHA safety standards and practices.
- Demonstrate basic First Aid and CPR.
- Write a professional resume.
- Display proper interviewing etiquette.

REQUIRED COURSES	HOURS
VOC ED 008CE Pre-employment Skills/Consumer Training	54
VOC ED 252CE Exploration of Construction and Maintenance Careers	108
VOC ED 259CE (O.S.H.A.) Safety Standards: Construction & Industry	36
<b>Total Hours 198</b>	

## CERTIFICATE OF COMPETENCY Advanced Math Application (M038415F)

This certificate will improve student comprehension in advanced math application skills that are necessary to be successful in entry-level transfer math courses and be better prepared for higher-level math courses.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Setup and solve word problems.
- Analyze the results.
- Translate application problems to equations.
- Apply the proper derivative or integration techniques to solve the problems.

REQUIRED COURSES	HOURS
ACAD PR 060CE Understanding Word Problems	9
ACAD PR 080CE Supplemental Derivatives and Integrations	9
<b>Total Hours 18</b>	

## CERTIFICATE OF COMPETENCY Business Calculus Preparation (M039502F)

The Business Calculus Preparation Certificate of Competency prepares students for the fundamental concepts in business calculus with emphasis on mathematical literacy, critical thinking, and hands-on business application problem-solving skills necessary for success in their credit classes.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use fundamental skills and concepts in precalculus to analyze various functions and solve problems.

REQUIRED COURSES	HOURS
ACAD PR 080CE Supplemental Derivatives and Integrations	9
ACAD PR 245CE College Algebra Fundamentals	36
<b>Total Hours 45</b>	

## CERTIFICATE OF COMPETENCY Community Dental Health Coordinator (M041604F)

Community dental health coordinators (CDHC's) are community health workers who work as members of dental teams. They focus on case management, navigation, oral health education and promotion, motivational interviewing, and community mapping. Their expertise links patients into available, but underutilized, dental care. Upon completion of the required four courses, students will receive a Certificate of Competency in Community Dental Health Coordinator. This certificate provides a pathway to career and college degree coursework in public health, education and/or health sciences.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply community advocacy skills as part of a dental team, specifically in a public health setting.

REQUIRED COURSES	HOURS
VOC ED 861CE Pathway to Careers in Dental Health	9
VOC ED 862CE Community Dental Health: Advocacy, Outreach & Motivational Interviewing	54
VOC ED 863CE Community Dental Health: Communication & Cultural, Legal & Ethical Issues	54
VOC ED 864CE Community Dental Health: Field Experience	126
<b>Total Hours 243</b>	

## CERTIFICATE OF COMPETENCY Geometry and Trigonometry Preparation (M039493F)

The Certificate of Competency in Geometry and Trigonometry Preparation prepares students for the fundamental concepts in geometry and trigonometry with emphasis on critical thinking and mathematical literacy necessary for success in their credit classes.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use fundamental skills and concepts in geometry and trigonometry to analyze and solve real-world problems.

### REQUIRED COURSES

	HOURS
ACAD PR 121CE Geometry Fundamentals	45
ACAD PR 240CE Trigonometry Fundamentals	36

**Total Hours 81**

## CERTIFICATE OF COMPETENCY Introduction to CSIT (M038612F)

The Certificate of Competency in Introduction to CSIT allows students to study, play, and visualize what is computer science and information technology. It expands the students' vision and allows them to view the full spectrum of emerging careers in computer science and information technology. It also provides basic understanding of programming, social media, web applications, and/or robots.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Have an overview of computers and provide an environment for hands-on labs to learn basics of programming, basics of social media, or basics of a simple robot.
- Generate interest to pursue these high-pay and high-demand jobs themselves or encourage others in their community to learn these skills.
- Stimulate critical thinking and allow them to view the digital world as tools for entertainment or solve personal, social, or business problems.

### REQUIRED COURSES

	HOURS
VOC ED 281CE Exploring Computer Science Information Technology Careers	18
VOC ED 286CE Everyone Can Code	18

### ELECTIVE: Select one (1) course:

VOC ED 292CE Robotics Lab I	18
VOC ED 294CE Introduction to Social Media – Wordpress Blogs	

**Total Hours 54**

## CERTIFICATE OF COMPETENCY Non-Traditional Leadership for Community Enhancement (M041607F)

Non-traditional leadership is a social change metaphor intended to draw attention to individuals whose leadership skills emerge from cultural, social, and political conditions that shape their community. Non-traditional leaders are the unsung stakeholders who are distinguished by their intuitive knowledge of how to get things done, their influence with others, their ability to cultivate new relationships, and their refusal to give up on their community. They are community connectors working below the grassroots, driven by enormous hearts and gifts to bring people together to actualize a community enhancement vision.

This certificate program provides a series of foundational courses for building the capacity of these unique leaders to navigate the nonprofit world successfully. Through critical analysis, simulations, disciplined reflection, and practical application, participants will gain: knowledge of cross-sector issues; how decisions are made, and the skills to break down and communicate complex problems in order to promote collaborative community change that enhances the quality of life for residents.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Increase their capacity to engage in decision-making processes that sustain shared interest action campaigns for community enhancement.

### REQUIRED COURSES

	HOURS
VOC ED 800CE Pathways to Careers in the Nonprofit Sector	9
VOC ED 801CE Non-Traditional Leadership	54
VOC ED 802CE Democracy in Action	18
VOC ED 803CE Community Organizing for Civic Engagement	54
VOC ED 804CE Tools for Deliberative Dialogue	54
VOC ED 805CE Framing Compelling Messages & Social Media Campaigns	36
VOC ED 806CE Program Design & Evaluation	36
VOC ED 807CE Fundraising and Resource Development	18

**Total Hours 279**

## CERTIFICATE OF COMPETENCY Precalculus Preparation (M039503F)

The Certificate of Competency in Precalculus Preparation prepares students for the fundamental concepts in precalculus with emphasis on critical thinking and mathematical literacy necessary for success in their credit classes.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Use fundamental skills and concepts in precalculus to analyze various functions and solve problems.

### REQUIRED COURSES

	HOURS
ACAD PR 240CE Trigonometry Fundamentals	36
ACAD PR 245CE College Algebra Fundamentals	36

**Total Hours 72**

## CERTIFICATE OF COMPETENCY Programming (M040465F)

An introduction to CSIT, the Certificate of Competency in Programming is one of the set of three certificates that allows students to study, play, and visualize what is computer science and information technology. It expands the students' vision and allows them to view the full spectrum of emerging careers in computer science and information technology. It also provides basic understanding of programming, social media, web applications, and/or robots.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Have an overview of computers and provide environment for hands-on labs to learn basics of programming, basics of social media, or basics of a simple robot.
- Generate interest to pursue these high-pay and high-demand jobs themselves or encourage others in their community to learn these skills.
- Stimulate critical thinking and allow them to view the digital world as tools for entertainment or solve personal, social, or business problems.

REQUIRED COURSES	HOURS
VOC ED 281CE Exploring Computer Science Information Technology Careers	18
VOC ED 286CE Everyone Can Code	18
<b>Total Hours 36</b>	

## CERTIFICATE OF COMPETENCY Robotics (M040462F)

An introduction to CSIT, the Certificate of Competency in Robotics allows students to study, play, and visualize what is computer science and information technology. It expands the student's vision and allows them to view the full spectrum of emerging careers in computer science and information technology. It also provides basic understanding of programming, social media, web applications, and/or robots.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Have an overview of computers and provide environment for hands-on labs to learn basics of programming, basics of social media, or basics of a simple robot.
- Generate interest to pursue these high-pay and high-demand jobs themselves or encourage others in their community to learn these skills.
- Stimulate critical thinking and allow them to view the digital world as tools for entertainment or solve personal, social, or business problems.

REQUIRED COURSES	HOURS
VOC ED 281CE Exploring Computer Science Information Technology Careers	18
VOC ED 292CE Robotics Lab I	18
<b>Total Hours 36</b>	

## CERTIFICATE OF COMPETENCY Statistics Skills and Preparation (M038391F)

The Certificate of Competency in Statistics Skills and Preparation prepares students for the fundamental concepts in descriptive and inferential statistics with emphasis on statistical reasoning skills and interpretation of calculation results that are necessary for success in their credit classes. The use of technology is integrated into the coursework to perform statistical analysis and the relevance of the statistical findings is interpreted.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Demonstrate knowledge of the fundamental statistical principles and use statistical skills to solve problems and interpret their results.

REQUIRED COURSES	HOURS
ACAD PR 027CE Statistical Skills and Preparation I	18
ACAD PR 028CE Statistical Skills and Preparation II	27
<b>Total Hours 45</b>	

# COURSE DESCRIPTIONS



The following pages are descriptions of the courses offered in the various disciplines at Los Angeles Mission College. The title of the course is shown on the first line.

**In addition, the following code letters will be found before the number of units:**

**UC** - This course is acceptable for credit by all University of California campuses. UC has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate UC catalog for information. Also acceptable at CSU.

**CSU** - This course is acceptable for credit by all California State Universities. CSU has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate CSU catalog for information.

**C-ID** - The purpose of a Course Identification Numbering System (C-ID) designation is to identify comparable courses within the California community college system.

**NDA** - AB 1725 establishes a new category called Non-Degree Applicable. These classes are marked (NDA) in the schedule. Credit for these classes does not apply toward the AA or AS Degree. These classes are not transferable.

**RPT** - This indicates that the course may be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

**Prerequisite** - A class or skill that you must have prior to enrolling in the target class. A prerequisite must be completed with a passing grade of C or better prior to enrolling in the target course. The faculty of that discipline requires the prerequisite because they feel it is necessary for you to succeed in the target course.

**Corequisite** - A class that must be taken simultaneously with the target course.

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

## Enrollment in Active Participation Courses

Effective Fall 2013, students enrolled in "active participation courses" in physical education (kinesiology), visual arts, or performing arts are limited to 4 enrollments per "family" group within the L.A. Community College District. All grades including withdrawals count as enrollments.

Even if a family contains multiple courses, a student can only take four of them. This applies to courses in the areas of Music, Art, Dance Specialties, Dance Techniques, Kinesiology (Physical Education), and Theater. Not all courses listed below are offered at Los Angeles Mission College but are offered at other colleges in the Los Angeles Community College District. Additions are made to the list on an ongoing basis as new curriculum is developed.

In cases where individual courses can be repeated for credit, such as THEATER 291, 292, and 293 that are each repeatable three times, the limit of 4 total attempts within a family still holds.

## COURSE FAMILIES

ART FAMILY GROUP	COURSES
Ceramics – A01	ART 709, 710, 711, 713, 714
Design – A02	ART 501, 502, 503
Directed Studies – A03	ART 185, 285, 385
Drawing – A04	ART 201, 202, 203, 209
Life Drawing – A05	ART 204, 205, 206, 207
Oil Painting – A06	ART 307, 308, 309, 310, 311, 312
Sculpture – A07	ART 700, 701, 702, 703, 706
Watercolor – A08	ART 301, 301A, 302, 303
Relief Printmaking – A09	ART 401, 402, 407, 408
Acrylic – A10	ART 304, 305, 306
Intaglio – A11	ART 401, 402
Gallery Techniques – A12	ART 521, 531
Typography – A13	ART 600, 601, 603
Graphic Design – A14	ART 604, 605, 606
Imaging – A15	ART 618, 619
Illustration – A16	ART 620, 621, 622
Web Site Design – A17	ART 645, 646
Clay Sculpture – A18	ART 706, 707

DANCE FAMILY GROUP	COURSES
Ballet Techniques – D01	DANCEST 806, 807 DANCETQ 111–114, 434, 460, 466
Latin and Social Dance – D02	DANCEST 457, 458 DANCETQ 321, 322, 411, 412, 419, 440, 473, 482 DNCESPC 321, 440–444, 459, 490
Dance Production – D03	DANCEST 814–816, 820, 821, 826
Hip-Hop Techniques – D04	DANCETQ 171–174 DNCESPC 171–174, 402
Jazz Techniques – D05	DANCETQ 121–124, 437, 463, 486
Modern Techniques – D06	DANCEST 801–803 DANCETQ 141–144, 431, 462, 467
Special Projects in Dance – D07	DANCEST 185, 262, 285, 385 DANCETQ 151–154, 290, 536–538, 570–573
Tap Dance – D08	DANCETQ 211–212, 446, 464 DNCESPC 331–334, 446
Yoga/Stress Mgmt – D09	DANCETQ 101, 181–182, 221–225, 228–229, 231–234, 241–242, 469, 696, 710
Dance Choreography – D10	DANCEST 301–304, 452
Dance Performance – D11	DANCEST 822–823 DNCESPC 161
Folk Dance Forms – D12	DANCETQ 421–422 DNCESPC 311–312, 490–492

KINESIOLOGY FAMILY GROUP	COURSES
Acrobatics – K01	All levels of KIN 206, 269, 273, 369
Aerobics, Circuit Training & Sport Specific Strength Training – K02	All levels of KIN 010, 020, 023–024, 045, 046, 048, 049, 050, 229–230, 232, 245, 246, 250, 326–333, 336–338, 345, 346, 350, 352
Aquatics – K03	All levels of KIN 047, 201–205, 300, 301, 303
Court Sports – K04	All levels of KIN 266, 271, 291, 366, 370, 371, 391
Directed Study – K05	All levels of KIN 008, 009, 032, 185, 285, 385, 500, 911, 921, 931, 941
Individual Activities – K06	All levels of KIN 051, 267, 268, 328, 364, 365, 368, 373
Martial Arts/Combatives – K07	All levels of KIN 215, 217, 315, 316, 317
Mind/Body Conditioning – K08	All levels of KIN 035, 234, 247, 249, 251, 265, 335, 340, 347, 349, 351, 374
Team Sports – K09	All levels of KIN 286–290, 386–390
Track & Field Mixed Activities – K10	All levels of KIN 180, 237, 272, 307, 334

MUSIC FAMILY GROUP	COURSES
Classical Guitar – M01	MUSIC 650–654, 661–664
Piano – M02	MUSIC 311–314, 321–324, 341, 351, 361 (All levels)
Brass Instruments – M03	MUSIC 601–604
String Instruments – M04	MUSIC 611–614
Woodwind Instruments – M05	MUSIC 621–624
Percussion Instruments – M06	MUSIC 631–634
Voice – M07	MUSIC 400–404, 411–414, 431–434, 441, 453
Classical Guitar – M01	MUSIC 650–654, 661–664
Piano – M02	MUSIC 311–314, 321–324, 341, 351, 361 (All levels)
Brass Instruments – M03	MUSIC 601–604
String Instruments – M04	MUSIC 611–614
Woodwind Instruments – M05	MUSIC 621–624
Percussion Instruments – M06	MUSIC 631–634
Voice – M07	MUSIC 400–404, 411–414, 431–434, 441, 453
Professional Ensemble Vocal – T08	All levels of THEATER 246
Professional Performance Preparation – T09	THEATER 205, 276 (All levels), 277
Voice Theory – T10	THEATER 240, 242

## **ACADEMIC PREPARATION – MATH, COMPUTER SCIENCE, AND ENGINEERING**

### **ACAD PR 027CE STATISTICS SKILLS AND PREPARATION I 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This course prepares students for the fundamental concepts in descriptive statistics and basic probability theory that are introduced in Statistics. Topics include summarizing data; descriptive statistics; correlation and linear regression; probability; discrete distributions; continuous distributions; statistical reasoning skills and interpretation of calculation results. The use of technology is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted. This class can be taken in conjunction with credit class or as a stand-alone introduction to basic statistics.

### **ACAD PR 028CE STATISTICS SKILLS AND PREPARATION II 0 UNITS**

**Prerequisite:** None | **Lecture:** 1.5 hours

This course prepares students for the fundamental concepts in inferential statistics with emphasis on understanding statistics methods. Topics include sampling distributions; estimation and confidence intervals; hypothesis testing by choosing the appropriate distribution and inference; analysis of variance (ANOVA), chi-square and t-tests; statistical reasoning skills and interpretation of calculation results. The use of technology is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted. This class can be taken in conjunction with credit class or as a stand-alone introduction to basic statistics.

### **ACAD PR 051CE BASIC DIMENSIONAL ANALYSIS FOR CHEMISTRY/PHYSICS/BIOLOGICAL SCIENCES – 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours

This is a supportive course to review data measurements and unit conversions that are applicable to basic dimensional analysis.

### **ACAD PR 060CE UNDERSTANDING WORD PROBLEMS 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours

Students review the process of solving word problems and analyzing the results. This is a supportive course to enhance critical thinking skills as they relate to problem solving and better prepare for credit courses.

### **ACAD PR 065CE UNDERSTANDING ALGEBRA SIMPLIFICATION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours

Students review algebra simplification. This is a supportive course to recall the algebra simplification steps that are necessary for credit courses.

### **ACAD PR 070CE UNDERSTANDING ALGEBRA EQUATIONS 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours

Students review algebraic equations. This is a supportive course to strengthen the techniques in solving algebraic equations that are necessary for credit courses.

### **ACAD PR 075CE UNDERSTANDING LINEAR LINES AND BASIC FUNCTIONS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours

Students review two variable linear equations and functions. This is a supportive course to emphasize the concepts of straight lines and functions that are necessary for credit courses.

### **ACAD PR 080CE SUPPLEMENTAL DERIVATIVES AND INTEGRATIONS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours

Supplemental instructions to enhance hands-on applications problems that require derivative and integration calculations.

### **ACAD PR 110CE INTRODUCTION TO ALGEBRAIC CONCEPTS 0 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours | **Lab:** 2 hours

This course covers the fundamentals of arithmetic through beginning algebra skills that are essential for Elementary Algebra. Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; ratios, proportions, percents, and applications; perimeter, area, and volume applications; metric and English conversions; and simple algebraic expressions and equations. Basic word problems that embody these concepts are included throughout the course.

### **ACAD PR 112CE PRE-ALGEBRA – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Bridges the gap between arithmetic and algebra. Topics include a review of arithmetic and an introduction to fundamental algebraic concepts.

### **ACAD PR 115CE ELEMENTARY ALGEBRA – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

Explores the concepts of algebra including: linear equations, exponents, polynomial operations, rational expressions, factoring, linear graphs, systems of linear equations in two variables, radicals and quadratic equations. Covers strategies for interpreting and solving application problems that can be modeled using the above topics.

### **ACAD PR 121CE GEOMETRY FUNDAMENTALS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2.5 hours

This course prepares students for success in elementary geometry. Topics include geometry foundations, inductive and deductive reasoning, parallel and perpendicular lines, congruence, similarity, properties of triangles, polygons, right triangles and trigonometry, circle, and basic algebraic and geometric proofs. This class can be taken in conjunction with credit class or as a stand-alone introduction to geometry.

### **ACAD PR 125CE INTERMEDIATE ALGEBRA – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

Explores polynomials, rational expressions, quadratic functions, complex numbers, absolute value functions, exponential functions, logarithmic functions, inequalities and systems of inequalities, function operations and conics. Covers strategies for interpreting and solving application problems that can be modeled using the above topics along with graphing techniques for functions.

## **ACAD PR 240CE TRIGONOMETRY FUNDAMENTALS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course prepares students for success in trigonometry. Topics include angles; triangles; circles; trigonometric functions and their graphs; inverse trigonometric functions; trigonometric expressions, and identities; the laws of sines and cosines; polar coordinates and equations; polar form of complex numbers; and parametric equations. This class can be taken in conjunction with credit class or as a stand-alone introduction to trigonometry.

## **ACAD PR 245CE COLLEGE ALGEBRA FUNDAMENTALS 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course prepares students for college algebra. Topics include functional analysis on linear, polynomial, rational, exponential, logarithmic functions, system of equations and inequalities, and analytic geometry, and sequences and series. This class can be taken in conjunction with credit class or as a stand-alone introduction to college algebra.

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## **ACCOUNTING – BUSINESS AND LAW**

### **ACCTG 001 INTRODUCTORY ACCOUNTING I (UC:CSU:C-ID ACCT 110) 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

Provides an introduction to accounting theory and practice using journals, ledgers and worksheets. An overview of the accounting cycle is presented for both service and merchandising businesses. Emphasis is placed on the application of accounting principles in the preparation and analysis of financial statements. The course is designed for students majoring in business disciplines and planning to transfer.

### **ACCTG 002 INTRODUCTORY ACCOUNTING II (UC:CSU:C-ID ACCT 120) 5 UNITS**

**Prerequisite:** ACCTG 001 | **Lecture:** 5 hours

A continuation of Accounting 1, the course will emphasize the basic elements of managerial accounting used in decision making. Students will be introduced to manufacturing cost accounting, performance evaluation and investment analysis concepts. The course is designed for students majoring in business disciplines and planning to transfer.

### **ACCTG 015 TAX ACCOUNTING I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A study of Federal and California State Income Taxes as they apply to individuals and sole proprietorships and an analysis of laws, consideration of appropriate accounting procedures, and preparation of reports and returns.

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## **ADMINISTRATION OF JUSTICE BUSINESS AND LAW**

### **ADM JUS 001 INTRODUCTION TO ADMINISTRATION OF JUSTICE – (UC:CSU:C-ID AJ 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

The history and philosophy of Administration of Justice in the United States, including identification of the various subsystems such as the police, courts and corrections. Includes the theories of crime, punishment, rehabilitation, ethics, education and training for professionalism in the justice system.

### **ADM JUS 002 CONCEPTS OF CRIMINAL LAW (UC:CSU:C-ID AJ 120) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

The historical development, philosophy and origins of today's criminal law. The course looks at Definitions and classifications of crimes and their applications to the system of administration of justice.

### **ADM JUS 003 LEGAL ASPECTS OF EVIDENCE (CSU:C-ID AJ 124) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A study of the origin, development, philosophy, and constitutional basis of criminal evidence. Covers constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence, and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

### **ADM JUS 004 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM – (UC:CSU:C-ID AJ 122) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A study of the different aspects of the criminal justice system with an emphasis on the courts. Reviews the different procedures in court settings and how the courts decisions impact society as a whole.

### **ADM JUS 005 CRIMINAL INVESTIGATION – (CSU:C-ID AJ 140) 3 UNITS**

**Prerequisites:** None | **Lecture:** 3 hours

Police procedures in criminal investigations and legal aspects and procedures. Students will become familiar with techniques in processing crime scenes, interviewing suspects, witnesses and victims.

### **ADM JUS 006 PATROL PROCEDURES – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Presents the history and development of patrol philosophy and planning for field activities. The topics include the functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.

### **ADM JUS 008 JUVENILE PROCEDURES – (CSU:C-ID AJ 220) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

The organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

### **ADM JUS 014 REPORT WRITING FOR PEACE OFFICERS (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

The study of effective report writing in police work, including crime scene investigative reports and arrest reports. Students will become familiar with many of the reports and writing styles used by local law enforcement agencies.

### **ADM JUS 039 PROBATION AND PAROLE – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

An examination of community treatment in the correctional process, contemporary probation and parole practices, and an exploration of the various community corrections agencies and employment opportunities.

### **ADM JUS 075 INTRODUCTION TO CORRECTIONS (CSU:C-ID AJ 200) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introductory course dealing with the nature of correctional work. It includes the aims and objectives of correctional administration, probation and parole, types of institutions, and career opportunities.

### **ADM JUS 104 INTRODUCTION TO FORENSIC SCIENCE (CSU:C-ID AJ 150) 3 UNITS**

**Prerequisites:** None | **Lecture:** 3 hours

An Introduction to the role of forensic science in Administration of Justice. Several different categories of evidence will be examined including fingerprints, impression evidence, firearms and blood stain pattern analysis, and methods to collect physical evidence.

### **ADM JUS 111 ADVANCED FORENSIC SCIENCE – (UC:CSU) 3 UNITS**

**Prerequisite:** ADM JUS 104 | **Lecture:** 3 hours

Advanced techniques of forensic science and their application in fingerprint evidence, physical anthropology, shooting reconstruction and impression evidence.

### **ADM JUS 150 UNDERSTANDING STREET & PRISON GANGS (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Provides an introduction to the history and sociology of a gang. Topics include the organization and structure of a street gang, recruitment into a gang, gang attire, hand signs, tattoos, body language, graffiti, and their effect on society. The organizational structure of a prison gang and the relationship with organized crime are also covered.

### **ADM JUS 160 POLICE ORGANIZATION & ADMINISTRATION (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A comprehensive look into the history of policing, the issues police face today, and where the police are headed into the future. Issues focused on include the assessment of recruitment, career advancement, leadership, court decisions, contemporary strategies in policing, administrative problems of staffing, supervision, ethics, professionalism, misconduct and morale.

### **ADM JUS 204 HOMICIDE INVESTIGATION – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Provides an overview of the investigative techniques and resources that are utilized when investigating a homicide or death, including forensics and criminal profiling.

### **ADM JUS 250 FORENSIC PHOTOGRAPHY – (CSU) 4 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

Provides the basic skills of forensic photography. Course will look at how crime scenes and physical evidence are recorded using digital photography and video.

### **ADM JUS 385 DIRECTED STUDY – (CSU) 3 UNITS**

Provides opportunity for in-depth study of a chosen area of Administration of Justice on a contract basis, under the direction of a supervising instructor.

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## **AFRICAN-AMERICAN STUDIES SOCIAL SCIENCES**

### **AFRO AM 002 THE AFRICAN AMERICAN IN CONTEMPORARY SOCIETY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Surveys the urbanization of African Americans with emphasis on contemporary issues, public policy solutions, civil rights, and equality of opportunity. Other topics include education, housing, economics (welfare, poverty, and employment), politics, justice and law enforcement, urban and community development, and family.

### **AFRO AM 004 THE AFRICAN-AMERICAN IN THE HISTORY OF THE U.S. I – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A survey of U.S. history from the Colonial Era (c. 1600) through the Reconstruction Era (1865-1877) with emphasis on Trans-Atlantic migration. Course provides critical analysis of African-American contributions to the political and social development of the United States.

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## **ALLIED HEALTH – LIFE SCIENCES**

### **ALD HTH 021 BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER – (CSU) 0.5 UNIT (RPT 3)**

**Prerequisite:** None | **Lecture:** 0.5 hours

*NOTE: Class graded pass/no-pass*

Designed to teach CPR to healthcare providers and interested students. This course covers infant, child, and both one-rescuer and two-rescuer adult CPR. Treatment of the choking patient and heart disease prevention is also included. Successful course completion earns an American Heart Association Basic Cardiovascular Life Support Card for the Healthcare Provider valid for two years.

*NOTE: This course may be substituted by a valid CPR certificate (Basic Life Support for the Health Care Provider) issued by the American Heart Association. The 0.5 units may be substituted with any associate degree applicable course.*

## **ALD HTH 100 JOB APPLICATION SKILLS FOR HEALTHCARE (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

*NOTE: Class graded pass/no-pass*

This course is designed to help students develop the skills necessary to gain employment in healthcare industry.

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## **ANATOMY – LIFE SCIENCES**

### **ANATOMY 001 INTRODUCTION TO HUMAN ANATOMY (UC:CSU:C-ID BIOL 110 B) 4 UNITS**

**Prerequisite:** BIOLOGY 003 or BIOLOGY 005

**Lecture:** 3 hours | **Lab:** 3 hours

Examines cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection and microscopy are used extensively in lab.

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## **ANTHROPOLOGY – SOCIAL SCIENCES**

### **ANTHRO 101 HUMAN BIOLOGICAL EVOLUTION (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

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

### **ANTHRO 102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY – (UC:CSU:C-ID ANTH 120) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Comparative survey of human culture, including the study of human society, language, religion, political and economic organization, with examples drawn from earlier as well as contemporary preliterate, peasant, and urban societies.

### **ANTHRO 104 HUMAN LANGUAGE & COMMUNICATION (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines basic principles of linguistics: language components, diversity, origins, acquisition and use are explored, with emphasis on communication and sociocultural factors.

### **ANTHRO 111 LABORATORY IN HUMAN BIOLOGICAL EVOLUTION – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Corequisite:** ANTHRO 101 | **Lab:** 3 hours

This laboratory course will cover topics in human evolution including genetics; modern human variation; pedigree analysis, natural selection, primate anatomy and behavior; fossil hominins; and forensic analysis. ANTHRO 101 Human Biological Evolution is a corequisite of this course but can be taken as a prerequisite.

### **ANTHRO 121 ANTHROPOLOGY OF RELIGION, MAGIC & WITCHCRAFT – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Focuses on religious beliefs and practices around the world. Overview of forms of religious belief; variety of gods and supernatural forces; use of myth, ritual, religious ceremony; shamans, priests, and religious specialists.

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## **ART – ARTS, MEDIA, AND PERFORMANCE**

### **ART 092 INTRODUCTION TO MUSEUM STUDIES – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Provides a broad introduction to the field of museum work. Topics include the history and philosophy of museums; the social, economic, and political trends that shape museums. The collection and care of objects, exhibition design, education programs, research activities, and public relations will be covered.

### **ART 201 DRAWING I – (UC:CSU:C-ID ARTS 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter, including great works of the human imagination.

### **ART 202 DRAWING II – (UC:CSU:C-ID ARTS 205) 3 UNITS**

**Prerequisite:** ART 201 | **Lecture:** 2 hours | **Lab:** 2 hours

Continuation of Drawing I with an introduction to color. Students develop an intermediate ability to observe and render from life using perspective, with emphasis on the human head, hands, feet and anatomy.

### **ART 204 LIFE DRAWING I – (UC:CSU:C-ID ARTS 200) 3 UNITS**

**Advisory:** ART 201 | **Lecture:** 2 hours | **Lab:** 2 hours

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and expressive approaches to drawing the figure. Proportion, structure, movement, form, and space are explored to create aesthetically balanced compositions.

### **ART 205 LIFE DRAWING II – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 204 | **Lecture:** 2 hours | **Lab:** 2 hours

An intermediate course in drawing the human figure. Emphasis is on developing extended knowledge of human anatomy and acquiring enhanced skill in rendering its essential structure.

### **ART 206 LIFE DRAWING III – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 205 | **Lecture:** 2 hours | **Lab:** 2 hours

An advanced course in drawing the human figure. Emphasis is placed on developing an advanced knowledge of human anatomy and acquiring advanced skill in rendering its essential structure.

### **ART 209 PERSPECTIVE DRAWING I – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 201 | **Lecture:** 2 hours | **Lab:** 2 hours

Draw three-dimensional objects in space using measured vanishing point systems along with direct observation and freehand drawing. Explore methods of drawing cast shadows and mirror reflections in perspective.



**LOS ANGELES  
MISSION COLLEGE**

### **ART 300 INTRODUCTION TO PAINTING (UC:CSU:C-ID ARTS 210) 3 UNITS**

**Prerequisite:** None | **Advisory:** ART 201

**Lecture:** 2 hours | **Lab:** 2 hours

Introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Historical and contemporary styles of painting from great works of the human imagination which will be studied in relation to painting techniques.

### **ART 304 ACRYLIC PAINTING I – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 300 | **Lecture:** 2 hours | **Lab:** 2 hours

Introduction to principles, elements, and practices of acrylic painting through a historical lens. Focus is on exploration of oil painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter.

### **ART 305 ACRYLIC PAINTING II – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 304 | **Lecture:** 2 hours | **Lab:** 2 hours

Exploration of advanced concepts and ideas in Painting. Emphasis is on composition, color, concept and a variety of materials and techniques.

### **ART 306 ACRYLIC PAINTING III – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 305 | **Lecture:** 2 hours | **Lab:** 2 hours

Emphasis upon individuality of response to contemporary problems in painting related to representational or nonobjective imagery.

### **ART 307 OIL PAINTING I – (UC:CSU:C-ID ARTS 210) 3 UNITS**

**Prerequisite:** ART 300 | **Advisory:** ART 201

**Lecture:** 2 hours | **Lab:** 2 hours

Introduction to principles, elements, and practices of oil painting through a historical lens. Focus is on exploration of oil painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter.

### **ART 308 OIL PAINTING II – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 307 | **Advisory:** ART 201 and ART 501

**Lecture:** 2 hours | **Lab:** 2 hours

A continuation of various historical techniques in Oil Painting I, focusing on a broader range of contemporary topics, including experimentation.

### **ART 309 OIL PAINTING III – (CSU) 3 UNITS**

**Prerequisite:** ART 308 | **Advisories:** ART 201 and ART 501

**Lecture:** 2 hours | **Lab:** 2 hours

Advanced oil painting course with emphasis on developing and exploring personal expression and style within contemporary context while building a professional portfolio.

### **ART 501 BEGINNING TWO-DIMENSIONAL DESIGN (UC:CSU:C-ID ARTS 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.

### **ART 502 BEGINNING THREE-DIMENSIONAL DESIGN (UC:CSU:C-ID ARTS 101) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of materials for three-dimensional studio projects.

### **ART 519 EXHIBITION DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Provides a practical application of design concepts as they relate to museum and art exhibitions, environments, displays, and installations. Students will gain a working knowledge of commercial and non-profit galleries. Exhibition preparation, installation, funding, gallery visits, and guest lectures will be part of the curriculum.

### **ART 520 DESIGN WORKSHOP – (CSU) 3 UNITS**

**Prerequisite:** ART 501 | **Lecture:** 2 hours | **Lab:** 2 hours

Workshop on principles of design. Emphasis is placed on individual research, experimentation, and the development of style. Students will work with a variety of art materials.

### **ART 700 INTRODUCTION TO SCULPTURE – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 502 | **Lecture:** 2 hours | **Lab:** 2 hours

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context.

### **ART 701 SCULPTURE I – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 502 | **Lecture:** 2 hours | **Lab:** 2 hours

Exploration of sculptural principles, techniques and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. Emphasis is on contemporary materials, cultural identity, and public art.

### **ART 702 SCULPTURE II – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 700 or ART 701 | **Lecture:** 2 hours | **Lab:** 2 hours

Exploration of sculptural principles, techniques and concepts. Methods focus on carving, mold making and casting with attention to creative self-expression and historical context.

### **ART 703 SCULPTURE III – (UC:CSU) 3 UNITS**

**Prerequisite:** ART 701 or ART 702

**Lecture:** 2 hours | **Lab:** 2 hours

Explores the appreciation and creation of sculptural forms in contemporary applications. Emphasis is placed on concept, experimentation, and development of style while examining signature style and site-specific installation.

### **ART 185 DIRECTED STUDY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 0.5 hr, **Lab:** 1 hour

Provides opportunity for in-depth study of a chosen area of Art on a contract basis, under the direction of a supervising instructor.

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## ART HISTORY – ARTS, MEDIA, AND PERFORMANCE

### **ARTHIST 103 ART APPRECIATION I – (UC:CSU:C-ID ARTH 100) 3 UNITS (formerly ART 103 Art Appreciation I)**

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

This course provides a general introduction of art that offers a look at works of art through the study of theory, methodology, terminology, subject themes, art and design, principles, media, techniques, and with an introduction to the visual arts across time and diverse cultures.

### **ARTHIST 110 SURVEY OF WESTERN ART HISTORY I – (UC:CSU) 3 UNITS (formerly ART 101 Survey Of Art History I)**

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced by European, North African, and Middle Eastern peoples from prehistory to ca. 1300. Art is discussed in its historical and cultural context. Among the cultures covered are: Mesopotamian, Egyptian, Persian, Greek, Roman, Early Christian, Byzantine, Medieval, and Islamic.

### **ARTHIST 120 SURVEY OF WESTERN ART HISTORY II – (UC:CSU) 3 UNITS (formerly ART 102 Survey Of Art History II)**

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced in Europe and United States from ca. 1300 to the present. The following styles are covered: Late Gothic, International, Renaissance, Mannerism, Baroque, Rococo, Neoclassicism, Romanticism, Modern, and Contemporary.

### **ARTHIST 126 INTRODUCTION TO MODERN ART – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

This course provides an overview of art and architecture from the Western modern period of the 19th and 20th centuries. Beginning with the historical backdrop of the Enlightenment and French Revolution, this course will survey the major artists and stylistic movements of the modern period up until and including the Global contemporary.

### **ARTHIST 130 SURVEY OF ASIAN ART HISTORY (UC:CSU:C-ID ARTH 130) 3 UNITS**

(formerly ART 105 History of Asian Art)

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

This introductory survey course follows the development of Asian visual cultures, including India, China, Korea, Japan and Southeast Asia (Thailand, Cambodia, Java). Art is discussed in its historical and cultural context. Religious and philosophical influences on art and architecture; as well as, the interchange of cultural influence and artistic expression, are considered. The following major systems of belief and their impact on artistic production are covered: Buddhism, Hinduism, Jainism, Confucianism, Taoism, Shinto, Islam, and Sikhism.

### **ARTHIST 140 SURVEY OF ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA – (UC:CSU:C-ID ARTH 140) 3 UNITS**

(formerly ART 109 The Arts of Africa, Oceania and Ancient America)

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

This introductory survey course follows the development of the visual arts of Africa, Oceania, and the Americas (with an emphasis on the period before European contact). Art is discussed in its historical and cultural context. Deconstruction of the historiography of these peoples, and critical analysis of methods of display used in exhibiting the visual culture produced, is central to this course.

### **ARTHIST 161 INTRODUCTION TO AMERICAN ART (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

An introductory survey of American art from its pre-Colonial past to the contemporary era with a focus on the social, political, economic, and philosophical conditions that have resulted in a culturally diverse artistic tradition. The artistic traditions and influences of European immigrants, Native Americans, Chicano Americans, Latin Americans, and European Americans are studied in relation to historical contexts.

### **ARTHIST 170 HISTORY OF CONTEMPORARY ART – (UC:CSU) 3 UNITS (formerly ART 111 History of Contemporary Art)**

**Prerequisite:** None | **Lecture:** 3 hours

A history of the major stylistic movements of Contemporary art from 1945 to the present with attention to the historical circumstances of visual culture. While the Euro-American tradition will be the primary focus, art produced by the global community will also be considered with the advent of Globalism in the 1990s.

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## ASTRONOMY – PHYSICAL SCIENCES

### **ASTRON 001 ELEMENTARY ASTRONOMY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Surveys the contents and workings of the universe at an introductory level designed to satisfy the general education science requirement, primarily for non-science majors. Emphasizes the physical principles essential to fundamental understanding of astronomy. Discusses historical foundations, the tools of the astronomer, the solar system, stars and stellar evolution, galaxies and deep space, cosmology, and extraterrestrial life.

### **ASTRON 005 FUNDAMENTALS OF ASTRONOMY LABORATORY – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Corequisite:** ASTRON 001 | **Lab:** 3 hours

Includes the use and maintenance of telescopes. Emphasis is on observations of the moon, planets, binary stars, clusters, nebulae and galaxies. In-class explorations include telescope optics, Kepler's Laws, H-R diagram and analysis of scientific data.

## **BASIC SKILLS – ACADEMIC READINESS, CAREER, AND COMMUNITY INSTITUTE**

### **BSICKSL 001CE READING AND MATHEMATICS BASIC SKILLS – 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS Level A (150–200) Test of Basic Adult Education (TABE) scoring below 2.2 on locator test  
**Lecture:** 3 hours

This is a developmental course in reading and mathematics skills. Students will be introduced to essential reading skills including phonemic awareness, phonics, fluency, vocabulary development, and comprehension skills. Students will also be introduced to basic arithmetic computational and problem-solving skills in addition, subtraction, multiplication, and division of whole numbers. This course moves at an appropriate pace for persons with learning disabilities.

### **BSICKSL 002CE DEVELOPING ENGLISH COMPOSITION SKILLS – 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS Level A (150–200) Test of Basic Adult Education (TABE) scoring below 2.1 on locator test  
**Lecture:** 3 hours

This is a developmental course in writing skills. Students will be introduced to the fundamentals of English usage, sentence mechanics, and sentence formation. This course moves at an appropriate pace for persons with learning disabilities.

### **BSICKSL 023CE COLLEGE AND SCHOLASTIC ASSESSMENT PREPARATION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

This is an open-entry course designed to provide an overview and review in Math, English, and Study Skills. The content in this course may be adapted for cohorts preparing for specific assessments or as intensive college or career preparation workshop in specific content areas in English, Math, or Study Skills.

### **BSICKSL 025CE BASIC SKILLS IN COMPUTERS – 0 UNITS**

**Prerequisite:** None | **Lab:** 3 hours

This is a basic computer skills class for students with no previous computer training or experience. It is designed to assist students understand the basic computer hardware and the computer operating system. The class will also focus on developing basic computer literacy skills using Microsoft Office. Students will also become familiar with online search engines and tools and will be able to conduct a simple on-line search and use e-mail to send and receive messages.

### **BSICKSL 027CE FOUNDATIONS: STUDY SKILLS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This is an intensive college preparation & GED workshop designed to review and enhance study skills needed to be successful in an academic setting. Topics covered include: how learning works, memory strategies, getting organized, time and stress management, test anxiety, and strategies for effective textbook reading, note taking, and test taking to improve academic success.

### **BSICKSL 038CE GED PREPARATION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

Designed to strengthen the student's test taking skills and prepare them for the General Educational Development (GED) exam. Provides instructions that develops the student's ability to take standardized tests in the areas of reading, Social Studies, Math and Science.

## **BSICKSL 075CE INTRODUCTION TO POST-SECONDARY EDUCATION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 9 hours

Course introduces students to the opportunities and benefits of a post-secondary education and the importance of developing cognitive and learning strategies, content knowledge, and self-management skills to successfully achieve their academic and career goals. Students also focus on evaluating college and career options, financial aid options, and the basic steps to enrolling in community college. This course may be scheduled at times to be arranged (TBA) for a minimum of 9 hours.

### **BSICKSL 083CE GED/HISET PREPARATION: LITERATURE AND THE ARTS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is designed to prepare students for the General Educational Development (GED) Reasoning Through Language Arts component of the exam. Skills competencies include ability to read and analyze material from a variety of informational and literary sources. Students will use the evidence found in source content to develop and write convincing arguments in a cohesive and coherent format and demonstrate fluency in grammar and the conventions of English.

### **BSICKSL 084CE GED/HISET PREPARATION: MATHEMATICS 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is designed to prepare students for the General Educational Development (GED): Mathematics Test. Skill competencies include math computation and applied math for statistics and data analysis, probabilities, algebraic and geometric functions, problem solving and reasoning.

### **BSICKSL 085CE GED/HISET PREPARATION: SCIENCE – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is designed to prepare students for the General Educational Development (GED): Science Test. Topics covered in the course include life science, physical science, chemistry, and earth and space science.

### **BSICKSL 086CE GED/HISET PREPARATION: SOCIAL STUDIES – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is designed to prepare students for the General Educational Development (GED): Social Studies Test. Topics covered in the course include Civics and Government, U.S. History, Economics, and Geography and the World.

### **BSICKSL 087CE GED/HISET PREPARATION: WRITING SKILLS 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is designed to prepare students for the writing components of the General Educational Development (GED) Examination. Skills competencies include ability to analyze arguments and gather evidence found in source content, develop and organize writing in a cohesive and coherent format, and demonstrate fluency with conventions of English.

### **BSICKSL 091CE JOB READINESS 100 – 0 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

This course focuses on developing workplace readiness skills for the 21st Century that enable students to optimize their strengths and attain their career goals. This course prepares students to successfully collaborate with co-workers in diverse settings by identifying their existing leadership and interpersonal skills, practicing tools for effective communication, and crafting an ethical code of conduct that can be applied to respect differences, resolve conflicts, and find commonality to enhance the work environment. Students also develop their oral presentation skills.

### **BSICKSL 092CE JOB READINESS 101 – 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS Level A (150-200) Test of Basic Education (TABE) Level 2.1 and below on Locator Test  
**Lecture:** 4 hours

This is a developmental course in writing skills. Students will be introduced to the fundamentals of English usage, sentence mechanics, and sentence formation. This course moves at an appropriate pace for persons with learning disabilities.

### **BSICKSL 126CE FOUNDATIONS: READING SKILLSHOP 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This is an intensive college preparation & GED workshop designed to review and enhance reading skills needed to be successful in an academic setting.

### **BSICKSL 127CE FOUNDATIONS: WRITING SKILLSHOP 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This is an intensive college preparation & GED workshop designed to review and enhance writing skills needed to be successful in an academic setting.

### **BSICKSL 128CE FOUNDATIONS: MATH SKILLSHOP – 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This is an intensive college preparation & GED workshop designed to review and enhance math skills needed to be successful in an academic setting.

### **BSICKSL 129CE BILINGUAL GED PREPARATION: LITERATURE AND LANGUAGE ARTS – 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level E (245-250) or Test of Basic Education (TABE) Level A: Reading and Language  
**Lecture:** 3 hours

This course prepares adult speakers of other languages for the General Educational Development (GED) Reasoning Through Language Arts exam. Skills competencies include ability to read and analyze material from a variety of informational and literary sources. Students will use the evidence found in source content to develop and write convincing arguments in a cohesive and coherent format and demonstrate fluency in grammar and the conventions of English.

### **BSICKSL 130CE BILINGUAL GED PREPARATION: SOCIAL STUDIES – 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level E (245-250) or Test of Basic Education (TABE) Level A: Reading  
**Lecture:** 3 hours

This course prepares adult speakers of other languages for the General Educational Development (GED): Social Studies exam. Topics covered in the course include Civics and Government, U.S. History, Economics, and Geography and the World.

### **BSICKSL 131CE BILINGUAL GED PREPARATION: MATHEMATICS – 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level E (245-250) or Test of Basic Education (TABE) Level A: Mathematics  
**Lecture:** 3 hours

This course prepares adult speakers of other languages for the General Educational Development (GED): Mathematics Test. Skill competencies include math computation and applied math for statistics and data analysis, probabilities, algebraic and geometric functions, problem solving and reasoning.

### **BSICKSL 132CE BILINGUAL GED PREPARATION: SCIENCE 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level E (245-250) or Test of Basic Education (TABE) Level A: Mathematics  
**Lecture:** 3 hours

This course prepares adult speakers of other languages for the General Educational Development (GED): Science Test. Topics covered in the course include life science, physical science, chemistry, and earth and space science.

### **BSICKSL 200CE COLLEGE READINESS: MATH SKILLS I 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 200–210 Test of Basic Education (TABE) Level E: Mathematics  
**Lecture:** 2 hours

This foundational level course is designed to build math competency skills that meet the Common Core State Standards for Mathematics and prepare students for High School Equivalency examinations, vocational, and college readiness coursework. Competencies include basic arithmetic skills: addition, subtraction, multiplication, and division of whole numbers, negative numbers, and an introduction to fractions and decimals problems. Students will focus on computational and problem-solving skills in each area.

### **BSICKSL 201CE COLLEGE READINESS: MATH SKILLS II 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B- 210–220 TEST OF BASIC ADULT EDUCATION (TABE) Level M: Mathematics | **Lecture:** 2 hours

This basic level course is designed to build math competency skills that meet the Common Core State Standards for Mathematics and prepare students for High School Equivalency examinations, vocational, and college readiness coursework. Competencies include using computation and applied math skills to solve problems in addition, subtraction, multiplication, and division of fractions, decimals, percentages, and ratios and proportions. Students will focus on computational and problem-solving skills in each area.

### **BSICKSL 202CE COLLEGE READINESS: MATH SKILLS III 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level C - 220–235 TEST OF BASIC ADULT EDUCATION (TABE) Level D: MATHEMATICS | **Lecture:** 2 hours

This intermediate level course is designed to build math competency skills that meet the Common Core State Standards for Mathematics and prepare students for High School Equivalency examinations and college and career readiness. Competencies include integers, exponents and roots, algebraic expressions and formulas, equations, and an introduction to geometry. Students will focus on computational and problem-solving skills in each area.

### **BSICKSL 204CE COLLEGE READINESS: WRITING SKILLS I 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 200–210  
TEST OF BASIC EDUCATION (TABE) Level E: Language  
**Lecture:** 2 hours

This foundational level course is designed to build writing skills that meet the Common Core State Standards for Language Arts, Writing, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, and sentence formation.

### **BSICKSL 205CE COLLEGE READINESS: WRITING SKILLS II 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 210–220  
Test of Basic Education (TABE) Level M: Language  
**Lecture:** 2 hours

This basic level course is designed to build writing skills required to meet the Common Core State Standards for Language Arts, Writing, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, sentence formation and paragraph development.

### **BSICKSL 206CE COLLEGE READINESS: WRITING SKILLS III 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level C - 220–235  
Test of Basic Education (TABE) Level D: Language  
**Lecture:** 2 hours

This intermediate level course is designed to build writing skills required to meet the Common Core State Standards for Language Arts, Writing, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include English usage, sentence mechanics, sentence formation, paragraph development, and composition writing.

### **BSICKSL 208CE COLLEGE READINESS: READING SKILLS I 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 200–210  
Test of Basic Education (TABE) Level E: Reading  
**Lecture:** 2 hours

This foundational level course is designed to build reading skills required to meet the Common Core State Standards for Language Arts, Reading, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include constructing meaning, recalling information, interpreting graphic information, evaluating and extending meaning, and understanding and using vocabulary in context.

### **BSICKSL 209CE COLLEGE READINESS: READING SKILLS II 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level B - 210–220  
Test of Basic Education (TABE) Level M: Reading  
**Lecture:** 2 hours

This basic level course is designed to build reading skills required to meet the Common Core State Standards for Language Arts, Reading, and prepare students for High School Equivalency examinations and college and career readiness. Skill competencies include developing reading comprehension, analysis, and interpretation skills including inferencing, predicting outcome, drawing conclusions, comparing and contrasting, recognizing cause and effect, and paraphrasing.

### **BSICKSL 210CE COLLEGE READINESS: READING SKILLS III 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ABE Level C - 220–235  
Test of Basic Education (TABE) Level D: Reading  
**Lecture:** 2 hours

This intermediate level course is designed to build reading skills required to meet the Common Core State Standards for Language Arts, Reading, and prepare students for High School Equivalency examinations and college readiness. Skill competencies include developing strategies that assist students in understanding and responding to intermediate-level reading material. Skills include evaluating different genres of readings, summarizing, questioning validity and relevance of information, and analyzing and synthesizing information.

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## **BIOLOGY – LIFE SCIENCES**

### **BIOLOGY 003 INTRODUCTION TO BIOLOGY – (UC:CSU) 4 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 3 hours

Examines the fundamental principles of biology with laboratories emphasizing hands-on investigations. Topics include an introduction to evolutionary theory, basic biological chemistry, cell function and reproduction, cellular respiration and photosynthesis, classical and contemporary genetics, gene expression and an introduction to animal structure and function. Meets UC/CSU GE requirement of natural science with a lab.

### **BIOLOGY 005 INTRODUCTION TO HUMAN BIOLOGY (UC:CSU) 4 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 3 hours

The course includes basic biological principles as they apply to humans. The course will provide a foundation for advanced courses in Human Anatomy, Physiology, and Microbiology. Topics include chemical principles, the cell, heredity, human anatomy and physiology, microbiology, pathology, ecology, and bioethics. Meets UC/CSU GE requirement of natural science with a lab.

### **BIOLOGY 006 GENERAL BIOLOGY I – (UC:CSU:C-ID BIOL 190, C-ID BIOL 135S = BIOLOGY 006 + BIOLOGY 007) 5 UNITS**

**Prerequisite:** CHEM 051 or CHEM 065 or CHEM 101

**Lecture:** 3 hours | **Lab:** 6 hours

Examines the unifying principles of biology through the study of biological molecules, cell structure and function, metabolism, inheritance, molecular genetics, and development. Together with Biology 7, this is a fundamental course for biology majors.

### **BIOLOGY 007 GENERAL BIOLOGY II – (UC:CSU:C-ID BIOL 140, C-ID BIOL 135S = BIOLOGY 006 + BIOLOGY 007) 5 UNITS**

**Prerequisite:** None | **Advisory:** BIOLOGY 006

**Lecture:** 3 hours | **Lab:** 6 hours

Examines the unifying principles of biology through the study of phylogeny, taxonomy, animal and plant structure/function, population biology and ecology. Together with Biology 6, this is a fundamental course for biology majors.

### **BIOLOGY 033 MEDICAL TERMINOLOGY – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines medical vocabulary by examining the meanings of word components: roots, suffixes and verbs. It is ideal for allied health professionals and allied health students. Emphasis is on words used in clinical medicine.

## **BIOLOGY 185 DIRECTED STUDY – (CSU) 1 UNIT**

This course is a directed study in biological sciences on a contract basis under the direction of a supervising instructor.

## **BIOTECHNOLOGY – LIFE SCIENCES**

### **BIOTECH 002 BIOTECHNOLOGY I – (UC:CSU) 4 UNITS**

**Prerequisite:** None | **Advisories:** BIOLOGY 003 and CHEM 051 or CHEM 065 | **Lecture:** 2 hours | **Lab:** 6 hours

An introduction to the field of biotechnology. Students examine the fundamentals of cellular and molecular biology and are introduced to basic biotechnology laboratory skills, including documentation, safety, solution and buffer preparation, quality control and bioethics. Students develop proficiency in aseptic technique, spectrophotometry, microscopy and centrifugation.

### **BIOTECH 003 BIOTECHNOLOGY II – (CSU) 4 UNITS**

**Prerequisite:** BIOTECH 002 | **Lecture:** 2 hours | **Lab:** 6 hours

This course expands concepts and techniques introduced in Biotechnology I. Students are introduced to modern molecular biology techniques, including nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, nucleic acid hybridization, and DNA sequence analysis. Students explore the production and purification of proteins using biochemical techniques such as immunochemistry and chromatography.

### **BIOTECH 006 BIOTECHNOLOGY: QUALITY CONTROL (CSU) 2 UNITS**

**Prerequisite:** None | **Advisory:** BIOTECH 002 and BIOTECH 003 | **Lecture:** 2 hours

Introduces quality control and validation in the field of biotechnology. An overview of good manufacturing practices is given incorporating the importance of quality control and assurance in the manufacturing of biotechnology products focusing on validation assays, system evaluations and process testing and reporting.

### **BIOTECH 008 BIOLOGICAL RESEARCH INTERNSHIP (CSU) 2 UNITS**

**Prerequisite:** None | **Corequisites:** BIOTECH 002 or BIOTECH 003 | **Advisory:** MATH 227 | **Lecture:** 1 hour | **Lab:** 4 hours

Provides students the opportunity to work as an intern in an academic or industrial biotechnology environment. Students will apply skills and techniques learned in prerequisite courses toward an individual project determined by the director of the facility in which the internship will be done. Students will also attend lectures addressing the use of Microsoft Word and PowerPoint in preparing written and oral scientific presentations. At the end of the internship, students will present their internship accomplishments in the forms of a scientific paper, poster, and oral presentation.

## **BUSINESS – BUSINESS AND LAW**

### **BUS 001 INTRODUCTION TO BUSINESS – (UC:CSU:C-ID BUS 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, global, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the US and global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management; marketing; technology; entrepreneurship; legal, accounting; financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals.

### **BUS 005 BUSINESS LAW I – (UC:CSU:C-ID BUS 125) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, intellectual property, business structure and negotiable instruments.

### **BUS 009 VOLUNTEER INCOME TAX ASSISTANCE (VITA) CERTIFICATION TRAINING – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

Introduces students to the IRS's Volunteer Income Tax Assistance (VITA) program by training and certifying students in basic tax return preparation so that they may prepare free basic tax returns to qualified individuals in the community.

### **BUS 010 VOLUNTEER INCOME TAX ASSISTANCE (VITA) CLINIC PARTICIPATION – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Provides practical experience to students in the fundamentals of Federal and California income tax procedures by providing students with the opportunity to prepare basic tax returns for qualified individuals in the community. This class is associated with the Volunteer Income Tax Assistance program (VITA) which allows students to assist in the preparation of actual tax returns for residents in the community.

### **BUS 172 GLOBAL BUSINESS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

An overview of the key issues and emerging trends of the global business environment, national business environment, international trade and investment, international financial systems, and international business management. The challenges of globalization in business and how to successfully combat them will be explored.

### **BUS 385 DIRECTED STUDY – BUSINESS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course allows students to pursue directed study in Business Administration on an approved project-based topic under the direction of a supervising instructor.

## CHEMISTRY – PHYSICAL SCIENCES

### CHEM 051 FUNDAMENTALS OF CHEMISTRY I (UC:CSU:C-ID CHEM 101) 5 UNITS

**Prerequisite:** None | **Lecture:** 4 hours | **Lab:** 3 hours

*NOTE: It is not intended for students planning to take Chemistry 101.*

A course in basic concepts of inorganic chemistry designed for students with interests in nursing, nutrition, dietetics, food science, and environmental and occupational health majors, and for liberal arts students in need of a laboratory course in physical sciences.

### CHEM 065 INTRODUCTORY GENERAL CHEMISTRY (UC:CSU:C-ID CHEM 101) 4 UNITS

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 3 hours

An introductory course for students who wish to enroll in Chemistry 101. Course presents the basic principles, laws, and nomenclature of inorganic chemistry, with emphasis on the application of chemical principles to everyday life and the development of a basic chemical vocabulary.

### CHEM 101 GENERAL CHEMISTRY I – (UC:CSU:C-ID CHEM 110, C-ID CHEM 120S = CHEM 101 + CHEM 102) 5 UNITS

**Prerequisites:** CHEM 065 or Placement Exam

**Lecture:** 3 hours | **Lab:** 6 hours

A study of fundamental chemical principles and theories, as related to the structure of matter, with special emphasis on stoichiometry, atomic structure, periodic table, chemical bonding, solutions, acids and bases, oxidation-reduction, and properties of gases.

### CHEM 102 GENERAL CHEMISTRY II – (UC:CSU:C-ID CHEM 120S = CHEM 101 + CHEM 102) 5 UNITS

**Prerequisite:** CHEM 101 | **Lecture:** 3 hours | **Lab:** 6 hours

Topics include kinetics, general, ionic, acid-base and solubility equilibria, thermodynamics, electrochemistry, transition metals and introductory organic nomenclature. Laboratory work reviews kinetics, equilibria, thermodynamics, electrochemistry and qualitative analysis of selected cations.

### CHEM 211 ORGANIC CHEMISTRY FOR SCIENCE MAJORS I (UC:CSU:C-ID CHEM 160S = CHEM 211 + CHEM 212) 5 UNITS

**Prerequisite:** CHEM 102 | **Lecture:** 3 hours | **Lab:** 6 hours

First part of a two-course sequence presenting the structure, equilibrium, nomenclature including conformational analysis, hybridization, stereochemistry and mechanisms of reactions of aliphatic hydrocarbons and related functionalities. The laboratory presents the techniques of preparation, isolation, and analysis of organic compounds employing standard and modern instrumental methods, including Nuclear Magnetic Resonance (NMR) and Infrared (IR) Spectroscopy.

### CHEM 212 ORGANIC CHEMISTRY FOR SCIENCE MAJORS II (UC:CSU:C-ID CHEM 160S = CHEM 211 + CHEM 212) 5 UNITS

**Prerequisite:** CHEM 211 | **Lecture:** 3 hours | **Lab:** 6 hours

Second part of a two-course sequence presenting reaction mechanisms, stereochemistry, organic synthesis of a variety of organic compounds including but not limited to aromatic compounds, alcohols, phenols, amines, aldehydes, ketones, carboxylic acids and their derivatives, carbohydrates, amino acids, and polypeptides. The laboratory presents techniques preparation, isolation and analysis of organic compounds employing modern instrumental analysis including Nuclear Magnetic Resonance (NMR), Ultraviolet (UV), Infrared (IR), and Mass Spectroscopy.

## CHICANO STUDIES – CHICANO STUDIES

### CHICANO 002 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

The primary focus is on the development of Mexican American/Chicana/o/x communities in the contemporary United States. This course investigates the macro and micro impact of Chicana/o/x communities in U.S. society through an examination of present-day ethnic studies principles. Special attention will be given to economic, social, political, cultural, and institutional determinants that are important to the Chicana/o/x as well as the Latina/o/x experience.

### CHICANO 007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Students learn about United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican Americans. This course will provide a background in the political and social development of both United States and Mexico, and in addition, is for those who wish to gain a better understanding of Mexican culture in the southwestern United States. Included is a survey of the U.S. Constitution. Intended for students interested in Chicano and Ethnic Studies or other social issues.

### CHICANO 008 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Students study the historical evolution of the Chicano in nineteenth and twentieth century America. Discussion centers on the participation, contributions, experiences of and by the Chicano community. Major areas include the historical socio-political, economic and educational struggles of Mexican-Americans since the mid-19th century. Topics include the Mexican American Southwest, the Post War conflict, American Expansionism, Westward Movements, U.S. Treaties of Cahuenga & Guadalupe Hidalgo, U.S. Constitution, Bill of Rights, Mexican Revolution, immigration, the Great Depression, Desegregation struggle, American Nativism, Mexican Repatriation and Deportations, WWII, Zoot-Suit Riots, Acculturation period, Bracero Program, Mexican American Labor Movement, Chicano Movement, and the Post Civil Rights Era. Intended for students interested in Chicano and Ethnic Studies or other social issues.



LOS ANGELES  
MISSION COLLEGE

### **CHICANO 019 HISTORY OF MEXICO – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Course covers the entire span of Mexican history. It includes a consideration of the pre-conquest period, Spanish invasion and colonization, the War of Independence, the turmoil of the nineteenth century, the period of Diaz, the 1910 Revolution, the post-Revolution period, and a view of trends in contemporary Mexico.

### **CHICANO 020 THE MEXICAN-AMERICAN IN CALIFORNIA (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Survey of the political, economic, social and intellectual history of the Pacific Coast from the Pre-Columbian Era, the Spanish Era, the Mexican years, and lastly, the Anglo presence, with special emphasis on California. A greater emphasis is given to the role of the Chicana/Latino people in the economic, political, social, and cultural development of California from the time of the Spanish Empire to the present.

### **CHICANO 037 CHICANO LITERATURE – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Same as Spanish 46 (Not offered at LAMC)

An introductory analysis of the literary, social, and cultural aspects of the novel, short story, essay, poetry, and drama written by Mexican-Americans. The course reveals the progression of a people and culture in American society, artistically expressed by Mexican-American writers who seek to understand themselves and the world around them.

### **CHICANO 042 CONTEMPORARY MEXICAN LITERATURE (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Same as Spanish 12 (Not offered at LAMC)

An introduction to contemporary Mexican literature and culture (with a background of earlier aesthetic works). Students read translations of major literary writers.

### **CHICANO 044 MEXICAN CIVILIZATION – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Same as Spanish 16 (Not offered at LAMC)

This course considers the significant elements of pre-Columbian Mexican civilization, the impact of the Spanish domination upon the indigenous population and its influence upon mores, art, and industry. It introduces the students to studies in the history, literature, art, and music of Mexico as they evolved from colonial times to the present. The impact of the Mexican Revolution upon all the Americas is considered. It examines the present-day culture of Mexican-Americans as influenced by their Mexican heritage and life in the United States. The course is taught in English.

### **CHICANO 046 MEXICAN-AMERICAN FOLKLORE – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduction to conventional studies of Chicano/Mexicano folklore. Students will analyze and evaluate the various folklore genres: myths, legends, folktales, folk medicine, folk speech, and related topics in both a historical and contemporary social context.

### **CHICANO 047 THE MEXICAN-AMERICAN WOMAN IN SOCIETY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines the socio-historical development of Chicanas in the U.S. It analyzes issues relating to feminism, gender politics, history, and community activism. The class assesses specific social issues which are central to the Chicana experience.

### **CHICANO 052 MEXICAN ART – MODERN – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A survey of the art of Mexico from the nineteenth century to the present, including the rise of Mexican Archeology and the rediscovery of ancient art, the renaissance of a new indigenous Mexican artform, the evolution of a Mexican-American art, and the cultural interplay between the United States and Mexico.

### **CHICANO 054 MEXICAN-AMERICAN ARTS IN AMERICAN CULTURE – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A study of Mexican and Mexican American arts, literature, and music. Particular emphasis is given to the identification of the contributions of Mexican and Mexican American artists to the contemporary culture of the United States.

### **CHICANO 057 CHICANAS AND CHICANOS IN FILM (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course examines how film industry has depicted Chicanas and Chicanos through the medium of film from the early twentieth century to present day. Students analyze and interpret the techniques, contents, and historical context of relevant films. Analysis of the image of the Chicana and Chicano as presented in films and documentaries are summarized and interpreted by students.

### **CHICANO 058 LATIN-AMERICAN DANCE CULTURES (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Focuses on Latin American folk dance appreciation, studying dance as culture, and how each region manifests its traditions, history, and lifestyle as expressed through movement. Students explore and analyze folk dances and how they are reflected by the worldview of people who practice them. They also analyze symbolic movements from selected dances to recognize the quality of movement and the relationship between religious and secular dances.

### **CHICANO 071 THE CHICANO IN LOS ANGELES – (CSU) 3 UNITS**

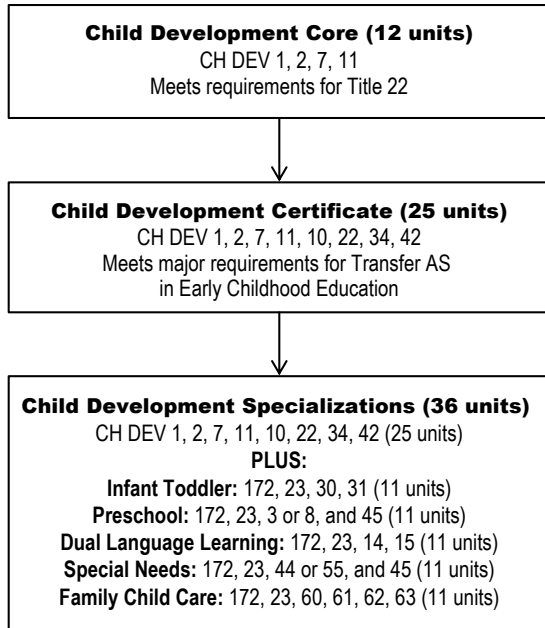
**Prerequisite:** None | **Lecture:** 3 hours

A history of Chicanos in Los Angeles. It examines their role in Los Angeles political, economic, social, cultural, and intellectual history. It covers the period from the Native American era to the present.

# CHILD DEVELOPMENT

## CHILD AND FAMILY STUDIES

### Certificates of Achievement in Child Development



### CH DEV 001 CHILD GROWTH & DEVELOPMENT (UC:CSU:C-ID CDEV 100) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories.

### CH DEV 002 EARLY CHILDHOOD: PRINCIPLES & PRACTICES (CSU:C-ID ECE 120) 3 UNITS

**Prerequisite:** None | **Corequisite:** CH DEV 001 | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

The student will explore the history of early childhood education as well as current philosophies and practices. Early Childhood programs will be observed and examined in relation to the needs of the child, the arrangement of the environment and the role of the teacher.

### CH DEV 007 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION – (CSU:C-ID ECE 130) 3 UNITS

**Prerequisite:** CH DEV 002 | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Exploration of appropriate curriculum and environments for young children. Students examine a teacher's role in supporting development and positive learning experiences for all young children using observation and assessment strategies and emphasizing the essential role of play. Planning, implementation and evaluation of curriculum includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences.

### CH DEV 008 CURRICULUM IN EARLY CHILDHOOD EDUCATION – (CSU) 3 UNITS

**Prerequisite:** CH DEV 002 | **Lecture:** 3 hours

*NOTE: Students may need to provide proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles (MMR), pertussis (Tdap), and influenza, including COVID-19 may be required, as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to language and literacy, social studies, art and creativity, music and rhythm, physical and motor mastery, and mathematics. This class will have a strong emphasis on art and creativity, understanding the importance of the environment, and the role of the teacher.

### CH DEV 010 HEALTH, SAFETY & NUTRITION – (CSU:C-ID ECE 220) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children from birth through middle childhood, with the importance of collaboration with families and health professionals. Includes the teacher's role in prevention strategies, nutrition and meal planning, integrating health safety and nutrition experiences into daily routines, and overall risk management.

### **CH DEV 011 CHILD, FAMILY & COMMUNITY – (CSU:C-ID CDEV 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizing historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

### **CH DEV 014 DUAL LANGUAGE DEVELOPMENT IN THE EARLY YEARS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Exploration of language acquisition and dual language development throughout early childhood. Current research will be reviewed as it relates to social and educational policies and practices, considering influences of families, cultures, schools, and communities.

### **CH DEV 015 INTRODUCTION TO CURRICULUM FOR DUAL LANGUAGE LEARNERS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Exploration of Best Practices in Early Childhood settings as they relate to dual language learners. Focus will be on knowledge and competencies required to meet the developmental needs of dual language learners and their families. Strategies for developing resources, curriculum, creative experiences and authentic assessment will be included.

### **CH DEV 022 PRACTICUM IN CHILD DEVELOPMENT I (CSU:C-ID ECE 210) 4 UNITS**

**Prerequisite:** CH DEV 001 and CH DEV 002 and CH DEV 007 and CH DEV 011

**Lecture:** 2 hours | **Lab:** 6 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles (MMR), pertussis and influenza (Tdap).*

*NOTE: Total of 90 hours of supervised field experience plus 18 hours of curriculum/professional development.*

Demonstration of developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. Includes exploration of career pathways, professional development, and teacher responsibilities. Students will complete 108 TBA hours as part of the class.

### **CH DEV 023 PRACTICUM IN CHILD DEVELOPMENT II (CSU) 4 UNITS**

**Prerequisites:** CH DEV 022 and TB clearance

**Lecture:** 2 hours | **Lab:** 6 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux test) or chest x-ray within the last six months, plus proof of immunizations for measles (MMR), pertussis and influenza (Tdap), influenza, COVID-19 or other immunizations may be required. Compliance with licensing immunization and health and safety requirements as legislation mandates. Practicum placement sites may also require fingerprints and a volunteer application.*

The second semester of practicum-field experience includes teaching experience that must relate to the Certificate of Achievement in the specialization area being earned by the student. This course provides the practical application of theories covered in prerequisite courses applied at a fieldwork site in an instructor-approved setting. Students will complete 108 practicum-field experience hours (TBA) as part of the class.

### **CH DEV 030 INFANT/TODDLER DEVELOPMENT (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development.

### **CH DEV 031 INFANT/TODDLER CARE AND EDUCATION (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux test) or chest x-ray within the last six months, plus proof of immunizations for measles, (MMR) pertussis (Tdap), influenza, and COVID-19 as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

### **CH DEV 034 OBSERVING & RECORDING CHILDREN'S BEHAVIOR – (CSU:C-ID ECE 200) 3 UNITS**

**Prerequisite:** CH DEV 002 | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last six months, plus proof of immunizations for measles, (MMR) pertussis (Tdap), COVID-19, and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals.



### **CH DEV 038 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I – (CSU) 3 UNITS**

**Prerequisite:** CH DEV 001 and CH DEV 002 and CH DEV 011 and CH DEV 007 or CH DEV 008 | **Lecture:** 3 hours

Prepares students to establish and administer an early childhood program. Financial aspects of administration, legal rules and regulations pertaining to administration are emphasized. Concepts of budgeting, personnel management, marketing, as well as mentoring and working with families are explored.

### **CH DEV 039 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION (CSU) 3 UNITS**

**Prerequisite:** CH DEV 038 | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

### **CH DEV 042 TEACHING IN A DIVERSE SOCIETY (CSU:C-ID ECE 230) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines the historical and current perspectives on diversity and inclusion and the impact of systemic societal influences on children's development, learning, and school experiences. Strategies for developmentally, culturally, and linguistically appropriate anti-bias curriculum will be explored as well as approaches to promote inclusive and anti-racist classroom communities. Includes self-reflection on the influence of teachers' own culture and life experiences on teaching and interactions with children and families.

### **CH DEV 044 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Designed for students interested in working with young children with special needs and their families. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently abled children from birth to preschool.

### **CH DEV 045 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Overview of programs providing special education services for children with exceptionalities focusing on preschool through school age. Students will become familiar with strategies and techniques to adapt environments and curriculum across the continuum of instructional settings. It will include a study of various educational environments, legislation, characteristics of various exceptionalities and educational implications.

### **CH DEV 046 SCHOOL AGE PROGRAMS I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines school age care programs for those planning to work in before and after school programs. Students will explore the developmental needs of school age children, program models, creation of environments, classroom management techniques and designing developmentally appropriate experiences and curriculum.

### **CH DEV 055 HOME VISITATION PROGRAMS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

Examines the emerging field of home visitation as it relates to programs offering in home support and intervention services. Prepares the student to conduct home visitations in a variety of contexts including early intervention, family support systems, gerontology and publicly funded early childhood programs.

### **CH DEV 058 TRANSITIONAL KINDERGARTEN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months, plus proof of immunizations for measles, (MMR) pertussis (Tdap) and influenza as required by the Department of Social Services Child Care Licensing Division and the Department of Health for students doing observations or field work/practicum in early childhood settings.*

An exploration of transitional kindergarten programs in relation to children's developmental needs, curriculum models, the role of the teacher, and the context and structure of the learning environment.

### **CH DEV 060 INTRODUCTION TO FAMILY CHILD CARE I (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

Designed for family child care providers and persons entering the profession. Focuses on high quality physical environments in a home setting, age-appropriate activities for mixed age groups, communication with parents, and community resources. Includes field study of accredited programs.

### **CH DEV 061 INTRODUCTION TO FAMILY CHILD CARE II (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

An in-depth study of the business aspects of Family Child Care Programs: contracts, advertising, budgets, recordkeeping, staff relations, working with Parents and Licensing Regulations. Reviewing and utilizing the Family Home Day Care Rating Scale for facilities in evaluating and assessing the classroom and teacher effectiveness.

## **CH DEV 062 DEVELOPMENTAL PROFILES: PRE-BIRTH THROUGH AGE EIGHT – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

Provides the study of concise developmental profiles from pre-birth through age eight. Key concepts in current child development literature, development of curriculum plan and children's developmental assessment tools will be examined.

## **CH DEV 063 CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

Designed for family childcare providers and persons entering the profession. Emphasis is on play and creative experiences in the home setting for children. Course includes dramatic play, music, art, cooking.

## **CH DEV 065 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING – (CSU) 2 UNITS**

**Prerequisite:** CH DEV 022 or CH DEV 038 | **Lecture:** 2 hours

Methods and principles of supervising adults in early childhood education settings with emphasis on the role of administrators and experienced teachers acting as mentors to new teachers. This course is required for upper levels of the California Child Development Permit, and to become a California Early Childhood Mentor.

## **CH DEV 172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

Introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

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## **CINEMA – ARTS, MEDIA, AND PERFORMANCE**

### **CINEMA 003 HISTORY OF MOTION PICTURES (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Covers classics and important films from the birth of the medium to the present time. Films are screened and discussed with regard to their cultural influence. The course follows the evolution of the art, industry and technology involved in movie making.

### **CINEMA 004 HISTORY OF THE DOCUMENTARY FILM (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Examines the development of documentary and non-narrative films from the 1890's to present day. Includes historical, propaganda, educational, commercial, cinéma vérité and direct cinema. Students will develop critical standards for judging documentary films.

### **CINEMA 107 UNDERSTANDING MOTION PICTURES (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Students will examine a survey of motion pictures as an art form, entertainment industry, and communication medium via screenings, lectures, and readings about 'classic' and contemporary films, American and foreign, theatrical and non-theatrical. Students will also conduct research specific to film and explore analytical/critical discussions that show an understanding of film studies and aesthetics.

### **CINEMA 125 FILM PRODUCTION WORKSHOP – (CSU) 3 UNITS**

**Prerequisite:** CINEMA 107 and MULTIMD 610

**Advisory:** MULTIMD 600 | **Lecture:** 2 hours | **Lab:** 2 hours

This is an advanced course in practical filmmaking, with each student required to produce/write/direct and tech a professional short film with sound, as well as crew for other assigned films. Topics include pre-production planning, camera operation, location lighting, sound and editing. Emphasis is on producing, film and digital cinematography and lighting in studio and on location.

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## **COLLEGE STUDIES – COLLEGE STUDIES**

### **COLLEGE 101 NAVIGATING YOUR PATH THROUGH COLLEGE TO CAREER – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 1 hour

This course is designed to provide students with opportunities to explore various career paths. Throughout the course, students will assess their strengths and areas for improvement in college readiness, explore the resources available on campus, and develop essential academic skills to enhance their chances of success. Assignments and activities will challenge students to think critically, communicate effectively, conduct research, develop information literacy, and hone study skills.

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## **COMMUNICATION STUDIES – ENGLISH, COMMUNICATION STUDIES, AND JOURNALISM**

### **COMM 101 PUBLIC SPEAKING – (UC:CSU:C-ID COMM 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduction to techniques of public speaking including writing and delivery of speeches to inform and persuade. Students refine critical thinking, research, organizational, and time management skills. They learn to adapt a message to any audience and occasion.

### **COMM 102 ORAL COMMUNICATION II – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduction to advanced phases of critical thinking, research, and public speaking. Course includes comprehension of structure, evaluation of arguments, researching and presenting evidence, language usage, and evaluation of fallacious reasoning. Adherence to ethics stressed in all communication settings.

## **COMM 104 ARGUMENTATION AND DEBATE (CSU:C-ID COMM 120) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is a critical thinking class in the foundation and strategies of argument, logical reasoning, rational thinking and decision making. Emphasis is placed on both how and why we make the decisions we do. Topics explored include: critical analysis of discourse, claims, definitions, evidence, reasoning, fallacies, and case building.

## **COMM 121 INTERPERSONAL COMMUNICATION (UC: CSU:C-ID COMM 130) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Designed to provide skills and fuller understanding of how individuals cope with social interactions that build, maintain or dissolve interpersonal relationships with friends, significant others, family members and coworkers.

## **COMM 122 INTERCULTURAL COMMUNICATION (CSU:C-ID COMM 150) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course examines communication in the context of intercultural interactions, explores verbal and nonverbal communication similarities and differences in communication across cultures, and provides strategies to enhance interpersonal communication skills within the context of intercultural communication.

## **COMM 151 SMALL GROUP COMMUNICATION (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Provides an analysis of the purposes, principles, and types of group communication processes. Development of individual skills in leadership and problem solving is achieved by responsible group participation.

# **COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES – BUSINESS AND LAW**

## **CAOT 032 BUSINESS COMMUNICATIONS (CSU:C-ID BUS 115) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Emphasizes the concepts of successful written and oral communication in business in order to write effective business communications including letters, electronic communications, and short reports. Develops the ability to create and present oral presentations.

## **CAOT 078 COMPUTER ACCOUNTING APPLICATIONS: QUICKBOOKS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 4 hours

*Note: Credit by examination offered*

Acquaints students with the use of the microcomputer for bookkeeping and accounting applications. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using an accounting software package such as QuickBooks.

## **CAOT 082 MICROSOFT OFFICE SUITE – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 3 hours

Introduces students to the use of the computer and software used in the business Office. Provides hands on introduction to Microsoft Word, Excel, Access, and PowerPoint. Students gain basic knowledge necessary for using computers and becoming computer literate.

## **CAOT 085 MICROSOFT EXCEL: SPREADSHEET – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 3 hours

Use Excel to plan, present, manipulate, and calculate numerical data by writing formulas with mathematical operators, linking workbooks and sharing workbooks. Format worksheets with advanced techniques, visual charts, and clip art images.

# **COMPUTER INFORMATION SYSTEMS MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING**

Old Course	New Course	Title
CO SCI 401	CS 101	Introduction to Computer Science
CO SCI 407	CS 102	Programming Logic and Design
CO SCI 408	CS 111	Programming in Visual Basic
CO SCI 462	CS 112	Programming in Javascript
CO SCI 452	CS 113	Programming in Java
CO SCI 439	CS 114	Programming in C
CO SCI 430	CIS 124	Data Analytics (Advanced Excel and Access)
CO SCI 416	CS 130	Introduction to Computer Architecture and Organization
CO SCI 436	CS 136	Introduction to Data Structures
CO SCI 450	CIS 148	Introduction to Web Development HTML5 & CSS
CO SCI 411	CIS 162	Cyber Security I
CO SCI 483	CIS 165	Principles of Information Security
CO SCI 409	CS 151	Web Application Programming with Visual Basic VB.NET
CO SCI 463	CS 157	Full-Stack Web Application Development
CO SCI 185	CIS 185	Directed Study – Computer Science-Information Technology
CO SCI 487	CIS 210	Introduction to Computer Networking
CO SCI 488	CIS 211	Security+ Certification Preparation
CO SCI 484	CIS 215	Network Security Fundamentals
CO SCI 440	CS 216	Object-Oriented Programming in C++
CO SCI 434	CIS 219	Introduction to Oracle: SQL and PL/SQL
CO SCI 453	CIS 222	PC Maintenance & Troubleshooting
CO SCI 285	CIS 285	Directed Study - Computer Science-Information Technology
CO SCI 385	CIS 385	Directed Study – Computer Information Systems

### **CIS 101 INTRODUCTION TO COMPUTERS AND THEIR USES (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 1 hour

Students learn to use common productivity applications and will describe the uses, concepts, techniques and terminology of computing. Students will discover the possibilities and problems of computer use in historical, economical and social contexts. Students develop college-level and workplace skills in word processing, spreadsheets and presentation graphics in a practical lab environment, along with a conceptual view of databases, visual programming, and Internet methods and procedures.

### **CIS 124 DATA ANALYTICS (ADVANCED EXCEL AND ACCESS) (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Analytics and data-mining using Excel spreadsheets and Access databases. The course includes: using databases, spreadsheets and other systems to gather information, research, analyze, and interpret complex data, loan amortization schedules, automatic update of spreadsheets with data downloaded from other sources, database management and reporting, and automating processes with VBA. Recommended for Business Majors.

### **CIS 148 INTRODUCTION TO WEB DEVELOPMENT HTML5 & CSS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

A beginning course where students will create web pages, set up personal or commercial web sites, upload to a web server that the class creates and use HTML as a foundation to JavaScript.

### **CIS 162 CYBER SECURITY I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

An introduction to the theory and practice of information security. The topics covered include Windows basics, Windows networking, accounts basics, threats, vulnerabilities, and exploits, routes, domain name servers, workgroups, domains, servers, access control, authentication and basic cryptography and design of system defensive strategies.

### **CIS 165 PRINCIPLES OF INFORMATION SECURITY – (CSU) 3 UNITS**

**Prerequisite:** CIS 101 or CS 101 | **Lecture:** 2 hours | **Lab:** 2 hours

The principles of information security including new innovations in technology and methodologies. Course includes the historical overview of information security, risk management and security technology (Firewalls and VPNs), current certification information, legal, ethical, and professional issues. Cryptography, physical security, and implementing information security will be covered. Lab exercises allow students to apply the basics in a hands-on environment.

### **CIS 192 INTRODUCTION TO CLOUD COMPUTING – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** CIS 101 or CS 101

**Lecture:** 2 hours | **Lab:** 2 hours

This course introduces the fundamentals of cloud computing including the different cloud computing models: Infrastructure as a Service; Platform as a Service; and Software as a Service on the Amazon Web Services (AWS) platform. Review of the basic concepts of server, networking, storage and virtualization is covered. Industry trends of computing, storage and application migration to cloud computing is covered. Advantages and disadvantages of cloud computing are examined. Cloud careers and industry demand for cloud computing skills are listed.

### **CIS 193 DATABASE ESSENTIALS IN AMAZON WEB SERVICES – (CSU) 3 UNITS**

**Prerequisite:** CIS 192 | **Advisory:** CO SCI 434 or CIS 219

**Lecture:** 2 hours | **Lab:** 2 hours

This course introduces AWS' data storage services. It covers introduction of AWS database technologies and AWS block and object-based storage services. Students learn the principles of database design and management, AWS SQL and NoSQL database technologies. Students use principles of block and object-based storage options. They will study various use case scenario for AWS data storage services. The hands-on labs will allow them to apply the knowledge acquired.

### **CIS 194 COMPUTE ENGINES IN AMAZON WEB SERVICES (CSU) 3 UNITS**

**Prerequisite:** CIS 192 | **Lecture:** 2 hours | **Lab:** 2 hours

This course introduces AWS (Amazon Web Services) computing related services. Students will learn about the core computing services offered by AWS. The computing services will follow the computing models: Infrastructure as a Service, Platform as a Service, Function as a Service or Micro-services and server less computing (Lambda functions). Students will set up and manage computing services, configure auto scaling and load balancing. Students will learn to code auto deployment scripts to automate the management of AWS infrastructure.

### **CIS 195 SECURITY IN THE CLOUD – (CSU) 3 UNITS**

**Prerequisite:** CIS 192 | **Lecture:** 2 hours | **Lab:** 2 hours

This course explores AWS (Amazon Web Services) security at both the AWS services layer and Amazon data center infrastructure layer. This course will review how Amazon Web Services implements security measures in their global data center infrastructure. Student will learn about the AWS security shared responsibility model and how to use Amazon security and monitoring tool to ensure security in an AWS cloud infrastructure. Student will learn about how AWS security tools can provide hardware, service, network and user activity monitoring, key management services, server and application firewall services and an introduction to implementing private and public subnets.

### **CIS 210 INTRODUCTION TO COMPUTER NETWORKING (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** CO SCI 453 or CIS 222

**Lecture:** 2 hours | **Lab:** 2 hours

Provides a solid foundation in computer networking technology. It covers network cables, connectors & devices, network topologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, IP addressing, subnets, wide area networks, network security & troubleshooting and client/server operating systems survey.

### **CIS 211 SECURITY+ CERTIFICATION PREPARATION (CSU) 3 UNITS**

**Prerequisite:** CO SCI 487 or CIS 210 | **Lecture:** 2 hours

**Lab:** 2 hours

Students learn the concepts of computer and network-security and gain skills necessary to apply knowledge of security concepts, tools, and procedures to react to security incidents, and guard against the security risks. At the end of the course students are prepared for the CompTIA Security+ certification exam.

### **CIS 215 NETWORK SECURITY FUNDAMENTALS – (CSU) 3 UNITS**

**Prerequisite:** CO SCI 487 or CIS 210 | **Lecture:** 2 hours

**Lab:** 2 hours

Examines the theory of the primary network security threats and the practical application of tools to mitigate those threats. Threats covered will include reconnaissance, access, and denial of services attacks, along with virus, worm and Trojan horse projections. Hardware and software based network protection, including firewalls, access control lists, intrusion detection systems, and cryptography will also be explored along with Virtual Private Networking. This course maps to the commercial Cisco CCNA Security certification.

### **CIS 219 INTRODUCTION TO ORACLE: SQL AND PL/SQL (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** CO SCI 430 or CIS 124

**Lecture:** 2 hours | **Lab:** 2 hours

The student learns the concepts of both relational and object relational databases and the SQL language. Data server technology, creating and maintaining database objects, as well as storing, retrieving and manipulating data are also covered.

### **CIS 222 PC MAINTENANCE AND TROUBLESHOOTING (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Provides student with the workable knowledge needed for the installation, setup, troubleshooting and optimization of hardware and software related to personal computer systems and peripheral devices. This course will cover information needed to prepare for the current A+ certification test and the CISCO IT certification test.

### **CIS 185 DIRECTED STUDY - COMPUTER SCIENCE-INFORMATION TECHNOLOGY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

Provides opportunity for in-depth study of a chosen area of Computer Science Information Technology on a contract basis, under the direction of a supervising instructor.

### **CIS 285 DIRECTED STUDY – COMPUTER SCIENCE-INFORMATION TECHNOLOGY – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

Students study Computer Information Systems on a contract basis under the direction of a supervising instructor.

### **CIS 385 DIRECTED STUDY – COMPUTER SCIENCE-INFORMATION TECHNOLOGY – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Students study Computer Information Systems on a contract basis under the direction of a supervising instructor.

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## **COMPUTER SCIENCE – MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING**

### **CS 101 INTRODUCTION TO COMPUTER SCIENCE (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 1 hour

Describes computer development, uses of the computer by business management, the use of major workplace applications programs, operating systems and programming. Students will analyze, design and construct technology solutions for organizations.

### **CS 102 PROGRAMMING LOGIC AND DESIGN (UC:CSU:C-ID COMP 112) 3 UNITS**

**Prerequisite:** None | **Advisory:** CIS 148 | **Lecture:** 2 hours |

**Lab:** 2 hours

Covers basic concepts of computer hardware, software, and information representation. Introduces concepts necessary to analyze, design, code, test, and document programs using top-down structured programming techniques. Introduces Object-Oriented Programming. Hands-on labs using high-level language reinforces structured programming and object-oriented programming concepts.

### **CS 112 PROGRAMMING IN JAVASCRIPT – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** CIS 148

**Lecture:** 2 hours | **Lab:** 2 hours

Introduces JavaScript to Web developers with HTML and CSS background who want to create dynamic Web pages and to Server-side programmers who use languages like ASP, JSP, or PHP and would like to add JavaScript programming to their skill sets. Students integrate script elements, outputting to a web document, working with selections, repetition structures, writing functions; and accessibility to create dynamic web applications.

### **CS 113 PROGRAMMING IN JAVA – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** CS 102 | **Lecture:** 2 hours |

**Lab:** 2 hours

Covers Java language and object-oriented programming paradigm. Topics include control structures, methods, Java classes, overloading, object references, Java library packages, and file I/O.

### **CS 116 PROGRAMMING IN C++ – (CSU:C-ID COMP 112) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

This course introduces the discipline of computer science using a high-level programming language such as C++ and utilizing programming and practical hands-on problem solving. Students learn the fundamental concepts of programming by applying lecture content to practical hands-on problem-solving laboratory activities. Students design, implement, test, and debug computer programs using top-down, structured programming techniques. Students examine program planning techniques, expressions, selection, repetition, arrays, data structures, functions, parameter passing, and file and interactive input/output. Intended as a first course in computer science. This course is required for computer information systems and computer science majors; and is desirable for students wishing to study programming.

### **CS 119 PROGRAMMING IN PYTHON – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Students will learn topics of the Python language such as data types, variables, control structures, Python Objects, standard and advanced mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single and multidimensional arrays, Python lists, tuples, collections, and dictionaries.



## **CS 121 PYTHON PROGRAMMING FOR DATA SCIENCE AND MACHINE LEARNING – (CSU) 3 UNITS**

**Prerequisite:** CS 119 | **Lecture:** 2 hours | **Lab:** 2 hours

Students will build on basic Python programming concepts by learning additional features such as – Iterators, List Comprehension, Generators, Packages & Modules. Data Science related Python libraries like Numpy, Pandas, Matplotlib, Seaborn, and Scikit-learn will be covered. The Jupyter Notebook will be used for interactive visualization and sharing of results.

## **CS 130 INTRODUCTION TO COMPUTER ARCHITECTURE AND ORGANIZATION – (UC:CSU:C-ID COMP 142) 3 UNITS**

**Prerequisite:** CS 102 or CS 113 or CS 114 or CS 116

**Lecture:** 2 hours | **Lab:** 2 hours

Covers organization and operation of real computer systems at the assembly-language level. Studies mapping statements and constructs in a high-level language onto sequences of machine instructions as well as the internal representations of simple data types and structures. Investigates basic principles of operating systems and programming language translation process.

## **CS 136 INTRODUCTION TO DATA STRUCTURES – (UC:CSU) 3 UNITS**

**Prerequisite:** CS 213 or CS 216 | **Lecture:** 2 hours | **Lab:** 2 hours

Covers abstract data types including a deeper understanding of object-oriented programming concepts. Students will learn how to analyze running times of algorithms using analysis tools. Implements linear data structures including stacks, queues, and hash tables. Implement and utilize binary search trees to solve problems.

## **CS 157 FULL-STACK WEB APPLICATION DEVELOPMENT (CSU) 3 UNITS**

**Prerequisite:** CS 112 and CIS 148 | **Advisory:** CS 113

**Lecture:** 2 hours | **Lab:** 2 hours

Students learn about web development using current technology. Topics include NOSQL databases, JavaScript and JSON, developing single page application using Angular and using Express to handle web page routing. This will be exemplified using the MEAN (Mongo, Express, Angular and Node) stack and students will create a meaningful CRUD (Create, Retrieve, Update and Delete) capstone project. Creating web sites and apps for mobile devices using Bootstrap and ionic framework will also be covered.

## **CS 159 FOUNDATION OF DATA SCIENCE – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

An introduction to the foundation of Data Science from three perspectives: inferential thinking, computational thinking, and real-world relevance. The course introduces the Python programming language and the Foundations of Statistics with hands-on analysis of real-world datasets. The course is foundational to any discipline, industry, or career which makes data-based decisions.

## **CS 165 DATA SCIENCE PROGRAMMING AND APPLICATIONS (CSU) 3 UNITS**

**Prerequisite:** CS 121 and CIS 193 | **Lecture:** 2 hours

**Lab:** 2 hours

Students will gain knowledge of data analytics, SQL queries, data views, data visualizations, and applied predictive analysis. AWS will be employed in developing data-driven actionable insights to business divisions. Students will be eligible for entry-level roles in data analysis/engineering.

## **CS 166 MACHINE LEARNING PROGRAMMING AND APPLICATIONS – (CSU) 3 UNITS**

**Prerequisite:** CS 121 and CIS 194 | **Lecture:** 2 hours

**Lab:** 2 hours

Students will receive training on the four-machine learning (ML) models: Supervised, Unsupervised, Reinforcement & GAN models. They will analyze a given scenario and determine which model should be applied. Students will use existing services as well as explore custom solutions to generate explainable predictions given a dataset.

## **CS 213 ADVANCED PROGRAMMING IN JAVA – (CSU:C-ID COMP 122) 3 UNITS**

**Prerequisite:** CS 113 or CS 116 | **Lecture:** 2 hours | **Lab:** 2 hours

Covers Java language and object-oriented programming paradigm. Topics include control structures, methods, Java classes, overloading, object references, inheritance, polymorphism, Java library packages, exception handling, file I/O (Input/Output) and recursion. Introduces data structures such as arrays, lists and stacks.

## **CS 216 OBJECT-ORIENTED PROGRAMMING IN C++ (UC:CSU:C-ID COMP 122) 3 UNITS**

**Prerequisite:** CS 113 or CS 114 or CS 116

**Lecture:** 2 hours | **Lab:** 2 hours

Covers C++ language and object-oriented programming paradigm. Fundamental programming topics include control structures, functions, arrays, pointers, strings, input and output, recursion, and file processing. Object-oriented programming and advance topics include classes, operator overloading, inheritance, virtual functions, polymorphism, templates, and exception handling. Introduces to data structures such as stacks, queues, and trees in C++ object oriented programming.

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## **COUNSELING – COUNSELING**

### **COUNSEL 004 CAREER PLANNING – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

*NOTE: Class is graded pass/no-pass.*

Designed to assist students in choosing a major or career. Students will explore their interests, skills, personality type and values through the use of career assessments and online resources. Students will access information regarding occupational characteristics, employment trends and labor market updates.

### **COUNSEL 017 COLLEGE SURVIVAL SKILLS DEVELOPMENT (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

*NOTE: Class is graded pass/no-pass.*

Examines a variety of academic survival skills including familiarization with college support services, time management, memory, reading, note-taking, testing techniques, and stress reduction. Included will be identifying different learning, educational, and decision-making styles.

### **COUNSEL 022 THE TRANSFER PROCESS – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

This course is an introduction to the transfer process. It is designed to enable students to become active participants in planning their long-term educational and career goals and provides students with an understanding of the process and the requirements for transferring to a four-year college or university. These goals enable the student to develop a transfer educational plan and to be prepared to apply to a transfer institution.

## **COUNSEL 040 COLLEGE SUCCESS SEMINAR – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Course will explore issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, college policies and procedures, ethics and responsibility, educational strategies and planning, interpersonal communication, career development and self-assessment techniques.

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## **CULINARY ARTS – CULINARY ARTS**

### **CLN ART 050 SANITATION & SAFETY – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

An introduction to the basic principles of sanitation, safety, work simplification, and use and care of institutional food service equipment. Emphasis is on the importance of proper employee training practices as related to food safety. ServSafe Food Protection Manager Certification can be obtained upon successfully passing the exam but not mandatory.

### **CLN ART 060 CULINARY ARTS ORIENTATION & TECHNIQUES (CSU) 4 UNITS**

**Corequisite:** CLN ART 050 | **Lecture:** 2 hours | **Lab:** 6 hours

Students will be introduced to culinary theories and develop skills in knife handling, food fabrication, ingredient identification, proper use of small and large equipment, use of recipe weights and measures, recipe development and cooking fundamentals. Students will apply history, description, and interrelationships of the hospitality industries with an emphasis on the multifaceted food service industry. Introduction to the world of commercial food production.

### **CLN ART 101 CULINARY FUNDAMENTALS I – (CSU) 4 UNITS**

**Prerequisite:** CLN ART 060 | **Lecture:** 2 hours | **Lab:** 6 hours

Introduction to breakfast and lunch cooking techniques. Students will prepare breakfast and lunch items. Students will be part of a rotation in the Servery Cafe and Grille and rotate throughout the stations in the cafe. Student will cover culinary management, supervision, leadership, customer service, communication, teamwork and time management.

### **CLN ART 102 CULINARY FUNDAMENTALS II – (CSU) 4 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hours | **Lab:** 6 hours

Introduction to lunch or dinner cooking techniques. Students will prepare lunch or dinner for the Servery Cafe & Grille. Students will be part of a rotation in the cafe and rotate all throughout the stations. Student will cover advanced cooking techniques, culinary management, supervision, leadership, customer service, communication, teamwork and time management.

### **CLN ART 103 CULINARY NUTRITION – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

Fundamental culinary nutrition principles and theories for various groups are investigated. Healthy foods, pleasing to the eyes and the palate, will be prepared to cater to the growing number of health-minded customers. Recipe and menu development including ingredient selection and cooking techniques will be discussed. Special diets such as low fat, low sodium, diabetic, gluten-free and caloric intake will be discussed.

## **CLN ART 104 DINING ROOM & BEVERAGE MANAGEMENT (CSU) 4 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hours | **Lab:** 6 hours

Instruction and practical training covers all aspects of Front of the House/Dining Room service and Beverage Management in restaurants. This includes food and cash controls, Point of Sale systems, dining room service styles and dining area merchandising. Receptions, banquets, buffets are covered from the busperson to Maitre d' positions. Special event presentations included with wine serving techniques.

### **CLN ART 105 MENU PLANNING – 2 UNITS**

**Lecture:** 2 hours

Examines the fundamentals of menu planning using the menu as a tool for ordering, selection and procurement of food and beverage items. Menu, labor, and facility computer generated cost analysis and percentages will be addressed. Emphasis is placed on developing the skills necessary to effectively create a professional menu. Provides training in duties and functions of the professional food buyer working in purchasing capacity.

### **CLN ART 106 PURCHASING & RECEIVING – (CSU) 3 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hours | **Lab:** 2 hours

Provides training in duties and functions of the professional food buyer. Basic information on sources, grades, quality, and standards for selecting food items. Points stressed are specifications for: receiving, storing, issuing procedures, cost and operational expenses, and seasonal variations.

### **CLN ART 107 PRINCIPLES OF GARDE MANGER & BASIC BAKING – (CSU) 4 UNITS**

**Prerequisite:** CLN ART 101 or PROFBKG 200

**Lecture:** 2 hours | **Lab:** 6 hours

A comprehensive study of Garde Manger and Basic Baking Techniques. This includes the study and preparation of classic and contemporary salads; dressings, appetizers; canapes; vegetable/fruit carvings and salt/ice carvings. Foundational basic baking techniques are covered.

### **CLN ART 108 RESTAURANT SUPERVISION & TRAINING (CSU) 2 UNITS**

**Lecture:** 2 hours

Students are introduced to human resource management and supervision techniques. Students will identify the recruiting process, communication skills, leadership styles, legal issues in the workforce, employee motivation and discipline. This course includes problem solving in food service operations and procedures for developing personnel programs and effective labor management relationships.

### **CLN ART 109 PRINCIPLES OF CATERING – (CSU) 4 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 2 hours | **Lab:** 4 hours

The study of catering sales and operations, including 'hands on' practicum and interpersonal dynamics from production through a catering service. Topics covered include the preparation of a menu, estimating cost and food quantities, planning the room arrangement, the setup of buffet and service tables, and the performance of services. In addition, the allocation of time to prepare, transport, and setup the equipment and food for a catered event are studied.

## **CLN ART 110 CULINARY GREEN TECHNOLOGY – (CSU) 3 UNITS**

**Prerequisite:** CLN ART 060 | **Lecture:** 2 hours | **Lab:** 2 hours

Procurement, identification and quality standards of vegetables, fruits, and herbs utilized in a restaurant or culinary setting. Integration of seasonality, grading, post-harvest handling and environmental impacts. Emphasis is on care, watering, fertilizer and weed control of the Culinary Arts Organic Garden. Follows green standards as described by LEED Platinum Certification.

## **CLN ART 150 CHEFS TRAINING FOR APPRENTICESHIP I (CSU) 2 UNITS**

**Prerequisite:** CLN ART 101 | **Lecture:** 1 hr | **Lab:** 3 hours

Provides supervised internship experience within the Culinary Arts Institute. Internship provides students with hands-on training and experience in working on the line in The Mission Café (AKA The Servery), customer service, catering, special events and prepares them for their externship experience. Students learn skills required for commercial, restaurant and hotel establishments.

## **CLN ART 155 CHEFS TRAINING FOR APPRENTICESHIP II (CSU) 2 UNITS**

**Prerequisite:** CLN ART 102 or PROFBKG 210

**Lecture:** 1 hour | **Lab:** 3 hours

Provides supervised externship opportunity within a selected outside restaurant, hotel or food service establishment who supports the Culinary Arts Institute program. This is a supervised fieldwork experience in the industry and gives hands-on training in food service, catering, fine dining, commercial service, hotel and restaurant establishments. Students learn skills required for job competence.

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## **DANCE STUDIES – HEALTH AND HUMAN PERFORMANCE**

### **DANCEST 805 HISTORY & APPRECIATION OF DANCE (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lecture:** 3 hours

Course will examine the historical evolution of dance throughout western society in the forms of court dance, ballet, modern dance, musical theater, dance theater, tap, jazz, social dance and ballroom dance. Will consider the impact of dance on the western world and some other cultures and how it has been affected by the different dance traditions worldwide and how the historical evolution, culture and social events, political, and philosophical climate of the period reflects on dance and its evolution.

### **DANCEST 185 DIRECTED STUDY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 3 hours

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

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## **DANCE TECHNIQUES – HEALTH AND HUMAN PERFORMANCE**

### **DANCETQ 121 JAZZ DANCE TECHNIQUES I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

This fundamental course in Jazz dance provides a foundation for performance-based dance techniques of Jazz by introducing fundamental step sequencing and combinations, music, terminology and appreciation of the evolution of Jazz dance as a performing art form, which prepares students for further study in Jazz dance technique.

### **DANCETQ 122 JAZZ DANCE TECHNIQUES II – (UC:CSU) 1 UNIT**

**Prerequisite:** DANCETQ 121 | **Lab:** 3 hours

This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique by utilizing compound step sequences and combinations, higher codified level terminology, diverse selections of musical rhythms and phrasing and affirms each student's appreciation of the evolution of Jazz dance as a performing art form by reviewing cumulative jazz technique and information while preparing students for further study at higher levels.

### **DANCETQ 141 MODERN DANCE TECHNIQUES I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Teaches technique, principles, terminology and the practice of modern contemporary dance at the introductory level. Students will undergo an in depth exploration of how the body is used in modern dance technique with a focus on alignment, body part initiation, body organization and sequencing. The course will also include the history of modern dance and an introduction to the elements of space, time, and energy through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

### **DANCETQ 142 MODERN DANCE TECHNIQUES II (UC:CSU) 1 UNIT**

**Prerequisite:** DANCETQ 141 | **Lab:** 3 hours

Teaches technique, principles, terminology and the practice of modern (contemporary) dance at the beginning level. Emphasis is on the correct placement and execution of beginning level modern dance movements, and will include an in-depth exploration of the choreographic element of space through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

### **DANCETQ 151 DANCE FOR FILM AND STAGE I (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

This course will cover introductory level dance steps and techniques commonly found in musical theater productions including jazz walks, chassé, grapevine, jazz square, pivot turn, kick ball change, and three-step turn. The course will introduce students to various choreographers and styles of dance found in film and musical theater productions.

### **DANCETQ 152 DANCE FOR FILM AND STAGE II (UC:CSU) 1 UNIT**

**Prerequisite:** DANCETQ 151 | **Lab:** 3 hours

Beginning level dance steps and techniques commonly found in musical theater productions including jazz walks, chassé, grapevine, jazz square, pivot turn, kick ball change, and three-step turn. The course will introduce students to various choreographers and styles of dance found in film and musical theater productions.

### **DANCETQ 171 HIP-HOP DANCE TECHNIQUES I (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

This introductory course in Hip Hop dance provides a foundation for Hip Hop and Funk dance techniques by introducing fundamental step sequencing and combinations, music, terminology and the appreciation of Hip Hop dance as a historical performing art form, which prepares students for further study in Hip Hop dance technique.

### **DANCETQ 172 HIP-HOP DANCE TECHNIQUES II (UC:CSU) 1 UNIT**

**Prerequisite:** DANCETQ 171 | **Lab:** 3 hours

This beginning level Hip Hop course continues to establish a basic knowledge of Hip Hop and Funk dance techniques by utilizing compound step sequences and combinations, higher level codified terminology, diverse selections of musical rhythms and phrasing and affirms each student's appreciation of Hip Hop dance as a historical and performing art form by reviewing cumulative Hip Hop technique and information while preparing students for further study at higher levels.

### **DANCETQ 173 HIP-HOP DANCE TECHNIQUES III (UC:CSU) 1 UNIT**

**Prerequisite:** DANCETQ 172 | **Lab:** 3 hours

This intermediate level hip-hop course solidifies learned techniques and knowledge of a complete hip-hop and funk dance class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of hip-hop movement vocabulary, diverse selections of musical rhythms and phrasing, physical aptitude, and performance skills prepares students for higher study of hip-hop dance techniques and performance. Exploration of the origins of hip-hop movement and the artistic influences embedded within the culture affirms each student's appreciation of hip-hop dance as a historical and performing art form.

### **DANCETQ 231 CONDITIONING FOR DANCE I (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Introductory level exercises are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

### **DANCETQ 232 CONDITIONING FOR DANCE II (UC:CSU) 1 UNIT**

**Prerequisite:** DANCETQ 231 | **Lab:** 3 hours

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Beginning level exercises are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

### **DANCETQ 321 SOCIAL DANCE I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

This course is an introductory survey of common, codified styles of dance typically performed in a social setting as a couple or group. Three or four varying types of social dance are taught each semester from a list that includes: American Rhumba, Cha-Cha-Cha, Line Dancing/Country-Western Swing, East Coast Swing, or American Tango. The dance history and the cultural background are presented for each type of social dance covered in this course. Also, music selection, basic rhythms, and cultural influences on the dance and music of social dance are covered.

### **DANCETQ 322 SOCIAL DANCE II – (UC:CSU) 1 UNIT**

**Prerequisite:** DANCETQ 321 | **Lab:** 3 hours

This course is a beginning survey of common, codified styles of dance typically performed in a social setting as a couple or group. Three or four varying types of social dance are taught each semester from a list that includes: Waltz, Fox Trot, Samba, West Coast Swing, Danzon, or Disco. The dance history and the cultural background are presented for each type of social dance covered in this course. Also, music selection, basic rhythms, and cultural influences on the dance and music of social dance are covered.

### **DANCETQ 462 MODERN DANCE – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Focuses on the development of dance skills through modern dance movement, emphasizing combinations on the floor and standing or traveling through space. Includes the historical development of modern dance. Students will develop coordination, muscular strength and endurance, flexibility and low intensity cardiovascular endurance by practicing choreographed dance movement exercises.

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## **DANCE SPECIALTIES – HEALTH AND HUMAN PERFORMANCE**

### **DNCESPC 441 LATIN SOCIAL AND SALSA DANCE I (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Instruction and practice in the introductory level of Latin Social and Salsa Dance, with focus on basic foot patterns, introductory level partnering sequences, cultural origins, and social etiquette.

### **DNCESPC 442 LATIN SOCIAL AND SALSA DANCE II (UC:CSU) 1 UNIT**

**Prerequisite:** DNCESPC 441 | **Lab:** 3 hours

Instruction and practice in the beginning level of Latin Social and Salsa Dance, with focus on basic foot patterns, introductory level partnering sequences, cultural origins, and social etiquette.

## **DNCESPC 443 LATIN SOCIAL AND SALSA DANCE III (UC:CSU) 1 UNIT**

**Prerequisite:** DNCESPC 442 | **Lab:** 3 hours

Instruction and practice in the intermediate level of Latin Social and Salsa Dance, with focus on basic foot patterns, introductory level partnering sequences, cultural origins, and social etiquette.

## **DNCESPC 444 LATIN SOCIAL AND SALSA DANCE IV (UC:CSU) 1 UNIT**

**Prerequisite:** DNCESPC 443 | **Lab:** 3 hours

Instruction and practice in the advanced level of Latin Social and Salsa Dance, with focus on basic foot patterns, introductory level partnering sequences, cultural origins, and social etiquette.

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## **DRAFTING – MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING**

### **DRAFT 016 BLUE PRINT READING I – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 2 hours

The principles and practices of blueprint reading including the study of standard symbols and their applications, and interpretation of a variety of drawings.

### **DRAFT 017 BLUE PRINT READING II – (CSU) 2 UNITS**

**Prerequisite:** DRAFT 016 | **Lecture:** 1 hour | **Lab:** 2 hours

This course covers three-dimensional detail prints. Training is given in laying out reference lines and center points on various industrial parts involving simple linear and angular dimensions. Advanced terminology and symbol usage are stressed. A limited amount of drawing practices is included.

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## **EARTH SCIENCE – PHYSICAL SCIENCES**

### **EARTH 001 EARTH SCIENCE – (UC:CSU:C-ID GEOL 120) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Course surveys the science of whole Earth inquiry and thereby includes the following topics: Scientific method, Earth systems, Earth materials, internal processes, surface processes, oceans, atmosphere, Earth origins, and Earth history with special attention to the cycling of elements within the organizing paradigms of contributory disciplines such as Plate Tectonic Theory, the Theory of Evolution, and the Big Bang.

### **EARTH 002 EARTH SCIENCE LABORATORY – (UC:CSU:C-ID GEOL 120L) – 1 UNIT**

**Prerequisite:** None | **Corequisite:** EARTH 001

**Lecture:** 0.5 hours | **Lab:** 2.5 hours

Earth Science Laboratory supplements Earth Science Lecture. Students are introduced to the study of Earth materials by learning to identify common minerals and rocks. Interpretations of processes acting on and within the Earth are approached through the study of information contained in maps, aerial photographs, and data sets collected from a variety of Earth-sensing instruments.

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## **ECONOMICS – BUSINESS AND LAW**

### **ECON 001 PRINCIPLES OF MICROECONOMICS (UC:CSU:C-ID ECON 201) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introductory course in the principles of microeconomic theory, including economic analysis of the firm and resource allocation; analysis of the laws of supply and demand; market structures of the American economy; price theory; current domestic economic issues.

### **ECON 002 PRINCIPLES OF MACROECONOMICS (UC:CSU:C-ID ECON 202) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introductory course in the principles of macroeconomic theory. Measurement of aggregate economic performance, including GNP and national income, money and banking business cycle, role of government and the Federal Reserve System (fiscal and monetary policies), economic growth and stability, international trade, and economics of under development are covered in this course.

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## **EDUCATION – CHILD AND FAMILY STUDIES**

### **EDUC 001 INTRODUCTION TO TEACHING (UC:CSU:C-ID EDUC 200) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*Note: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months.*

This course introduces students to the field of professional education and the concepts and issues that are related to K-12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction. Students will complete 45 TBA hours of observations in an elementary classroom as part of the course requirement.

*Note: Education 1 includes 20 hours of fieldwork/observation components.*

### **EDUC 006 METHODS & MATERIALS OF TUTORING – 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

*NOTE: Class graded pass/no-pass*

This class trains new tutors in theory and practice in tutoring techniques, group dynamics, interpersonal skills, and record-keeping. Tutors will be trained to work with self-instructional materials and will tutor students enrolled in supervised learning assistance and/or other college approved tutoring programs.

### **EDUC 203 EDUCATION IN AMERICAN SOCIETY (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*Note: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last twelve months.*

Introduces the American educational enterprise, especially problems in urban multicultural schools. Employs concepts and methods from sociology, philosophy and the politics of education to analyze American schools. Includes K-12 content standards, Teaching Performance Expectations.

*Note: Education 203 includes 25 hours of fieldwork/observation components.*

### **EDUC 185 DIRECTED STUDY – (CSU) 1 UNIT**

Allows students to pursue Directed Study in Education on a contract basis under the direction of a supervising instructor.

### **EDUC 285 DIRECTED STUDY – (CSU) 2 UNITS**

Allows students to pursue Directed Study in Education on a contract basis under the direction of a supervising instructor.

### **EDUC 385 DIRECTED STUDY – (CSU) 3 UNITS**

Allows students to pursue Directed Study in Education on a contract basis under the direction of a supervising instructor.

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## **ENGINEERING – MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING**

### **ENG GEN 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY – (UC:CSU:C-ID ENGR 110) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

Students learn about the engineering method and strategies for academic and career success in engineering. Students are introduced to mechanical, civil, electrical, and computer systems engineering through project work. The vast range disciplines and opportunities in engineering are presented. Students are guided through challenging design exercises to develop skills in planning, communication, team working, and creativity. Only basic mathematics skills are required.

### **ENG GEN 120 INTRODUCTION TO PROGRAMMING CONCEPTS AND METHODOLOGIES FOR SCIENTISTS AND ENGINEERS – (UC:CSU:C-ID ENGR 120) 4 UNITS**

**Prerequisite:** MATH 260 | **Lecture:** 3 hours | **Lab:** 3 hours

Students learn the fundamentals of a high level programming language through completing hands-on projects involving sensors, motors, and displays. Students also learn how to interface hardware to a desktop computer or laptop. The course provides transfer preparation in computer programming for science and engineering majors.

### **ENG GEN 122 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB – (UC:CSU) 3 UNITS**

**Prerequisite:** MATH 261 | **Lecture:** 2 hours | **Lab:** 3 hours

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

### **ENG GEN 131 STATICS – (UC:CSU:C-ID ENGR 130) 3 UNITS**

**Prerequisite:** PHYSICS 037 and MATH 262 | **Lecture:** 3 hours

This engineering course covers how to apply vector analysis of forces and moments to determine the equilibrium conditions in trusses, frames, and machines. It also covers center of mass, centroids, friction, and moment of inertia.

### **ENG GEN 151 MATERIALS OF ENGINEERING (UC:CSU) 3 UNITS**

**Prerequisite:** CHEM 101 and PHYSICS 037 | **Lecture:** 3 hours

This engineering course covers how the properties of materials are related to atomic and crystal structure and how processing influences structure and hence properties. Topics include atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; ceramics; composites; mechanical deformation, fracture, electrical, and magnetic properties.

### **ENG GEN 220 ELECTRICAL CIRCUITS I – (UC:CSU) 4 UNITS**

**Prerequisite:** PHYSICS 038 | **Corequisite:** MATH 275

**Lecture:** 3 hours | **Lab:** 3 hours

Students learn the theory of circuit analysis and practice its application to areas of importance in electrical analysis in time and frequency domains, transient, and steady state solutions. Topics include linear circuit analysis techniques, Kirchhoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents circuits, natural-forced-complete response of RLC circuits and Laplace Transforms. Introduction to AC circuits, phasors, three phase power, and frequency response and resonance. The laboratory includes experimental verification of the laws of AC and DC circuits, Kirchhoff's laws, and Thevenin's theorem using instruments such as multimeter, oscilloscopes, and signal generators.

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## **ENGINEERING GRAPHICS & DESIGN MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING**

### **EGD TEK 101 ENGINEERING GRAPHICS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

### **EGD TEK 111 2-D COMPUTER-AIDED DRAFTING – (CSU) 3 UNITS**

**Prerequisite:** EGD TEK 101 | **Lecture:** 2 hours | **Lab:** 2 hours

This course is an introductory course in Two-Dimensional Computer-Aided Drafting using AutoCAD. Students learn the basic tools to create and edit a simple drawing. Topics include object construction, object properties, layers, orthographic projections, auxiliary views, parametric tools, basic dimensioning, template building, and plotting.

### **EGD TEK 121 3-D COMPUTER-AIDED DESIGN WITH SOLIDWORKS – (CSU) 2 UNITS**

**Prerequisite:** EGD TEK 101 | **Lecture:** 1 hour | **Lab:** 2 hours

This is an introductory course in Three-Dimensional Computer-Aided Design and solid modeling. Students learn the concept of creating parts by using features including extrusion, revolve, sweep and loft boss, base, and cut. Other topics covered include creating assemblies and making drawing files out of the solid model or the assembly, utilizing SolidWorks 3-D software.

### **EGD TEK 131 CAD-ADVANCED APPLICATIONS 3-D (CSU) 2 UNITS**

**Prerequisite:** EGD TEK 121 | **Lecture:** 1 hour | **Lab:** 2 hours

This course builds on the skills acquired in 2-D and 3-D CAD applications. The course explores advanced computer-aided design techniques using SolidWorks software such as Mold Tools, Simulation and Surface modeling, also students are prepared for the Certified SolidWorks Associate (CSWA) exam. During these training programs, students acquire advanced skills in using the software and design techniques for 3-D structures in various examples toward design, manufacturing, and mechanical applications.

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## **ENGINEERING SUPPORT – MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING**

### **ENG SUP 121 PLANE SURVEYING I – (UC:CSU:C-ID ENGR 180 = ENG SUP 121 + ENG SUP 221) 3 UNITS**

**Prerequisite:** MATH 240 or MATH 240S

**Lecture:** 2 hours | **Lab:** 3 hours

This is a beginning course in plane surveying. Topics include horizontal linear measurements using pacing, steel tape, stadia and electronic distance measurement (EDM); circuit and profile differential leveling; measurement of horizontal and vertical angles; computation of azimuth, bearing, latitude, departure and coordinates and area of a traverse; balancing a closed traverse using the compass rule and rotation adjustments of a closed traverse; and introduction to geographic information system (GIS) and global positioning system (GPS). Technical lectures also include topics pertaining to technical writing and presentations. An introductory topic in terrain modeling using Microstation and/or AutoCAD software is demonstrated and field work is also performed including a field demonstration of unmanned aerial systems for mapping and terrain analysis purposes.

### **ENG SUP 200 BUSINESS PRACTICES FOR LAND SURVEYORS & CIVIL ENGINEERS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 0.5 hours | **Lab:** 1.5 hours

This course teaches students fundamental business practices used in technical career opportunities in land development. Such skills include: An introduction to business practices in land development, professional conduct and ethics, proposal writing, office and field research and planning, quantity takeoff, pricing and cost estimates, and technical forms of communications.

### **ENG SUP 221 PLANE SURVEYING II – (UC:CSU:C-ID ENGR 180 = ENG SUP 121 + ENG SUP 221) 3 UNITS**

**Prerequisite:** ENG SUP 121 | **Lecture:** 2 hours | **Lab:** 3 hours

This is an advanced course in plane surveying. Topics include topographic survey, earthmoving quantity take-off, horizontal and vertical curves, construction staking, real property survey using electronic data measurement (EDM), application of global positioning system (GPS) and geographic information systems (GIS), and green surveys including the usage and practical applications of unmanned aerial systems (UAS's). Field work is performed.

### **ENG SUP 224 LAND SURVEYOR-IN-TRAINING (LSIT) REVIEW COURSE – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 3 hours

This course, in conjunction with Engineering Support 225, prepares students for the State of California's Land Surveyor in Training (LSIT) certificate which is the first step required under California law towards becoming licensed as a Professional Land Surveyor. In this course, students review math topics as they apply to plane surveying. Some topics covered in this course are filed data and image data acquisition, development of GIS maps, boundary and cadastral law.

### **ENG SUP 225 BOUNDARY CONTROL FOR SURVEYORS (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 3 hours

This course, in conjunction with Engineering Support 224, prepares students for the State of California's Land Surveyor in Training (LSIT) certificate which is the first step required under California law towards becoming licensed as a Professional Land Surveyor. In this course, students are introduced to the history and concepts of boundary control surveys and the role of the surveyor with field applications. The usage of unmanned aerial systems in boundary surveys is also demonstrated.

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## **ENGLISH – ENGLISH, COMMUNICATION STUDIES, AND JOURNALISM**

### **ENGLISH 028 INTERMEDIATE READING AND COMPOSITION 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Enrollment in this course is limited to dual enrollment students only.*

A course in reading and writing designed to strengthen the student's ability to use basic communication skills, including grammar, punctuation, and mechanics. Instruction will include the assignments of expository and argumentative essays, online grammar and writing exercises, and a research paper.

### **ENGLISH 032 COLLEGE LITERARY MAGAZINE EDITING (CSU) 2 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 101

**Lecture:** 1 hour | **Lab:** 2 hours

This course presents way to evaluate and edit poetry, prose, and drama submitted for publication in the campus literary magazine.

**ENGLISH 101 COLLEGE READING & COMPOSITION I  
(UC:CSU:C-ID ENGL 100) 3 UNITS**

**Prerequisite:** None | **Advisory:** E.S.L. 008 | **Lecture:** 3 hours

Develops proficiency in college-level reading and writing through the application of the principles of rhetoric, argument, and critical thinking. Students will write expository essays based on college-level readings. Emphasis is placed on the research paper. This course requires the writing of a minimum of 6000 words in essays and a research paper.

**ENGLISH 101X COLLEGE READING AND COMPOSITION I  
PLUS 1-HOUR LAB – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 1 hour

Develops proficiency in college-level reading and writing through the application of the principles of rhetoric, argument, and critical thinking. Students will write expository essays based on college-level readings. Emphasis is placed on the research paper. This course requires the writing of a minimum of 6000 words in essays and a research paper. Course content is identical to English 101 with one additional lab support hour for students whose MMAP placement suggests such support is needed.

**ENGLISH 101Y COLLEGE READING AND COMPOSITION I  
PLUS 2-HOUR LAB – (UC:CSU) 3.5 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 2 hours

Develops proficiency in college-level reading and writing through the application of the principles of rhetoric, argument, and critical thinking. Students will write expository essays based on college-level readings. Emphasis is placed on the research paper. This course requires the writing of a minimum of 6000 words in essays and a research paper. Course content is identical to English 101 with two additional lab support hours for students whose MMAP placement suggests such support is needed.

**ENGLISH 101Z COLLEGE READING AND COMPOSITION I  
PLUS 3-HOUR LAB – (UC:CSU) 4 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 3 hours

Develops proficiency in college-level reading and writing through the application of the principles of rhetoric, argument, and critical thinking. Students will write expository essays based on college-level readings. Emphasis is placed on the research paper. This course requires the writing of a minimum of 6000 words in essays and a research paper. Course content is identical to English 101 with three additional lab support hours for students whose MMAP placement suggests such support is needed.

**ENGLISH 102 COLLEGE READING AND COMPOSITION II  
(UC:CSU:C-ID ENGL 120) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

An introduction to critical analysis of poetry, novels, short stories, and drama. A variety of analytical strategies will be used to distinguish between deductive and inductive reasoning. Emphasis is placed on writing a research paper.

**ENGLISH 103 COMPOSITION & CRITICAL THINKING  
(UC:CSU:C-ID ENGL 105) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

Develops critical thinking, reading, and argumentative writing skills beyond the level achieved in English 101. Students will write essays that use logical reasoning, analysis, and research strategies to analyze the arguments of various writers.

**ENGLISH 127 CREATIVE WRITING – (UC:CSU:C-ID ENGL 200)  
3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

Teaches students different ways to employ the elements of story in their original literary works and encourages them to find their own distinct voice as writers. Assignments consist of writing in various forms such as short story, poetry, play writing and creative nonfiction, critiquing the works of established writers and peers, and reading and discussing the process and conventions of the creative writing process.

**ENGLISH 203 WORLD LITERATURE I – (UC:CSU:C-ID ENGL 140)  
3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

In this course, students read selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century. The course requires students to compare readings from different countries and to analyze poetic forms and literary themes significant to the cultural and social mores of the respective literary works.

**ENGLISH 205 ENGLISH LITERATURE I – (UC:CSU:C-ID ENGL 160)  
3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

An introduction to major works of English literature from the origins to the nineteenth century. Emphasis is placed on developing an understanding and appreciation of the poetry, fiction, and drama of these literary periods.

**ENGLISH 206 ENGLISH LITERATURE II – (UC:CSU:C-ID ENGL 165)  
3 UNIT**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

An introduction to major works of English literature from the nineteenth century to the present. Focus will be on developing an understanding and appreciation of the poetry, fiction, and drama of these literary periods.

**ENGLISH 208 AMERICAN LITERATURE II  
(UC:CSU:C-ID ENGL 135) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

Presents representative pieces of American literature from the early 19th century to the present. The selections are taken from a wide variety of literary forms, such as essays, short stories, poems, letters, speeches, and novels.

**ENGLISH 218 CHILDREN'S LITERATURE – (UC:CSU:C-ID  
ENGL 180) 3 UNITS**

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

This course surveys the historical and cultural development of children's literature and includes critical approaches and the examination of shared themes that cross cultural and geographical boundaries. Students read both classic and contemporary works (including picture books, folktales, fantasy, and modern realism) spanning cultures and time periods and reflect on the significance of a genre written specifically for children.

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

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

Examines the comparative arts of literature and the motion picture. Includes readings of literary works, both classic and modern, screenings of film versions based upon these literary sources, discussion, and writing of critical papers.

## ENGLISH AS A SECOND LANGUAGE

### GLOBAL LANGUAGES AND SOCIETY

#### E.S.L. 003A COLLEGE ESL III: WRITING AND GRAMMAR 6 UNITS

**Prerequisite:** None | **Lecture:** 6 hours

*NOTE: E.S.L. courses at levels 003, 004, 005, and 006 are divided into three sections: A. Writing and Grammar, B. Reading and Vocabulary, C. Listening and Speaking. Students are highly encouraged to enroll in all three sections (A, B, C).*

*NOTE: Class is graded pass/no-pass.*

This is a low-intermediate writing and grammar course for non-native writers of English. It emphasizes vocabulary, grammar, and writing through guided and free compositions of paragraphs on common subjects. Reading, speaking, and listening activities reinforce writing and grammar development.

#### E.S.L. 003B COLLEGE ESL III: READING AND VOCABULARY 3 UNITS

**Prerequisite:** None | **Advisory:** ESL NC 009CE | **Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

A low intermediate reading and vocabulary course that emphasizes the development of reading skills and the beginning of academic vocabulary.

#### E.S.L. 003C COLLEGE ESL III: LISTENING AND SPEAKING 3 UNITS

**Prerequisite:** None | **Advisory:** ESL NC 009CE | **Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

This is a low-intermediate listening and speaking course for non-native speakers of English. Emphasis is on the development of listening comprehension skills, the acquisition of conversational grammar, basic English pronunciation skills, and participation in interactive speaking activities in academic and social contexts.

#### E.S.L. 004A COLLEGE ESL IV: WRITING AND GRAMMAR 6 UNITS

**Prerequisite:** None | **Lecture:** 6 hours

*NOTE: Class is graded pass/no-pass.*

This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. Students in this intermediate ESL course learn skills in writing to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Students will be introduced to summarizing skills. Grammar skills and mechanics are emphasized throughout the course.

#### E.S.L. 004B COLLEGE ESL IV: READING AND VOCABULARY 3 UNITS

**Prerequisite:** E.S.L. 003B | **Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

A high intermediate reading and vocabulary course that emphasizes the development of reading skills and the beginning of academic vocabulary.

#### E.S.L. 004C COLLEGE ESL IV: LISTENING AND SPEAKING 3 UNITS

**Prerequisite:** None | **Advisory:** E.S.L. 003C or ESL NC 133CE or appropriate placement

**Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

This is a high-intermediate listening and speaking class that focuses on listening to short lectures, developing conversational ability, and improving pronunciation.

#### E.S.L. 005A COLLEGE E.S.L. V: WRITING AND GRAMMAR (CSU) 6 UNITS

**Prerequisite:** None | **Lecture:** 6 hours

*NOTE: Class is graded pass/no-pass.*

This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. Students in this low-advanced ESL course learn skills in writing to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis, and personal experience. Students will develop paraphrasing and summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-500 words.

#### E.S.L. 005B COLLEGE E.S.L. V: READING/VOCABULARY (CSU) 3 UNITS

**Prerequisite:** E.S.L. 004B | **Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

This is a reading and vocabulary course that focuses on reading fictional and non-fictional materials. Students will study vocabulary lists and learn vocabulary development skills to become low-advanced ESL readers.

#### E.S.L. 005C COLLEGE ESL V: LISTENING AND SPEAKING (CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** E.S.L. 004C or ESL NC 143CE or appropriate placement | **Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

This is a low-advanced listening and speaking class that focuses on listening to academic lectures, developing conversational and presentation ability, and understanding enunciation techniques.

#### E.S.L. 006A COLLEGE ESL VI: WRITING AND GRAMMAR (CSU) 6 UNITS

**Prerequisite:** None | **Lecture:** 6 hours

*NOTE: Class is graded pass/no-pass.*

This course is designed for students at the advanced level of English language acquisition and provides instruction in writing extended essays in a variety of ways, analysis of readings, grammar development, punctuation and spelling improvement, as well as verbal communication.

#### E.S.L. 006B COLLEGE ESL VI: READING AND VOCABULARY (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

This course focuses on advanced reading and vocabulary development for students whose first language is not English. Students will read high interest fictional and non-fictional books and materials at an advanced ESL level.

### **E.S.L. 006C COLLEGE ESL VI: LISTENING AND SPEAKING (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** E.S.L. 005C or ESL NC 153CE or appropriate placement

**Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

This is an advanced listening and speaking class for non-native speakers of English that focuses on listening to long academic lectures, developing critical conversational and presentation ability, and improving advanced English pronunciation.

### **E.S.L. 007B ADVANCED ESL: READING AND VOCABULARY (CSU) 3 UNITS**

**Prerequisites:** None | **Lecture:** 3 hours

*NOTE: Class is graded pass/no-pass.*

In this advanced E.S.L. course, student learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency, academic vocabulary, and reading versatility.

### **E.S.L. 008 ADVANCED ESL COMPOSITION – (UC:CSU) 6 UNITS**

**Prerequisites:** None | **Lecture:** 6 hours

*NOTE: Student receives a letter grade.*

Students in this high-advanced ESL course leading to English 101 or E.S.L. 110 learn written composition, grammar, and critical reading skills to prepare for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will practice using MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words, and one research paper.

### **E.S.L. 010 ADVANCED INTEGRATED LANGUAGE SKILLS (NDA) 1 UNIT**

**Prerequisites:** None | **Advisory:** ENGLISH 101 | **Lab:** 3 hours

*NOTE: Student receives a letter grade.*

This is an advanced integrated language skills course designed to support ESL students in English 101. Students develop critical thinking, grammar, close reading and writing skills. Techniques for researching, documenting, analyzing, and using text-based evidence from fiction and non-fiction texts are emphasized.

### **E.S.L. 100 ESL FOR CHILD DEVELOPMENT – (CSU) 3 UNITS**

**Prerequisites:** None | **Lecture:** 3 hours

*NOTE: Student receives a letter grade.*

Focus on the development of English language proficiency needed to successfully complete Child Development 1, including reading comprehension, oral and written expression, lecture note taking, and vocabulary development.

### **E.S.L. 110 COLLEGE COMPOSITION FOR NON-NATIVE SPEAKERS – (UC:CSU:C-ID ENGL 100) 4 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

This English composition transfer-level course is designed for non-native English speakers and emphasizes preparing students for the writing and critical reading demands across the disciplines by covering academic genres representative of the college at large. Students receive instruction in expository and argumentative writing, appropriate and effective use of language, close reading, cogent thinking, and research strategies. An additional focus is integrated grammar and academic vocabulary instruction based on needs typical of second-language learners.

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## **ENGLISH AS A SECOND LANGUAGE NONCREDIT – GLOBAL LANGUAGES AND SOCIETY**

### **ESL NC 015CE ENGLISH AS A SECOND LANGUAGE IV 0 UNITS**

**Prerequisite:** ESL 009CE | **Lecture:** 12 hours

ESL IV is designed to provide a transition from non-credit ESL level 3, to college credit ESL or ENL courses. The focus of the course is on continued development of reading, writing, speaking, and comprehension skills; composition of paragraphs with level-appropriate grammar and sentence structure; and oral presentations that demonstrate basic research and critical thinking skills in use of multimedia sources. Furthermore, transition strategies for transfer onto college credit courses are studied.

### **ESL NC 048CE PRONUNCIATION I: PRODUCING SOUNDS 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This introductory course is for ESL students at the beginning level. It focuses on areas of pronunciation for effective communication in American English. Students will learn how to speak with clear articulation to be understood with ease. Topics covered include vowel and consonant sounds, syllabification, and pronunciation contrast. This is the first of a two-course series in pronunciation.

### **ESL NC 049CE PRONUNCIATION II: IMPROVING FLUENCY 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This introductory course is for ESL students at the beginning level. It focuses on areas of pronunciation for effective communication in American English. Students will review articulation of vowel and consonant sounds, and develop pronunciation fluency by learning about rhythm, focus words, connected speech, intonation, thought groups, and stress. This is the second of a two-course series in pronunciation.

### **ESL NC 050CE BEGINNING CONVERSATION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is for ESL students at the beginning level who wish to improve their listening comprehension of English and to increase their ability to make themselves understood, using conversational American English speech. Students will be introduced to vocabulary and life skills needed to function in daily life and work situations. Activities ranging from dialogues, pair and group work, and role plays will be used to develop fluency and help students achieve the language skills needed to succeed in academic and career settings.

### **ESL NC 051CE INTERMEDIATE CONVERSATION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is for ESL students at the intermediate level who wish to improve their listening comprehension, speaking, and conversational skills in American English. This course focuses on developing conversational strategies, including verbal and nonverbal communication and appropriate language usage in formal and informal settings.

### **ESL NC 120CE PRE-BEGINNING/FOUNDATIONAL ESL – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

This course is for ESL students at the pre-beginning level who need to acquire foundational literacy and communicative skills in English to function as parents, workers, and community members living in the United States. The course emphasizes basic English grammar, vocabulary development, listening/speaking, and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness.

### **ESL NC 121CE BEGINNING ESL – PART A – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

This course is for ESL students at the beginning level who need to acquire basic life skills and communicative competence in English to function as parents, workers, and community members living in the United States. The course emphasizes basic English grammar, vocabulary development, 21st-century skills, listening/speaking, and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. This class is the first of a two-course sequence.

### **ESL NC 122CE BEGINNING ESL – PART B – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

This course is for ESL students at the beginning level who need to acquire basic life skills and communicative competence in English to function as parents, workers, and community members living in the United States. The course emphasizes basic English grammar, vocabulary development, 21st century skills, listening/speaking and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. This is the second of a two-course sequence.

### **ESL NC 123CE HIGH-BEGINNING ESL – PART A – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

This course is for ESL students at the high-beginning level who need to develop or reinforce their life skills and communicative competence in English to function effectively as parents, workers, and community members living in the United States. The course emphasizes level-appropriate grammar, vocabulary development, 21st century skills, listening/speaking, and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. This class is the first of a two-course sequence.

### **ESL NC 124CE HIGH-BEGINNING ESL – PART B – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

This course is for ESL students at the high-beginning level who need to develop or reinforce their life skills and communicative competence in English to function effectively as parents, workers, and community members living in the United States. The course emphasizes level-appropriate grammar, vocabulary development, 21st-century skills, listening/speaking, and reading/writing skills in a variety of activities related to daily life, community, civics, and college and career readiness. This class is the second of a two-course sequence.

### **ESL NC 125CE INTERMEDIATE ESL – PART A – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

This course is for ESL students at the intermediate level who need to improve their linguistic and communicative competence in English to function effectively as parents, workers, and community members living in the United States. The course emphasizes level-appropriate grammar, vocabulary, listening/speaking, reading/writing, critical thinking, and 21st century skills in activities related to daily life, work, community, civics, current events, and college and career readiness. This class is the first of a two-course sequence.

### **ESL NC 126CE INTERMEDIATE ESL – PART B – 0 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

This course is for ESL students at the intermediate level who need to improve their linguistic and communicative competence in English to function effectively as parents, workers, and community members living in the United States. The course emphasizes level-appropriate grammar, vocabulary, listening/speaking, reading/writing, critical thinking, and 21st century skills in activities related to daily life, work, community, civics, current events, and college and career readiness. This class is the second of a two-course sequence.

### **ESL NC 131CE COLLEGE ESL III: WRITING AND GRAMMAR 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 009CE with of a grade of "Pass" or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 6 hours

This is a low-intermediate writing and grammar course for non-native writers of English. It emphasizes vocabulary, grammar, and writing through guided and free compositions of paragraphs on common subjects. Reading, speaking, and listening activities reinforce writing and grammar development.

### **ESL NC 132CE COLLEGE ESL III: READING AND VOCABULARY – 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 009CE with of a grade of "Pass" or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

An intermediate reading and vocabulary course that emphasizes the development of reading skills and the beginning of academic vocabulary.

### **ESL NC 133CE COLLEGE ESL III: LISTENING AND SPEAKING 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 009CE with of a grade of "Pass" or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

This is a low-intermediate listening and speaking course for non-native speakers of English. Emphasis is on the development of listening comprehension skills, the acquisition of conversational grammar, basic English pronunciation skills, and participation in interactive speaking activities in academic and social contexts.



**LOS ANGELES  
MISSION COLLEGE**

### **ESL NC 141CE COLLEGE ESL IV: WRITING AND GRAMMAR 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 131CE with a grade of 'Pass', Completion of ESL 003A with a grade of 'Pass' or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 6 hours

This is a course in written composition, grammar, and critical reading skills for English as-a-second-language students. Students in this intermediate ESL course learn skills in writing to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Students will be introduced to summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson.

### **ESL NC 142CE COLLEGE ESL IV: READING AND VOCABULARY 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 132CE with a grade of "Pass", or Completion of E.S.L. 003B with a grade of 'Pass', or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

A high intermediate reading and vocabulary course that emphasizes the development of reading skills and the beginning of academic vocabulary.

### **ESL NC 143CE COLLEGE ESL IV: LISTENING AND SPEAKING 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 133CE with a grade of "Pass", OR Completion of E.S.L. 003C with a grade of 'Pass', or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

This is a high-intermediate listening and speaking class that focuses on listening to short lectures, developing conversational ability, and improving pronunciation.

### **ESL NC 151CE COLLEGE ESL V: WRITING AND GRAMMAR 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of E.S.L. 004A for credit with a grade of 'Pass', or Completion of ESL NC 141CE with a grade of 'Pass', or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 6 hours

This is a course in written composition, grammar, and critical reading skills tailored for English-as-a-second language students. Students in this low-advanced ESL course learn skills in writing to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis, and personal experience. Students will develop paraphrasing and summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-400 words.

### **ESL NC 152CE COLLEGE ESL V: READING AND VOCABULARY 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 142CE with a grade of "Pass", or Completion of E.S.L. 004B with a grade of 'Pass', or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

This is a reading and vocabulary course that focuses on reading fictional and non-fictional materials. Students will study vocabulary lists and learn vocabulary development skills to become low-advanced ESL readers.

### **ESL NC 153CE COLLEGE ESL V: LISTENING AND SPEAKING 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 143CE with a grade of "Pass", OR Completion of E.S.L. 004C with a grade of 'Pass', or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

This is a low-advanced listening and speaking class that focuses on listening to academic lectures, developing conversational and presentation ability, and understanding enunciation techniques.

### **ESL NC 161CE COLLEGE ESL VI: WRITING AND GRAMMAR 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of E.S.L. 005A for credit with a grade of 'Pass', or Completion of ESL NC 151CE with a grade of 'Pass' or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 6 hours

This course is designed for students at the advanced level of English language acquisition and provides instruction in writing extended essays in a variety of ways, analysis of readings, grammar development, punctuation and spelling improvement, as well as verbal communication.

### **ESL NC 162CE COLLEGE ESL VI: READING AND VOCABULARY – 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 152CE with a grade of "Pass", or Completion of E.S.L. 005B with a grade of 'Pass', or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

This course focuses on advanced reading and vocabulary development for students whose first language is not English. Students will read high interest fictional and non-fictional books and materials at an advanced ESL level.

### **ESL NC 163CE COLLEGE ESL VI: LISTENING AND SPEAKING 0 UNITS**

**Prerequisite:** None | **Advisory:** Completion of ESL NC 153CE with a grade of "Pass", OR Completion of ESL 005C with a grade of 'Pass', or Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

This is an advanced listening and speaking class for non-native speakers of English that focuses on listening to long academic lectures, developing critical conversational and presentation ability, and improving advanced English pronunciation.

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## **ESL CIVICS – ACADEMIC READINESS, CAREER, AND COMMUNITY INSTITUTE**

### **ESLCVCS 013CE – ESL AND CIVICS IV – 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ELL Level B (200) Level E (250) | **Lecture:** 3 hours

This is an open-entry, open-exit communicative-based course designed to introduce high-beginning level non-native adult learners to U.S. history and government and promote civic participation. This course will cover U.S. geography, American symbols and celebrations, the three branches of government, and types of government including state and local government. Students will also begin preparing for the U.S. Citizenship and Naturalization Oral Test.

## **ESLCVCS 014CE – ESL AND CIVICS V – 0 UNITS**

**Prerequisite:** None | **Advisory:** CASAS ELL Level B (200) Level E (250) | **Lecture:** 3 hours

This is an open-entry, open-exit course designed to introduce intermediate level non-native learners to U.S. history and government and promote civic participation. This course will focus on introducing students to the important benchmarks in U.S. history beginning with the first North Americans until the present time. Students will also continue preparing for the U.S. Citizenship and Naturalization Oral Test.

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## **ENVIRONMENTAL SCIENCE – LIFE SCIENCES**

### **ENV SCI 002 THE HUMAN ENVIRONMENT: BIOLOGICAL PROCESSES – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduces students to the biological aspects of our environmental systems. Study focuses on our large-scale systems including populations and ecosystems and small-scale issues such as nutrition and toxicity. Global population will be examined through the lens of population dynamics and carrying capacity.

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## **FAMILY & CONSUMER STUDIES CHILD AND FAMILY STUDIES**

### **FAM &CS 006 CHALLENGES OF AGING – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

An examination of the developmental changes and specific needs of the older adult. Included is investigation of everyday situations with emphasis on consumerism, housing, health, nutrition, community resources and changing family roles.

### **FAM &CS 031 MARRIAGE & FAMILY LIFE (UC:CSU:C-ID SOCI 130) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Course includes the family as a social institution, its structure and functions, including historical changes in marriage, emerging patterns, and the influence of contemporary society and social forces that shape marriage and family such as race, class, gender and sexuality.

### **FAM &CS 070 FIELD EXPERIENCE IN FAMILY & CONSUMER STUDIES – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

*NOTE: Students may be required to show proof of a current negative TB test (Mantoux test) or chest x-ray within the last twelve months, plus proof of immunizations for measles (MMR), pertussis (Tdap) and influenza. Students may be required to show proof of a Covid-19 vaccine in order to have access to approved field experience sites.*

Field experience in a program offering services related to a certificate being earned in Family and Consumer Studies. The student will relate theory and coursework to practical application in a program, agency, facility or family service center. Student will complete 36 TBA hours as part of the class.

### **FAM &CS 185 DIRECTED STUDY – (CSU) 1 UNIT**

Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

## **FAM &CS 285 DIRECTED STUDY – (CSU) 2 UNITS**

Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

## **FAM &CS 385 DIRECTED STUDY – (CSU) 3 UNITS**

Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

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## **FINANCE – BUSINESS AND LAW**

### **FINANCE 001 PRINCIPLES OF FINANCE – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is designed to cover the markets in which funds are traded, the financial institutions that participate in and aid the flow of funds, and the principles of financial management that guide the participants in making sound decisions.

### **FINANCE 008 PERSONAL FINANCE & INVESTMENTS (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course presents the theory and practice involved with applying personal financial decisions met in everyday living. Functions of several financial institutions that exist to serve the consumer and the financial advisor. Also included are a selection of services that are chosen from topics such as borrowing money, understanding credit scores, buying insurance, buying a new home, tax strategy, retirement planning, and buying stocks and bonds.

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## **FIRE TECHNOLOGY – BUSINESS AND LAW**

### **FIRETEK 201 FIRE PROTECTION ORGANIZATION (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course introduces fire technology: Career opportunities, philosophy and history of fire protection, fire loss analysis, fire protection functions and systems, basic fire chemistry and physics, and fire strategy and tactics. The course describes the organization of fire departments, their relation to local governments, and the laws regulating fire service.

### **FIRETEK 202 FIRE PREVENTION – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course provides fundamental information regarding the history and philosophy of fire prevention and organization. This course includes information on the operation of a fire prevention bureau, fires codes, identification and correction of fire hazards, relationship of fire prevention with fire safety education, and detection and suppression systems.

### **FIRETEK 203 FIRE PROTECTION EQUIPMENT AND SYSTEMS (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course introduces the fundamentals of fire protection systems and equipment: Features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

## **FIRETEK 204 BUILDING CONSTRUCTION FOR FIRE PROTECTION – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course studies building construction from the point of view of fire protection, focusing on design, construction materials, and the safety concerns of lightweight building components.

## **FIRETEK 205 FIRE BEHAVIOR AND COMBUSTION (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course provides the theory and fundamentals of how and why fires start, spread, and are controlled. Fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques are covered.

## **FIRETEK 216 FUNDAMENTALS OF PERSONAL FIRE SAFETY & EMERGENCY ACTION – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course introduces the basic concepts of occupational health and safety as it related to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, emergency medical services, hazardous materials, and technical rescue. This course provides information on the establishment and management of a safety program in an emergency service organization.

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## **FRENCH – GLOBAL LANGUAGES AND SOCIETY**

### **FRENCH 001 ELEMENTARY FRENCH I – (UC:CSU) 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

First course in understanding, speaking, reading, and writing French. Introduction to the cultures and civilization of the French-speaking world. Intended primarily for students with little or no knowledge of French.

### **FRENCH 002 ELEMENTARY FRENCH II – (UC:CSU) 5 UNITS**

**Prerequisite:** FRENCH 001 or equivalent | **Lecture:** 5 hours

Second course in understanding, speaking, reading and writing French. Continuation of the study of the cultures and civilization of the French-speaking world. Intended primarily for students with the equivalent knowledge of first-semester French.

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## **GEOGRAPHY – PHYSICAL SCIENCES**

### **GEOG 001 PHYSICAL GEOGRAPHY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Explores the processes shaping the natural environmental systems. Students will explore where major elements of the natural environment are, why they are there, and how they are interrelated. Major topics include weather and climate, water, ecosystems, geologic processes, landform, and human-environment interdependence.

## **GEOG 002 CULTURAL ELEMENTS OF GEOGRAPHY (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Explores human cultural variables in the context of the globe, including the description, analysis, and explanation of population, migration, language, religion, ethnicity, political geography, and economic activities. Special emphasis is placed on the effects of globalization and the impact of human settlements on the natural environment. Tools of geographic inquiry may include maps, satellite imagery, and geographic information systems.

## **GEOG 007 WORLD REGIONAL GEOGRAPHY (UC:CSU:C-ID GEOG 125) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines the world geographic realms, with a specific reference to physical landscapes, climates, demographics, cultural patterns, livelihoods, and integration in the global economy. Tools used for geographic inquiries may include analog maps and digital images.

## **GEOG 015 PHYSICAL GEOGRAPHY LABORATORY (UC:CSU) 2 UNITS**

**Prerequisite:** None | **Corequisite:** GEOG 001

**Lecture:** 1 hour | **Lab:** 2 hours

Provides hands-on exercise in topics covered in the Physical Geography (GEOG 001) course. This laboratory course deals with skills of collecting, analyzing, and displaying of geographic data, with a specific reference to Earth's energy balance, weather and climate, vegetation, tectonic processes, landforms, and natural hazards. Students use both analog maps and digital media (GIS, GPS, satellite images, and Internet maps).

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## **GEOLOGY – PHYSICAL SCIENCES**

### **GEOLOGY 001 PHYSICAL GEOLOGY – (UC:CSU:C-ID GEOL 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course examines the composition, structure, and processes of the planet Earth. Topics include minerals & rocks, plate tectonics, forces & processes that create volcanoes & earthquakes, determination of the ages of rocks, processes of running and groundwater, renewable and non-renewable resources, and the environmental impacts of energy and mineral resource exploitation and use.

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## **HEALTH – HEALTH AND HUMAN PERFORMANCE**

### **HEALTH 008 WOMEN'S PERSONAL HEALTH – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Presents health issues unique to women. Topics considered include physiological and psychological aspects of nutrition, exercise, hygiene, sexuality and reproduction, and diseases common to women. Open to men and women.

## **HEALTH 011 PRINCIPLES OF HEALTHFUL LIVING (UC:CSU:PHS 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Offers health concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the individual's well-being in personal, community, vocational and leadership roles.

## **HEALTH 101 INTRODUCTION TO PUBLIC HEALTH (UC:CSU:C-ID PHS 101) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course provides an overview of the functions of various public health professions and institutions and an in-depth examination of the core public health disciplines. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

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## **HEALTH OCCUPATIONS – LIFE SCIENCES**

### **HLTHOCC 062 SKILL SET FOR THE HEALTH CARE PROFESSIONAL – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 3 hours

Introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication and basic health documentation.

### **HLTHOCC 063 BASIC MEDICAL TERMINOLOGY, PATHOPHYSIOLOGY AND PHARMACOLOGY – (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

### **HLTHOCC 064 CULTURAL AND LEGAL TOPICS FOR HEALTH CARE PROFESSIONALS – (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professionals.

### **HLTHOCC 065 FUNDAMENTALS FOR THE HEALTH CARE PROFESSIONAL – (CSU) 2.5 UNITS**

**Prerequisite:** None | **Lecture:** 2.5 hours

This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an externship during which area employers will introduce students to direct and indirect patient care opportunities.

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## **HEALTH INFORMATION TECHNOLOGY LIFE SCIENCES**

### **HTHTEK 100 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

This course is an introduction to the Health Information Management (HIM) profession and the record keeping practices in alternative health care delivery systems. Emphasis is placed on the development, maintenance, and content of patient health records, including format and documentation requirements, filing and number system, medical staff organization, regulatory and accrediting agencies.

### **HTHTEK 103 INTRODUCTION TO BASIC CODING – (CSU) 3 UNITS**

**Prerequisite:** HTHTEK 100 and BIOLOGY 033 or HLTHOCC 063

**Lecture:** 2 hours | **Lab:** 2 hours

This course introduces the use of the International Classification of Diseases Clinical Modification (CM) codes for diagnoses and Procedural Coding System (PCS) to code procedures. Students learn to analyze clinical disease processes, use diagnosis and procedural terminology, sequence and assign codes correctly using current coding manuals and computerized encoder.

### **HTHTEK 110 AMBULATORY CARE CODING – (CSU) 3 UNITS**

**Prerequisite:** BIOLOGY 033 or HLTHOCC 063

**Lecture:** 2 hours | **Lab:** 2 hours

This course introduces the practice and principles of classification systems utilized in alternate health care facilities. Classification systems studied include Diagnostic and Statistical Manual of Mental Disorders (DSM), Systematized Nomenclature of Medicine (SNOMED), Ambulatory Payment Classification (APC), Healthcare Common Procedural Coding System (HCPCS Level II) used for reimbursement of outpatient services rendered.

### **HTHTEK 230 ELECTRONIC HEALTH RECORDS IN THE HEALTH CARE SYSTEM – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is designed to provide health information students with the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. The importance of national, regional, and state initiatives will be discussed in addition to practical experience using software.

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## **HISTORY – SOCIAL SCIENCES**

### **HISTORY 001 INTRODUCTION TO WESTERN CIVILIZATION I (UC:CSU:C-ID HIST 170) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A survey course emphasizing the main political, social, and economic currents that shaped the development of Western Civilization from Paleolithic times through the 17th century.

## **HISTORY 002 INTRODUCTION TO WESTERN CIVILIZATION II – (UC:CSU:C-ID HIST 180) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A survey course emphasizing the main political, social, and economic currents that shaped the development of Western Civilization from the 17th century to today.

## **HISTORY 011 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES TO 1877 – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A general survey of the political and social developments that shaped the history of the United States from pre-Columbian times to Reconstruction.

## **HISTORY 012 POLITICAL & SOCIAL HISTORY OF THE UNITED STATES FROM 1865 – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Covers the second half of the standard survey of United States history, providing an analytical study of the history of the United States from the Reconstruction era to the present, focusing not only on political and social developments in the history of the United States but also on economic and cultural developments, and analyzing changes in both the United States' domestic policies and its ongoing and changing role in international affairs.

## **HISTORY 086 INTRODUCTION TO WORLD CIVILIZATION I (UC:CSU: C-ID HIST 150) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A historical survey of the major political, economic, intellectual and cultural movements and events of Early World Civilizations from Early World History from the Paleolithic Era, through the 16th Century.

## **HISTORY 185 DIRECTED STUDY – (CSU) 1 UNIT**

Provides opportunity for in-depth study of a chosen area of History on a contract basis, under the direction of a supervising instructor.

## **HISTORY 285 DIRECTED STUDY – (CSU) 2 UNITS**

Provides opportunity for in-depth study of a chosen area of History on a contract basis, under the direction of a supervising instructor.

## **HISTORY 385 DIRECTED STUDY – (CSU) 3 UNITS**

Provides opportunity for in-depth study of a chosen area of History on a contract basis, under the direction of a supervising instructor.

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## **HUMANITIES – ARTS, MEDIA, AND PERFORMANCE**

### **HUMAN 001 CULTURAL PATTERNS OF WESTERN CIVILIZATION – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course introduces the general concepts of Humanities. Mythology, music, history, philosophy, painting, drama, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. The course surveys in depth the classical heritage of Greece and Rome. Emphasis is placed upon the awareness of cultural heritage, values, and perspectives as revealed in the arts.

## **HUMAN 003 THE ARTS OF CONTEMPORARY SOCIETY (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A study of the literature, philosophy, music, art and architecture of the late nineteenth and twentieth centuries in terms of the ideas and basic needs which stimulated the artists, and the contribution of their work toward the development of contemporary society.

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## **INDUSTRIAL TECHNOLOGY – MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING**

### **IND TEK 103 TECHNICAL WRITING AND COMMUNICATION (CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 2 hours

This course introduces the principles and practices of writing a range of technical documents including emails, letters, technical evaluations and reports, and academic and scientific papers used in the engineering, science, and technology fields. The use of graphical information such as tables and charts are covered as well as technical resumes, letters, and instruction and operation manuals.

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## **INTERIOR DESIGN – ARTS, MEDIA, AND PERFORMANCE**

### **INTRDGN 101 INTERIOR DESIGN LABORATORY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hours

Designed to reinforce lectures presented in Interior Design classes. Emphasis is placed on applying design principles to projects using selected computer applications.

### **INTRDGN 102 INTRODUCTION TO INTERIOR DESIGN (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Lecture course introduces the field of interior design including the elements and principles of design as applied to color, textiles, finishes, space planning, furniture and lighting selection. Introduces basic digital drafting techniques and overview of American with Disabilities Act and Green Codes. Products, services, career options and a brief history of interior design are covered.

### **INTRDGN 103 HISTORY OF ARCHITECTURE AND INTERIORS I (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course covers the development of architecture and interiors from the prehistoric era through the 17th century. Students study religious, political, social, and historical influences in the shaping of architecture and interior design. The class presents the story of architecture and interior design in a social and cultural context with the underlying theme of building technologies.

## **INTRDGN 104 HISTORY OF ARCHITECTURE AND INTERIORS II (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 103 | **Lecture:** 3 hours

This course covers the development of architecture and interiors from the 18th Century to the Present. Students study religious, political, social, and historical influences in the shaping of architecture and interior design. The class presents the story of architecture and interior design in a social and cultural context with the underlying theme of building technologies.

## **INTRDGN 106 DIGITAL DRAFTING FOR INTERIOR DESIGN (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** MLTMD 100

**Lecture:** 2 hours | **Lab:** 2 hours

This lecture and lab course introduces the fundamentals of drafting and visual communications for interior design and architecture using computer software. Skills are taught in computer aided design and drafting and computer graphic communication techniques for the built environment using two and three-dimensional computer drawing software. The fundamentals of computer model building, sketching, digital drawing and rendering methods and spatial comprehension are covered.

## **INTRDGN 107 COLOR THEORY AND DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course covers the developments and use of color as it relates to interior design. The psychology of color, textures and light effects, the historic value of color, color trends past and present, and color in residential and commercial interior design.

## **INTRDGN 108 RESIDENTIAL SPACE PLANNING – (CSU) 4 UNITS**

**Prerequisite:** None | **Advisories:** INTRDGN 106 and INTRDGN 116

**Lecture:** 2 hours | **Lab:** 4 hours

Develop residential interior spaces that satisfy programmatic needs and use space efficiently. Learn techniques for assimilating client-project information, analyzing program requirements, and developing schematic space-planning solutions for residential situations that include barrier-free kitchens and bathrooms and adherence to CALGreen residential requirements. Covers basic 2D drafting and 3D Building Information Modeling (BIM) techniques in developing design solutions.

## **INTRDGN 109 COMMERCIAL SPACE PLANNING – (CSU) 4 UNITS**

**Prerequisite:** None | **Advisories:** INTRDGN 106 and INTRDGN 116 | **Lecture:** 2 hours | **Lab:** 4 hours

Develop commercial interior spaces that satisfy programmatic needs and use space efficiently. Learn techniques for assimilating client-project information, analyzing program requirements, and developing schematic space-planning solutions for commercial situations that include barrier-free kitchens and bathrooms and adherence to CALGreen requirements. Covers basic 2D drafting and 3D Building Information Modeling (BIM) techniques in developing design solutions.

## **INTRDGN 110 LIGHTING DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 102 | **Lecture:** 3 hours

This course covers lighting basics, sources of light, lighting hardware, lighting applications, lighting specifications, lighting as an art and natural daylighting. Residential and commercial lighting design are covered.

## **INTRDGN 111 SUSTAINABLE DESIGN FUNDAMENTALS (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 102 | **Lecture:** 3 hours

This course covers an overview of sustainable building design including strategies for reducing the energy footprint of buildings, rainwater harvesting, graywater recycling, passive heating and cooling techniques, solar orientation, green roofs, wind energy, daylighting, indoor air quality, and material evaluation and specification. The interior design profession's ethical responsibility to design spacing that sustain our natural resources and working with green building certification programs is also covered.

## **INTRDGN 112 SUSTAINABLE DESIGN STANDARDS & CERTIFICATIONS I – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 111 | **Lecture:** 3 hours

This course covers the California Green Building Standards Code (CALGreen) and Leadership in Energy and Environmental Design (LEED). CALGreen AND LEED requirements for commercial and residential projects will be covered including site selection, water and energy efficiency, material selection, and indoor environmental quality. This course is designed to prepare students to pass the LEED Green Associate exam.

## **INTRDGN 113 SUSTAINABLE DESIGN STANDARDS & CERTIFICATIONS II – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 111 | **Lecture:** 3 hours

This course covers the WELL Building and Passive House building rating systems. Strategies for designing a WELL Building office interior and a Passive House compliant single family home will be covered.

## **INTRDGN 114 INTERIOR DESIGN MATERIALS, STANDARDS AND SPECIFICATIONS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course covers specifications of paints, finishes, flooring materials, both hard and soft, walls, ceilings, moldings, doors, and windows for residential and commercial applications. Students learn about interior products for durability, health, environmental, sustainability, and American Disability Act considerations.

## **INTRDGN 115 BUILDING CODES FOR INTERIORS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 102 | **Lecture:** 3 hours

This course covers the latest codes and standards pertinent to interior designers and architects with emphasis on how residential and commercial building designs and finishes are affected by various building, accessibility, and green codes. Topics include the most recent International Building Code (IBC), International Residential Code (IRC), International Green Construction Code (IGCC), the CALGreen Code (Title 24 – Part 11), the American with Disabilities Act (ADA), and relevant Mechanical, Electrical, and Plumbing (MEP) codes.

## **INTRDGN 116 BUILDING INFORMATION MODELING FOR INTERIOR DESIGN I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

This beginner lecture and laboratory course introduces Building Information Modeling (BIM) for Interior Design. Students will use BIM techniques and apply the elements and principles of interior design to create a residential or commercial building on a computer complete with floor plans, sections, elevations, details, schedules and renderings.

## **INTRDGN 117 BUILDING INFORMATION MODELING FOR INTERIOR DESIGN II – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** INTRDGN 116

**Lecture:** 2 hours | **Lab:** 2 hours

Lecture and laboratory teaches advanced topics in Building Information Modeling (BIM) for interior design and architecture. Students utilize computer modeling techniques to apply the elements and principles of design to create architectural and interior drawings and a Building Information Model of a residential or commercial building. Daylighting and building energy analysis, Mechanical, Electrical and Plumbing (MEP) systems, as well as CALGreen and ADA code compliance are reviewed.

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## **ITALIAN – GLOBAL LANGUAGES AND SOCIETY**

### **ITALIAN 001 ELEMENTARY ITALIAN I – (UC:CSU) 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

First course in understanding, speaking, reading and writing Italian. Introduction to Italian culture and civilization. Intended primarily for students with little or no knowledge of Italian.

### **ITALIAN 002 ELEMENTARY ITALIAN II – (UC:CSU) 5 UNITS**

**Prerequisite:** ITALIAN 001 or equivalent | **Lecture:** 5 hours

Second course in understanding, speaking, reading and writing Italian. Continuation of the study of the culture and civilization of Italy. Intended primarily for students with the equivalent knowledge of first-semester Italian.

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## **JOURNALISM – ENGLISH, COMMUNICATION STUDIES, AND JOURNALISM**

### **JOURNAL 100 SOCIAL VALUES IN MASS COMMUNICATION (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A general interest survey and evaluation of the mass media in economic, historical, political, psychological and social terms. Focus is to help the media consumer better understand today's mass communications; newspapers, radio, television, motion pictures, magazines, the internet, advertising and public relations. Course content discusses relationships, ethics, rights and responsibilities of media in today's society.

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## **KINESIOLOGY – HEALTH AND HUMAN PERFORMANCE**

See Dance Specialties, Dance Studies, and Dance Techniques.

### **KIN 035 ADAPTIVE ACTIVITIES – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hours

Adaptive activities for students with disabilities. Beginning, intermediate and advanced levels offered. All levels may not be taught each semester. Includes modified postural and static contraction exercises; adaptive games; modified aerobic and rhythmic activities; and prescribed individual exercises.

### **KIN 266 BADMINTON SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hours

This course is designed to teach all skill levels. Basic strokes, footwork, and serves are introduced and expanded upon. Includes instruction on single and doubles strategy, rules, etiquette, and safety. Recreational and competitive play will be part of the class experience.

### **KIN 267 BOWLING SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hours

This course provides instruction on the basic skills and rules of bowling. It addresses bowling etiquette, playing procedures and lifetime fitness components. Additional lab fee which includes shoes, ball, and game play.

### **KIN 268-1 GOLF SKILLS I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hours

Introduces introductory principles/theories/skills of golf. The course introduces the basic and fundamental skills for the grip, stance, swing and posture required for golf. Students will be required to pay a fee at the driving range. This course is designed for the beginning level player.

### **KIN 286 BASEBALL SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Introduces introductory principles/theories/skills of baseball. The course introduces the basic and fundamental skills required to play the game of baseball.

### **KIN 291 VOLLEYBALL SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hours

Introduces the basic skills and techniques of volleyball. Covers rules and strategies of volleyball as a team sport.

### **KIN 300-1 SWIMMING NON-SWIMMER I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lab:** 3 hours

Students learn primary swimming skills, the beginning locomotion skills of various swimming strokes, and improve water safety awareness.

### **KIN 316-1 KARATE I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Introduces students to the fundamental aspects of karate including basic kicking, punching, blocking, and grappling techniques. Through active participation, students will improve in the basic five components of fitness: cardio respiratory endurance, muscular strength, muscular endurance, flexibility, and body composition.

### **KIN 316-2 KARATE II – (CSU) 1 UNIT**

**Prerequisite:** KIN 316-1 | **Lab:** 3 hours

Students continue their education in the fundamental aspects of karate including basic kicking, punching, blocking, and grappling techniques. The science behind martial arts such as physiology and physics of how and why specific techniques apply in certain situations is emphasized. Through active practice, students improve in the basic five components of fitness: cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition.

### **KIN 329-1 BODY CONDITIONING I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Introduces the student to a wide range of training models including; cardiovascular endurance, muscular strength, muscular endurance, and flexibility. Students will be introduced to step aerobics, kick boxing, high/low aerobics, circuit training, free weights, resistance tubing, medicine balls, jump ropes and running/walking. The emphasis of this class is cardiovascular conditioning and weight training for the introductory student.

### **KIN 329-2 BODY CONDITIONING II – (CSU) 1 UNIT**

**Prerequisite:** KIN 329-1 | **Lab:** 3 hours

Body Conditioning II expands upon the physical fitness fundamental skills learned in the introductory class. The beginning student will use a wide range of training models including; cardiovascular endurance, muscular strength, muscular endurance, and flexibility. Students will be introduced to step aerobics, kick boxing, high/low aerobics, circuit training, free weights, resistance tubing, medicine balls, jump ropes and running/walking. The emphasis of this class is cardiovascular conditioning and weight training for the beginning student.

### **KIN 329-3 BODY CONDITIONING III – (CSU) 1 UNIT**

**Prerequisite:** KIN 329-2 | **Lab:** 3 hours

Body Conditioning III expands upon the physical fitness fundamental skills learned in the beginning class. The intermediate student will use a wide range of training models including; cardiovascular endurance, muscular strength, muscular endurance, and flexibility. Students will be introduced to step aerobics, kick boxing, high/low aerobics, circuit training, free weights, resistance tubing, medicine balls, jump ropes and running/walking. The emphasis of this class is cardiovascular conditioning and weight training for the intermediate student.

### **KIN 330 CARDIO KICKBOXING – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Students learn non-contact kickboxing techniques to improve their overall fitness including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition.

### **KIN 332 STEPS AEROBICS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

This course is designed to improve cardiovascular fitness and strengthen select muscle groups by performing stepping skills in rhythm with music. Stepping is primarily a low impact aerobic exercise. Activity includes muscle conditioning and flexibility exercises.

### **KIN 334-1 FITNESS WALKING I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Introduces students to the fundamentals of fitness with a focus on cardiovascular fitness, proper nutrition, and weight control through walking. Using a variety of walking and exercise techniques, based on personal needs, students establish programs that achieve these goals.

### **KIN 334-2 FITNESS WALKING II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 334-1 | **Lab:** 3 hours

Walking for Fitness level 2 focuses on achieving cardiovascular fitness, building a walking training program, and enhancing a healthy lifestyle through walking at a beginner level. Includes fitness walking training principles, proper nutrition, aerobic training guidelines, intensity measures including Target Heart Rate, proper walking technique, shoe selection, posture, gait, flexibility, clothing, and safety limitations. This course will assess fitness levels and identify the physical health benefits from walking.

### **KIN 336-1 ZUMBA FITNESS I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Students will learn introductory level Zumba group exercise which combines a fusion of high energy Latin, international, and popular music with unique moves and combinations. Students will learn and experience the benefits of the integration of aerobic training with basic dance movements. Zumba provides a non-intimidating opportunity for non-dancers and dancers alike to participate in an aerobic group fitness class.

### **KIN 336-2 ZUMBA FITNESS II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 336-1 | **Lab:** 3 hours

Students will learn beginning level Zumba Fitness group exercise which combines a fusion of high energy Latin, international, and popular music with unique moves and combinations. Students will learn and experience the benefits of the integration of aerobic training with basic dance movements. Zumba provides a non-intimidating opportunity for non-dancers and dancers alike to participate in an aerobic group fitness class.

### **KIN 347-1 PILATES MAT I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Introductory techniques based on the Pilates concepts are used; concentration, control, center, fluidity, precision and breath. It is designed to improve flexibility while developing muscular strength and muscular endurance in the core muscles: abdominal area, lower back, hips, and buttocks.

### **KIN 347-2 PILATES MAT II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 347-1 | **Lab:** 3 hours

Beginning level Pilates techniques and concepts are used; concentration, control, center, fluidity, precision, and breath. Designed to improve total body flexibility, muscular strength and endurance of the core, and body control through the practice of beginning level Pilates exercises.

### **KIN 347-3 PILATES MAT III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 347-2 | **Lab:** 3 hours

Intermediate level Pilates techniques and exercises and enhanced kinesthetic awareness will be emphasized. Basic body motions and classifications of major muscle groups will be included. Designed to improve total body flexibility, muscular strength, and muscular endurance in the core muscles.

### **KIN 350-1 WEIGHT TRAINING I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Weight Training enhances the lifting skills and knowledge, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

### **KIN 350-2 WEIGHT TRAINING II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 350-1 | **Lab:** 3 hours

Weight Training II provides a higher level of weightlifting skills and knowledge, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

### **KIN 350-3 WEIGHT TRAINING III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 350-2 | **Lab:** 3 hours

Weight Training III provides a higher level of weightlifting skills and knowledge, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

### **KIN 351-1 YOGA I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

This introductory course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

### **KIN 351-2 YOGA II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 351-1 | **Lab:** 3 hours

Yoga II provides a higher level of teaching a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

### **KIN 351-3 YOGA III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 351-2 | **Lab:** 3 hours

Yoga III provides a higher level of teaching a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

### **KIN 371-1 TENNIS I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

In this introductory course students will focus on achieving the fundamentals of tennis. Topics taught are the basic tennis skills of the forehand and serve. Includes instruction of the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

### **KIN 371-2 TENNIS II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 371-1 | **Lab:** 3 hours

In this beginning course students will focus on achieving a basic level of tennis skill. Topics taught are the forehand backhand, volley, and serve. Includes instruction of the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

### **KIN 371-3 TENNIS III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 371-2 | **Lab:** 3 hours

In this intermediate course students will focus on achieving a higher level of tennis skill. Topics taught are the forehand, backhand, volley, and serve. Instruction in this course includes the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

### **KIN 387-1 BASKETBALL I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Designed to introduce students to the fundamental aspects of basketball such as terminology, passing, dribbling, shooting and basic game strategies. The course will emphasize the introductory level of basketball skills and basic fitness development.

### **KIN 387-2 BASKETBALL II – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 387-1 | **Lab:** 3 hours

Designed to introduce beginning levels of basketball skills such as passing, shooting, defense and rebounding. The course will introduce rules, proper etiquette, terminology, and the components of fitness at a beginning level. Additional skills will include learning a proper lay up at the beginning level.

### **KIN 387-3 BASKETBALL III – (UC:CSU) 1 UNIT**

**Prerequisite:** KIN 387-2 | **Lab:** 3 hours

Develops basketball skills of passing, dribbling, shooting, and rebounding at an intermediate level. The course will cover rules, proper etiquette, terminology, and the components of fitness at an intermediate level. Additional skill will include learning a proper jump stop.

### **KIN 389-1 SOCCER I – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 3 hours

Provides an introduction to soccer theory and practice using the specific skills of passing, dribbling, shooting, and goal-keeping. Students will also be introduced to individual and team concepts of offensive and defensive play, as well as the rules, soccer etiquette, terminology, and how the components of fitness play apart in the game.

### **KIN 389-2 SOCCER II – (CSU) 1 UNIT**

**Prerequisite:** KIN 389-1 | **Lab:** 3 hours

Beginning techniques for the soccer skills of passing, dribbling, shooting, and goalkeeping. The course will cover rules, proper etiquette, terminology, and the components of fitness at a beginning level. The additional skills will include Push Passing, follow the leader, instep drive 1 and clock shooting with both right and left foot at the beginning level.

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## **KINESIOLOGY ATHLETICS – HEALTH AND HUMAN PERFORMANCE**

### **KIN ATH 503 INTERCOLLEGIATE ATHLETICS – BASEBALL (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hours

Intercollegiate baseball team. It offers advanced baseball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional baseball programs.

### **KIN ATH 504 INTERCOLLEGIATE ATHLETICS – BASKETBALL (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hours

This is the intercollegiate basketball team course. This course is designed to develop individual and team skills in basketball so that the student can compete on the intercollegiate level. Basketball theory, strategies, offense, defense, ball-handling skills and playing experience are emphasized. This course requires intercollegiate basketball competition.

### **KIN ATH 506 INTERCOLLEGIATE ATHLETICS – CROSS COUNTRY – (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hours

This is the intercollegiate cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the cross country team.

### **KIN ATH 511 INTERCOLLEGIATE ATHLETICS – SOCCER – (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hours

Course teaches advanced soccer skills and techniques for the intercollegiate soccer team. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional soccer programs.

### **KIN ATH 512 INTERCOLLEGIATE ATHLETICS – SOFTBALL (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hours

Teaches advanced softball skills and techniques and is geared toward the intercollegiate softball team members. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional softball programs.

### **KIN ATH 514 INTERCOLLEGIATE ATHLETICS – TENNIS (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lab:** 10 hours

Intercollegiate tennis team. It offers advanced tennis skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional tennis programs.

### **KIN ATH 516 INTERCOLLEGIATE ATHLETICS – VOLLEYBALL (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 10 hours

Intercollegiate volleyball team. It offers advanced volleyball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional volleyball programs.

### **KIN ATH 552 INTERCOLLEGIATE SPORTS – CONDITIONING & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hours

Training techniques for the intercollegiate student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

### **KIN ATH 555 INTERCOLLEGIATE CROSS COUNTRY FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hours

The intercollegiate cross country fitness class is designed for the student athlete to train in the off-season. Students will receive advanced strength and conditioning training specific to cross country with an emphasis on proper training principles, running fundamentals, injury prevention, and safety. The student also learns running strategies necessary for competition at intercollegiate levels.

### **KIN ATH 556 INTERCOLLEGIATE BASKETBALL – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hours

The student-athlete is provided an advanced strength and conditioning program specific to intercollegiate basketball with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

### **KIN ATH 557 INTERCOLLEGIATE BASEBALL – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hours

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to baseball with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

### **KIN ATH 558 INTERCOLLEGIATE SOCCER – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hours

Student-athlete will be provided an advanced strength and conditioning program specific to soccer with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels.

### **KIN ATH 562 INTERCOLLEGIATE TENNIS – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNITS**

**Prerequisite:** None | **Lab:** 3 hours

Student-athlete will be provided an advanced strength and conditioning program specific to tennis with emphasis on skills, fundamentals, injury prevention, and safety. The student also learns strategic play necessary for competition at advanced levels. This class can be scheduled as TBA where the student will setup a class/practice schedule with the instructor for a total of 54 hours.

### **KIN ATH 563 INTERCOLLEGIATE VOLLEYBALL – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 2)**

**Prerequisite:** None | **Lab:** 3 hours

Designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball. This class can be scheduled as TBA where the student will setup a class/practice schedule with the instructor for a total of 54 hours.

### **KIN ATH 564 INTERCOLLEGIATE SOFTBALL – FITNESS & SKILLS TRAINING – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hours

Designed for the student athlete and provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to increase explosiveness and speed. The student also learns strategic plays necessary for competition at advanced levels.

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## **KINESIOLOGY MAJOR – HEALTH AND HUMAN PERFORMANCE**

### **KIN MAJ 100 INTRODUCTION TO KINESIOLOGY – (UC:CSU:C-ID KIN 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

An introduction to the interdisciplinary approach to the study of human movement. Using a holistic and integrated approach, students will examine the multi-faceted field of Kinesiology. Students will explore strategies aimed at creating success as they pursue their university and professional goals.

### **KIN MAJ 101 FIRST AID AND CPR – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Students will develop the ability to respond appropriately to cardiac, breathing and first aid emergencies. Using emergency preparedness guidelines, they will learn to give immediate care to a suddenly injured or ill person until more advanced medical care personnel arrive and take over.

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## **LAW – BUSINESS AND LAW**

### **LAW 001 BUSINESS LAW I – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, intellectual property, business structure and negotiable instruments.

### **LAW 002 BUSINESS LAW II – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Further study of the fundamental principles of law as they apply in the business world. Examines bailment, the rights and liabilities of agent, principle and liabilities of agent, principle and third parties, partnerships, corporations, stockholders, negotiable instruments and securities.

### **LAW 003 CIVIL RIGHTS AND THE LAW – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of the broad range of rights, privileges, and fundamental freedoms guaranteed by the United States Constitution, subsequent amendments and laws, including the rights of freedom of expression and action; the right to marry, enter into contracts, own property, and other personal choices; the right of due process and equal protections of the laws; affirmative action cases in education and work; separation of powers; and the right to participate in the democratic political process.

### **LAW 010 INTRODUCTION TO LEGAL ASSISTANT I (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introductory study of law including an overview of the system of American law, legal reasoning, case law, statutes, the courts, court procedures, constitutional law, torts, intellectual property, criminal law, administrative law, international law, employment law and environmental law.

### **LAW 011 INTRODUCTION TO LEGAL ASSISTANT II (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of civil and criminal procedures. Emphasis is on parties and jurisdiction, pleadings, discovery, pre-trial and trial preparation, appeal, enforcement of judgments, and alternative dispute resolution.

### **LAW 012 TORT LAW & CLAIMS INVESTIGATION (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of the law of torts including intentional torts, privileges, negligence, joint & several Liability, damages, defenses, liability without fault, product liability, strict liability, nuisance, trespass, economic torts, misuses of legal process, defamation, invasion of privacy, insurance, and workers' compensation.

## **LAW 013 WILLS, TRUSTS & PROBATE ADMINISTRATION (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of the law of wills and trusts, including simple wills, codicils, trust forms, living trusts, pour over wills, advance directives, powers of attorney, guardianship, conservatorship, caretakers, basic estate planning, life estates, disposition of property outside probate, tax issues, and life insurance trusts.

## **LAW 016 EVIDENCE – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of the rules of civil and criminal evidence and the admissibility of such evidence in court including relevancy, hearsay, hearsay exceptions, character evidence, habit and custom, witness & competency, impeachment, authentication and identification of documents, constitutional restraints, and common law privileges. Students analyze evidentiary objections to trial transcripts, and other legal documents.

## **LAW 017 LEGAL WRITING – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of legal drafting and writing including writing case briefs, demand letters, legal memoranda, motions, pleadings, and writing a legal research paper.

## **LAW 018 MARRIAGE & FAMILY LAW – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of marriage and family law with emphasis on dissolution of marriage, California community property laws, jurisdiction, forms completion, calendaring, discovery, support and custody issues, restraining orders, and domestic disputes.

## **LAW 019 PROPERTY AND CREDITOR RIGHTS – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of property and creditor rights including real and personal property, joint tenancy, leases, deeds, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms, landlord-tenant, secured transactions, collateral, purchase money security interests, liens, attachments, garnishments, and other creditor's remedies.

## **LAW 020 BASIC PROBATE PROCEDURES – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of the fundamental principles and methods of fact gathering, office procedures, and required court work involved in the handling of probates of both testate and intestate decedents, as well as the administration of estates in California Probate Courts.

## **LAW 034 LEGAL RESEARCH – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Study of legal research including key search terms, precedents, citation format, finding cases, constitutions, statutes, regulations, ordinances, conducting, expanding and updating both federal and California legal research and reporting research results in various formats.

## **LAW 035 IMMIGRATION LAW FOR PARALEGALS (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Students learn the fundamental concepts of immigration law including ground of exclusion, defenses to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law, criminal aspects of immigration, and various types of immigration applications.

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## **LIBRARY SCIENCE – LIBRARY**

### **LIB SCI 101 COLLEGE RESEARCH SKILLS – (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

Students will develop skills to find, evaluate and cite resources available in an academic library. These skills will help students become stronger researchers and life-long learners.

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## **LINGUISTICS – GLOBAL LANGUAGES AND SOCIETY**

### **LING 001 INTRODUCTION TO LANGUAGE AND LINGUISTICS (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A summary of what is known about human language: the unique nature of human language, its structure, its universality, and its diversity; language in its social and cultural setting; language in relation to other aspects of human inquiry and knowledge.

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## **MANAGEMENT – BUSINESS AND LAW**

### **MGMT 002 ORGANIZATION AND MANAGEMENT THEORY (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This is an introductory course in theory and practice of business and organization strategic management. This course connects how the management of people and resources accomplish organizational goals. Students examine strategic managerial decision-making, planning, and policy under changing environments. Through case studies and research, students get a realistic account of what managers actually do and what they face.

### **MGMT 013 SMALL BUSINESS ENTREPRENEURSHIP (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course presents a systematic approach to startup and management of small business operations. It covers personal valuation, pre-ownership preparation, management and leadership, financing, location, record keeping, employees, purchasing, advertising, sales and credit, and emphasizes adequate planning and preparation for success.

### **MGMT 031 HUMAN RELATIONS FOR EMPLOYEES (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Students will apply the psychological and sociological principles to the study of human relations in business and industry. The students will examine case studies and teamwork scenarios. Students will identify communication styles, self-esteem, ethics, attitude and motivation, self-disclosure, emotional balance, leadership strategies, work force diversity, and professional presence.

## **MGMT 033 HUMAN CAPITAL MANAGEMENT – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Consists of a critical examination of the principles, methods, and procedures related to the effective utilization of human resources in organizations. Includes the management of employment recruiting, testing, selection and placement; job evaluation; wage and salary administration; labor relations and communication; performance evaluation; promotion and transfer; discipline, motivation, and morale.

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## **MARKETING – BUSINESS AND LAW**

### **MARKET 021 PRINCIPLES OF MARKETING – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is designed to provide the student with a comprehensive introduction to concepts and principles of marketing from a marketing manager perspective. It examines the problems and decisions that marketing managers encounter in analyzing the marketing environment, the selection of a target market, market segmentation, product development, pricing, distribution and promotion, social marketing, international marketing and the role of social responsibility and ethics in marketing.

### **MARKET 022 GREEN MARKETING – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Analyzes emerging green marketing trends with an overview of key issues and challenges involved in sustainable marketing that relate to product development, product life cycle, marketing strategies, channels, communication and practices within the context of corporate social responsibility and environmental sustainability.

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## **MATHEMATICS – MATHEMATICS, COMPUTER SCIENCE, AND ENGINEERING**

### **MATH 112 PRE-ALGEBRA (NDA) - 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*NOTE: Enrollment in this course is limited to dual enrollment students only.*

This course will prepare students for Elementary Algebra. It is a review of arithmetic and an introduction to basic algebraic concepts. Topics include operations on the set of integers, fractions and decimals; algebraic expressions, solving equations, word problems involving integers, fractions and decimals; ratios, proportions and percents; and an introduction to geometry.

### **MATH 115 ELEMENTARY ALGEBRA - 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

*NOTE: Enrollment in this course is limited to dual enrollment students only.*

Explores the concepts of algebra including linear equations and inequalities, exponents and polynomials, solving quadratic equations by factoring, linear graphs, functions, systems of linear equations in two and three variables, radicals, and complex numbers. Covers strategies for interpreting and solving application problems that can be modeled using these topics.

## **MATH 120 PLANE GEOMETRY – 5 UNITS**

**Prerequisite:** Elementary algebra, the equivalent of higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCD AP4100; or by placing into any college-level math course | **Lecture:** 5 hours

Covers the definitions, axioms, and theorems of geometry relating to angles, lines, circles, polygons, and polyhedral. Provides an introduction to formal proofs, logic, and construction methods with straight-edge and compass. Also introduces analytic geometry: distance between two points, slope and equation of a line.

### **MATH 121 ELEMENTARY GEOMETRY FOR COLLEGE STUDENTS – 3 UNITS**

**Prerequisite:** Elementary algebra, the equivalent of higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCD AP4100; or by placing into any college-level math course | **Lecture:** 3 hours

Covers the definitions, axioms, and theorems of geometry relating to angles, lines, circles, polygons, and polyhedra. It also provides an introduction to formal proofs, logic, and construction methods with straight-edge and compass.

### **MATH 125 INTERMEDIATE ALGEBRA – 5 UNITS**

**Prerequisite:** Elementary algebra, the equivalent of higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCD AP4100; or by placing into any college-level math course | **Lecture:** 5 hours

Explores polynomials, rational expressions, quadratic functions, complex numbers, absolute value functions, exponential functions, logarithmic functions, inequalities and systems of inequalities, function operations and conics. Covers strategies for interpreting and solving application problems that can be modeled using the above topics along with graphing techniques for functions.

### **MATH 134 ACCELERATED ELEMENTARY AND INTERMEDIATE ALGEBRA – 6 UNITS**

**Prerequisite:** Pre-Algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 6 hours

An accelerated course covering topics from Elementary and Intermediate Algebra. Topics include linear equations and inequalities, exponents, polynomials and factoring, rational expressions, rational equations and inequalities, radical expressions and equations, quadratic equations and inequalities, graphing linear and nonlinear equations and inequalities, system of linear and nonlinear equations and inequalities, functions, exponential and logarithmic functions, and conics. This course has a computer lab component and satisfies any Intermediate Algebra requisite.

### **MATH 215 PRINCIPLES OF MATHEMATICS I (UC:CSU:C-ID MATH 120) 3 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 3 hours | **Lab:** 1 hour

Primarily for students who plan to teach arithmetic in elementary schools, this course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning.

### **MATH 227 STATISTICS – (UC:CSU:C-ID MATH 110) 4 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 3 hours | **Lab:** 2 hours

Course covers descriptive statistics, basic probability theory and inferential statistics with emphasis on understanding statistics methods. Topics include summarizing data; descriptive statistics; probability; discrete distributions; continuous distributions; sampling distributions; estimation and confidence intervals; hypothesis testing and inference; correlation and linear regression; analysis of variance (ANOVA), chi-square and t-tests; applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. The use of technology such as Excel, Minitab, or StatCrunch is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted.

### **MATH 227A STATISTICS I – (UC:CSU) 2 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 2 hours | **Lab:** 1 hour

Course covers descriptive statistics, basic probability theory and inferential statistics with emphasis on understanding statistics methods. Topics include summarizing data; descriptive statistics; correlation and regression analysis; probability; discrete distributions and continuous distributions using data from disciplines including business, social sciences, psychology, life science, health science, and education. The use of technology such as StatCrunch is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted.

### **MATH 227B STATISTICS II – (UC:CSU) 2 UNITS**

**Prerequisite:** MATH 227A | **Lecture:** 2 hours | **Lab:** 1 hour

Course covers descriptive statistics and inferential statistics with emphasis on understanding statistics methods. Topics include descriptive statistics; continuous distributions; sampling distributions; estimation and confidence intervals; hypothesis testing and inference; analysis of variance (ANOVA), chi-square and t-tests; applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. The use of technology such as StatCrunch is integrated into the course to perform statistical analysis and the relevance of the statistical findings is interpreted.

### **MATH 227S STATISTICS WITH SUPPORT – (UC:CSU) – 4 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 3 hours | **Lab:** 3 hours

This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, and hypothesis testing. Analysis of variance, chi-square and student t-distributions, linear correlation, and regression analysis are also presented as topics.

### **MATH 230 MATHEMATICS FOR LIBERAL ARTS STUDENTS (UC:CSU) 3 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course. | **Lecture:** 3 hours | **Lab:** 1 hour

Students receive instruction in topics which include linear equations and functions, applications of linear functions, systems of linear equations, matrices, system of linear inequalities, linear programming using the graphical method, mathematics of finance, logic, set theory, probability, basic counting, and statistics.

### **MATH 238 CALCULUS FOR BUSINESS & SOCIAL SCIENCE I (UC:CSU:C-ID MATH 140) 5 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course. | **Advisory:** MATH 245  
**Lecture:** 4 hours | **Lab:** 2 hours

A course in Calculus intended for Business and Social Science majors. The following topics and their business applications are included: polynomial, rational, exponential, and logarithmic functions, differentiation, integration, and integration by parts.

### **MATH 240 TRIGONOMETRY – (CSU) 3 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 3 hours | **Lab:** 1 hour

Introduces trigonometric functions, their graphs, inverses, and fundamental identities. Trigonometric equations are solved. The laws of sines and cosines; vectors; scalar and vector products are introduced. Polar coordinates and equations are introduced and used to represent complex numbers.

### **MATH 240S TRIGONOMETRY WITH SUPPORT – (CSU) 4 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 3 hours | **Lab:** 2 hours

Introduces trigonometric functions, their graphs, inverses, and fundamental identities. Trigonometric equations are solved. The laws of sines and cosines; vectors; scalar and vector products are introduced. Polar coordinates and equations are introduced and used to represent complex numbers.

### **MATH 245 COLLEGE ALGEBRA – (UC:CSU) 3 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 3 hours | **Lab:** 1 hour

A college-level course in algebra. Topics include the properties of real numbers, relations, functions and their graphs, matrices and determinants, complex numbers, theory of equations, sequences and series, permutations, combinations, and probability.

### **MATH 246 COLLEGE ALGEBRA FOR STEM – (UC:CSU) 4 UNITS**

**Prerequisite:** Intermediate algebra, the equivalent or higher, completed at the secondary or post-secondary level; or by meeting CA Title 5 CCR § 55063 math competency requirement of intermediate algebra, per LACCDAP4100; or by placing into any college-level math course | **Lecture:** 4 hours

A college-level course in algebra. Topics include the properties of real numbers, relations, functions and their graphs, matrices and determinants, complex numbers, theory of equations, sequences and series, permutations, combinations, and probability.

### **MATH 247 CALCULUS FOR LIFE SCIENCES I – (CSU) 5 UNITS**

**Prerequisite:** MATH 240 or MATH 240S and MATH 245 or MATH 260 | **Lecture:** 3 hours | **Lab:** 2 hours

First semester of an applied course in calculus for biological and other life-sciences. Topics include functions of one variable, graphs, limits, continuity, derivatives, techniques for finding maxima/minima, introduction to integration, fundamental theorem of calculus and integration by substitution.

### **MATH 248 CALCULUS FOR LIFE SCIENCES II – (CSU) 4 UNITS**

**Prerequisite:** MATH 247 or MATH 261 | **Lecture:** 3 hours  
**Lab:** 2 hours

Math 248 is the second semester of an applied calculus course sequence for biological and other life-sciences. Topics include techniques of integration, introduction to differential equations, applications of calculus in probability, elements of multivariable calculus and linear algebra.

### **MATH 260 PRE-CALCULUS – (UC:CSU) 5 UNITS**

**Prerequisite:** MATH 240 or MATH 240S | **Lecture:** 5 hours

Provides topics essential for a comprehensive background for the calculus sequence: functional analysis, analytic geometry, theory of equations, induction, sequences and series, trigonometry and polar coordinates.

### **MATH 261 CALCULUS I – (UC:CSU) 5 UNITS**

**Prerequisite:** MATH 240 or MATH 240S and MATH 245 or MATH 260 | **Lecture:** 5 hours

The first course in differential and integral Calculus of a single variable. Topics include algebraic and transcendental functions; limits and continuity; techniques and applications of differentiation and integration; curve sketching and Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math majors.

### **MATH 262 CALCULUS II – (UC:CSU) 5 UNITS**

**Prerequisite:** MATH 261 | **Lecture:** 5 hours

The second course in differential and integral Calculus of a single variable. Topics include differentiation and integration of transcendental functions, polar coordinates, specialized methods of integration, parametric equations, and infinite series. Primarily for Science, Technology, Engineering & Math Majors.

### **MATH 263 CALCULUS III – (CSU) 5 UNITS**

**Prerequisite:** MATH 262 | **Lecture:** 5 hours

Third course of calculus. Includes solid analytic geometry, vector analysis, vector valued functions, calculus of functions of multiple variables, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, divergence theorem, and an introduction to differential equations.

### **MATH 270 LINEAR ALGEBRA – (UC:CSU:C-ID MATH 250) 3 UNITS**

**Prerequisite:** MATH 262 | **Lecture:** 3 hours

Covers vector spaces, linear transformation, matrices, matrix algebra, determinants, eigen vectors and eigen values.

### **MATH 272 METHODS OF DISCRETE MATHEMATICS (UC:CSU:C-ID COMP 152) 5 UNITS**

**Prerequisite:** MATH 262 and CS 112 or CS 113 or CS 116 or CS 119 | **Lecture:** 5 hours

Introduction to the discrete structures used in Computer Science. Topics include sets, relations, functions and logic along with formal methods of proof such as contradiction, contrapositive, induction, diagonalization, recursion, and the Pigeonhole principle. These ideas and methods are developed by writing programs to solve problems from combinatorics and counting, elementary number theory, and graph theory. Topics from map coloring, complexity, and cryptography are also discussed.

### **MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (UC:CSU:C-ID MATH 240) 3 UNITS**

**Prerequisite:** MATH 262 | **Lecture:** 3 hours

An introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, variation of parameters, Laplace transforms and linear systems.

## **MATH 185 DIRECTED STUDY – (CSU) 1 UNIT**

Directed studies on a contract basis under the supervision of an instructor.

## **MATH 285 DIRECTED STUDY – (CSU) 2 UNITS**

Directed studies on a contract basis under the supervision of an instructor.

## **MATH 385 DIRECTED STUDY – (CSU) 3 UNITS**

Directed studies on a contract basis under the supervision of an instructor.

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## **MICROBIOLOGY – LIFE SCIENCES**

### **MICRO 020 GENERAL MICROBIOLOGY – (UC:CSU) 4 UNITS**

**Prerequisites:** BIOLOGY 003 or BIOLOGY 005 | **Corequisite:** CHEM 051 or CHEM 065 | **Lecture:** 3 hours | **Lab:** 3 hours

Examines microbiological principles related to the morphology, metabolism and genetics of bacteria and distinguishing characteristics of viruses, protozoa, fungi, and multicellular parasites, with applications to human disease. It is intended principally for allied health majors with 3 hours of lab each week.

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## **MULTIMEDIA STUDIES – ARTS, MEDIA, AND PERFORMANCE**

### **MULTIMD 100 INTRODUCTION TO MULTIMEDIA COMPUTER APPLICATIONS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** MULTIMD 500  
**Lecture:** 2 hours | **Lab:** 2 hours

Introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools. Students apply the principles and elements of design while developing the skills necessary to digitally manipulate graphic images and text with Adobe Photoshop and Illustrator.

### **MULTIMD 110 VISUAL COMMUNICATION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Students apply the principles of design to an electronic medium while developing the skills necessary to digitally manipulate graphic images and text with Adobe Photoshop. Students also learn the basics of Adobe Illustrator and integrate Photoshop materials with Illustrator documents.

### **MULTIMD 200 DIGITAL IMAGING – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Exploration of advanced digital imaging using Adobe Photoshop and Lightroom while integrating established principles of the photographic medium. Photos images are created and manipulated through digital software processes for both fine art and commercial application. Covers techniques used by graphic designers and photographers to enhance images for portfolio and business strategies.

## **MULTIMD 210 DIGITAL EDITING – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Introduction to principles of motion graphics animation for multimedia. Students develop projects that integrate graphics, text and sound using non-linear post production tools.

## **MULTIMD 220 ILLUSTRATION FOR MULTIMEDIA (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Illustration techniques for commercial and graphic applications, such as logo design, character development, cover art and storyboards. The communication of original ideas through the use of various art media is emphasized.

## **MULTIMD 240 GRAPHIC DESIGN FOR MULTIMEDIA (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Graphic Design for Multimedia focuses on page layout, typography and image text relationships. Students use digital layout software to create graphic design projects. An overview of the theory and history of graphic design is presented and integrated into projects.

## **MULTIMD 245 TYPOGRAPHY I FOR MULTIMEDIA AND GRAPHIC DESIGN – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Students are introduced to basic composition and principles of typography, which includes a survey of type from its origins to current uses for print, web, video, animation, and mobile. Using hand skills and the computer, students focus on principles of typography, letter structure, typeface selection to develop skills regarding visually interesting letter forms and their uses in typographic design with a focus on appropriate solutions, visual interest, and craftsmanship.

## **MULTIMD 250 MULTIMEDIA INTERNSHIP VIDEO PRODUCTION – (CSU) 1 UNIT**

**Prerequisites:** MULTIMD 100 and MULTIMD 610 and MULTIMD 630 | **Lecture:** 1 hour | **Lab:** 1 hour

Students applying skills within the Multimedia program, receive on the job training and the unit credit for work experience or volunteer work/internship involving the employer, the student-employee and the college. Students may have the opportunity to be employed or intern while participating in the course. In addition, all students will have the opportunity to work on productions shot on campus. During the Fall and Spring semesters, students shall be enrolled in at least one additional course in a U.S. regionally accredited institution.

## **MULTIMD 300 DESIGN FOR 3-DIMENSIONAL COMPUTER APPLICATIONS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 500  
**Lecture:** 2 hours | **Lab:** 2 hours

Introduction to the basics of 3D modeling and animation. Emphasis is on the development of 3D content while applying creative design principles to a 3D environment. Students will model, assemble and animate text or characters utilizing 3D software.

### **MULTIMD 310 INTERACTIVE MULTIMEDIA FOR EDUCATION AND BUSINESS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Students will create interactive publications, web animations and design for digital media projects and devices. Using innovative ways by which to conceptualize, design and create interactive/multimedia design, this course introduces computer applications that integrate design, motion, sound and interactivity in multimedia and digital media projects.

### **MULTIMD 320 WEB DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

An introduction to web page design and site management. The characteristics of web page design and navigation structures are analyzed. Emphasis is on innovative ways by which to conceptualize, design and create interactive websites.

### **MULTIMD 340 VECTOR GRAPHICS – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Use of vector graphics based software to produce illustrations for commercial applications. Emphasis is placed on the fundamental principles such as color, use of layers and typographic skill. Step-by-step demonstrations will lead into more creative projects.

### **MULTIMD 350 WEB DESIGN II – (CSU) 3 UNITS**

**Prerequisite:** MULTIMD 320 | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Advanced development of aesthetic and conceptual skills related to design for Web Sites. Techniques are demonstrated to further student experience with design, Dreamweaver, HTML5 and CSS (Cascading Style Sheets). Focus is also placed on usability, accessibility and web standards.

### **MULTIMD 400 INTRODUCTION TO EXPERIMENTAL ANIMATION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

Introduces the student to the basic principles of experimental animation. Emphasis is placed on the techniques, tools, and resources required to create a wide range of animated projects, including hand-drawn, clay animation and cut-out. Students apply concepts of timing, weight, personality, balance and style.

### **MULTIMD 402 ANIMATION WORKSHOP – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

An introduction to the principles, practices, philosophy, and discipline of design for animation. Topics include treatments, character and object design, storyboards and animatics for time-based media such as animation and video.

### **MULTIMD 430 COMPUTER APPLICATIONS FOR 3D ANIMATION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

3D Animation and Design includes topics such as modeling using polygons and NURBS surfaces. Students learn how to create basic texture mapping, lighting, rendering, rig 3D

models and how to animate them using kinematics and path animation. Students learn industry standard software for creating sophisticated 3D animations and environments.

### **MULTIMD 500 MULTIMEDIA LABORATORY – (CSU) 1 UNIT**

**Prerequisite:** None | **Lab:** 2 hours

This course is designed to reinforce lectures presented in multimedia classes. Emphasis is placed in applying design principles to projects using selected computer applications.

### **MULTIMD 600 STORY, SCRIPT & SCREEN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A fundamental course on creative writing and scripting basics. The course includes lectures; short and feature film screenings; writing assignments; in-class group discussion and critique.

### **MULTIMD 605 STUDIO PRODUCTION – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Students write, produce, and direct a series of live-switched video productions. Each student functions as talent or crew in productions produced by classmates. Production protocol learned will include: operation of studio cameras; lighting instruments and control; and operation of control room equipment including switcher, audio mixer, video recording, and character generator as well as directing, writing and producing.

### **MULTIMD 610 INTRODUCTION TO DIGITAL VIDEO PRODUCTION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 2 hours

An introductory course emphasizing the technical and creative aspects of digital video production for film and television. Key aspects of studio production are covered such as lighting, microphone operation, camera operation, lenses, production switching, audio recording, and basic editing.

### **MULTIMD 620 DIGITAL AUDIO – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** MULTIMD 500  
**Lecture:** 2 hours | **Lab:** 2 hours

An introductory course in digital audio where students work with current digital audio equipment to capture, mix and compose audio. This course lays the groundwork for understanding the professional world of sound production and will focus in three key areas: theory of sound, use of Digidesign Pro Tools for music production and film/TV post-production sound.

### **MULTIMD 630 DIGITAL VIDEO PRODUCTION: FOOTAGE ACQUISITION – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 500 and MULTIMD 610 | **Lecture:** 2 hours | **Lab:** 2 hours

Intermediate level course on developing production skills and aesthetics of audio, video/television, and new media. Topics include pre-production planning, camera operation, location lighting, sound and editing. Emphasis is on video cinematography and lighting in studio and on location.

## **MULTIMD 640 DIGITAL VIDEO PRODUCTION: DIGITAL EDITING – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 500, and MULTIMD 610 and MULTIMD 630 | **Lecture:** 2 hours  
**Lab:** 2 hours

An intermediate course that focuses on post-production projects in video editing, compositing and motion graphics. Students will be exposed to the concepts and techniques of non-linear editing, computer generated imagery and live action video, special effects, and design of titling and motion graphics.

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## **MUSIC – ARTS, MEDIA, AND PERFORMANCE**

### **MUSIC 101 FUNDAMENTALS OF MUSIC – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Students will learn the basic rudiments of musical notation, scales, keys, intervals, rhythms, and basic harmonization through written work, ear-training and sight reading.

### **MUSIC 111 MUSIC APPRECIATION I – (UC:CSU:C-ID MUS 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A general introduction to music designed to enhance listening enjoyment and ability. It emphasizes the elements of music, the characteristic styles of major historical periods, and the lives and works of key composers within the Western musical tradition.

### **MUSIC 141 JAZZ APPRECIATION – (UC: CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A survey of twentieth-century jazz including ragtime, blues, New Orleans and Chicago jazz, stride piano, swing, bebop, cool jazz, hard bop, modal jazz, third stream, avant-garde and free jazz, fusion, and experimental jazz styles.

### **MUSIC 216-1 MUSIC THEORY I – (UC:CSU) 3 UNITS**

**Corequisite:** MUSIC 217-1 | **Advisories:** MUSIC 321 or MUSIC 322 or MUSIC 323 or MUSIC 324 | **Lecture:** 3 hours

This course, through ear training, sight singing, analysis, and dictation, incorporates the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. This course is the first in a sequence of four.

### **MUSIC 216-2 MUSIC THEORY II – (UC:CSU) 3 UNITS**

**Prerequisites:** MUSIC 216-1 and MUSIC 217-1

**Corequisite:** MUSIC 217-2 | **Lecture:** 3 hours

The student incorporates and expands upon the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation. This course is the second in a sequence of four.

### **MUSIC 217-1 MUSICIANSHIP I – (UC:CSU) 1 UNIT**

**Corequisite:** MUSIC 216-1 | **Lab:** 3 hours

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory I through ear training, sight singing, analysis, and dictation. This course is the first in a sequence of four.

### **MUSIC 217-2 MUSICIANSHIP II – (UC:CSU) 1 UNIT**

**Prerequisites:** MUSIC 217-1 and MUSIC 216-1

**Corequisite:** MUSIC 216-2 | **Lab:** 3 hours

The student applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation. This course is the second in a sequence of four.

### **MUSIC 321 ELEMENTARY PIANO I – (UC:CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 2 hours

This course provides instruction in basic piano skills, with emphasis on proper technique, note-reading, playing five-finger patterns, scales, chord progressions, basic music theory, and performing beginner-level pieces.

### **MUSIC 322 ELEMENTARY PIANO II – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 321 | **Lecture:** 1 hour | **Lab:** 2 hours

Provides continuing instruction in basic piano skills, emphasizing all major and selected minor scales, primary chord progressions, triads, transposition, harmonization, repertoire and memorization.

### **MUSIC 323 ELEMENTARY PIANO III – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 322 | **Lecture:** 1 hour | **Lab:** 2 hours

Continued instruction in developing and refining piano skills with emphasis on major and minor scale techniques, chord progressions, triads, arpeggios, harmonization, transposition, repertoire from the major historical periods and memorization.

### **MUSIC 324 ELEMENTARY PIANO IV – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 323 | **Lecture:** 1 hour | **Lab:** 2 hours

Continues instruction in developing and refining piano skills with emphasis on piano technique, harmonization, transposition, stylistic consideration, and more advanced repertoire from the major historical periods. Open score reading and ensemble skills may also be introduced.

### **MUSIC 341 INTERMEDIATE PIANO – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 324 | **Lecture:** 1 hour | **Lab:** 2 hours

Covers piano technique, stylistic consideration and interpretation, which are further explored through the study and performance of piano literature from the four stylistic periods: Baroque, Classical, Romantic, and 20th century. Exercises for further technical development are also studied. Students may only enroll with instructor permission and must have completed Music IV Elementary Piano IV or its equivalent.

### **MUSIC 411 ELEMENTARY VOICE I – (UC:CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 2 hours

An introduction to vocal technique and aesthetic interpretation/expression, including posture and alignment, breath management, phonation, resonance, and articulation.

### **MUSIC 412 ELEMENTARY VOICE II – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 411 | **Lecture:** 1 hour | **Lab:** 2 hours

Provides continuing instruction in vocal technique and repertoire, expanding on principles introduced in Elementary Voice I, with greater emphasis on understanding the voice, preparing songs and performances, utilizing breath and the body, and establishing a freer tone.

### **MUSIC 413 ELEMENTARY VOICE III – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 412 | **Lecture:** 1 hour | **Lab:** 2 hours

Provides continuing instruction in vocal technique and repertoire, expanding on principles introduced in Elementary Voice I and Elementary Voice II, with greater emphasis on vowels, including diphthongs and triphthongs, vocal color/timbre, diction, and expanding vocabulary for music and singing.

### **MUSIC 414 ELEMENTARY VOICE IV – (CSU) 2 UNITS**

**Prerequisite:** MUSIC 413 | **Lecture:** 1 hour | **Lab:** 2 hours

Provides continuing instruction in vocal technique and repertoire, expanding on principles introduced in Elementary Voice I, II, and III, with greater emphasis on understanding the voice, preparing songs and performances, exploring advanced repertoire, and extending performance technique to include a greater variety of concepts.

### **MUSIC 501 COLLEGE CHOIR – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Advisories:** MUSIC 411 or MUSIC 412 or MUSIC 413 or MUSIC 414 | **Lab:** 3 hours

Introduction to choral ensemble singing. Emphasis is on vocal technique and choral elements, such as blend, intonation, diction and music reading. Repertoire is chosen on the basis of the ensemble's ability and represents historical and current styles of music.

### **MUSIC 561 CHAMBER CHORALE – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hours

The student prepares, rehearses and performs selected musical works for a small advanced choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 650 BEGINNING GUITAR – (UC:CSU) 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 2 hours

The student learns basic positioning of body and hands, music notation and reading, finger picking and chord accompaniment. Designed for students with no previous musical training.

### **MUSIC 651 CLASSICAL GUITAR I – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 650 | **Lecture:** 1 hour | **Lab:** 2 hours

The student reviews music reading techniques, right and left hand playing techniques and performance of elementary solo guitar compositions. For students who wish to continue beyond the beginning level. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 652 CLASSICAL GUITAR II – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 651 | **Lecture:** 1 hour | **Lab:** 2 hours

The student continues to gain proficiency in music reading, right and left hand playing techniques, exercises to develop technical facility, basic chords, sight-reading, and performance of elementary solo guitar repertoire. This course is the second level of continued study of elementary-intermediate classical guitar playing. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 653 CLASSICAL GUITAR III – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 652 | **Lecture:** 1 hour | **Lab:** 2 hours

The student continues to gain proficiency in music reading, right and left hand playing techniques, and exercises to develop technical facility, chords, sight-reading, and performance of solo guitar repertoire. This course consists of the third level of continued study in intermediate classical guitar playing. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 654 CLASSICAL GUITAR IV – (UC:CSU) 2 UNITS**

**Prerequisite:** MUSIC 653 | **Lecture:** 1 hour | **Lab:** 2 hours

The student continues to gain proficiency in music reading, right and left hand playing techniques, and exercises to develop technical facility, chords, sight-reading, and performance of solo guitar repertoire. This course consists of the fourth level of continued study in intermediate-advanced classical guitar playing. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 745 SYMPHONIC BAND – (UC:CSU) 1 UNIT (RPT 3)**

**Prerequisite:** None | **Lab:** 3 hours

Introduction to instrumental playing with emphasis in developing technical and artistic abilities using a wide range of band literature, and resulting in public performances.

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## **NURSING – HEALTH CARE ANCILLARY LIFE SCIENCES**

### **NRS-HCA 056 ESSENTIAL PRACTICAL SKILLS FOR NURSE ASSISTANTS – (CSU) 1 UNIT (RPT 3)**

**Corequisite:** NRS-HCA 399A | **Lecture:** 1 hour

*NOTE: Class graded pass/no-pass.*

Focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with activities of daily living.

### **NRS-HCA 399A NURSE ASSISTANT TRAINING PROGRAM (CSU) 6 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours | **Lab:** 6 hours

Will provide students with an introduction to the health care field, working with residents/patients in the long-term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course students will be eligible to take the California's Nurse Assistant Certification Examination.

### **NRS-HCA 399B HOME HEALTH AIDE TRAINING PROGRAM (CSU) 2 UNITS**

**Prerequisite:** NRS-HCA 399A | **Lecture:** 1 hour | **Lab:** 2 hours

Introduces students to the health care field, working with residents/patients in long-term care facilities, the acute care setting and the home care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, the student is eligible to apply for certification as a Home Health Aide in the state of California.

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## NUTRITION – HEALTH AND HUMAN PERFORMANCE

### NUTRITN 001 CAREERS IN NUTRITION AND FOODS (CSU) 1 UNIT

**Prerequisite:** None | **Lecture:** 1 hour

This course will explore careers in nutrition and foods such as dietetics (Registered Dietitian/Nutritionist), food science and technology, culinary arts and hospitality. Educational pathways, employment trends and opportunities, and developing a personal career plan will be emphasized.

### NUTRITN 021 NUTRITION – (UC:CSU:C-ID NUTR 110) 3 UNITS (Formerly FAM &CS 021 - NUTRITION)

**Prerequisite:** None | **Lecture:** 3 hours

Nutrition is the science that deals with the role of nutrients in the human body. These scientific concepts are related to individual needs during the changing life cycles. Interrelationships of nutrients are evaluated for promotion of optimum health.

### NUTRITN 024 INTRODUCTION TO FOOD SCIENCE (UC:CSU:C-ID NUTR 120) 3 UNITS

**Corequisite:** CLN ART 050 | **Lecture:** 2 hours | **Lab:** 3 hours

This course provides an introduction to the chemical, physical, and nutritional properties of foods and the changes that occur during their cooking, processing and storage. Emphasis is placed on developing food preparation skills based on fundamental scientific principles, along with considerations to food safety, cost, culture, health and sustainability.

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## OCEANOGRAPHY – PHYSICAL SCIENCES

### OCEANO 001 INTRODUCTION TO OCEANOGRAPHY (UC:CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Explore the geological, physical, chemical and biological processes of oceans as they relate to the continents, the atmosphere, and the biosphere. Major topics include plate tectonics, seafloor topography, coastal processes, estuaries, seawater properties, marine ecosystem and the interactions with humans.

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## PHARMACY TECHNICIAN – LIFE SCIENCES

### PHRMCTK 021 RETAIL PRODUCTS FOR PHARMACY CLERKS (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Designed for the Pharmacy Clerk student to provide basic knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

### PHRMCTK 023 INTRODUCTION TO PHARMACY – (CSU) 2 UNITS

**Prerequisite:** None | **Lecture:** 2 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

Examines the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

### PHRMCTK 029 BODY SYSTEMS I – (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

Students will learn the indications, dosage, and adverse effects of prescription medications, nonprescription medications, and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will master an understanding of basic anatomy, physiology, pharmacology, and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

### PHRMCTK 030 BODY SYSTEMS II – (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

Students will learn the indications, dosage, and adverse effects of prescription medications, nonprescription medications, and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will master an understanding of basic anatomy, physiology, pharmacology, and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

### PHRMCTK 031 PHARMACY CALCULATIONS – (CSU) 2 UNITS

**Prerequisite:** None | **Lecture:** 2 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

Students will learn calculations related to drug dosage, measurements of strength, and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

### **PHRMCTK 032 PHARMACY OPERATIONS – (CSU) 4.5 UNITS**

**Prerequisites:** PHRMCTK 023, PHRMCTK 029, PHRMCTK 030 and PHRMCTK 031 | **Lecture:** 2.25 hours | **Lab:** 4.5 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

Examines processing, handling, and preparing medications and medication orders in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guidelines. This course will prepare the students to master the skills needed to begin an outpatient pharmacy externship.

### **PHRMCTK 034 COMMUNITY PHARMACY EXTERNSHIP (CSU) 2.5 UNITS**

**Prerequisites:** PHRMCTK 032 | **Lab:** 5 hours

*NOTE: Class graded pass/no-pass*

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

The externship will give the students the opportunity to apply and practice skills developed in other pharmacy technician courses in a community or outpatient pharmacy.

### **PHRMCTK 035 INPATIENT PHARMACY SERVICES (CSU) 2 UNITS**

**Prerequisites:** PHRMCTK 023, PHRMCTK 029, PHRMCTK 030 and PHRMCTK 031 | **Lecture:** 1 hour | **Lab:** 2 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

Covers the technical aspects of drug distribution for the inpatient (hospital) pharmacy setting including hands-on training in medication order processing, pharmacy patient profile maintenance, medication preparation, and inpatient drug distribution using manual and automated systems.

### **PHRMCTK 036 INPATIENT PHARMACY EXTERNSHIP (CSU) 2.5 UNITS**

**Prerequisites:** PHRMCTK 035 | **Lab:** 5 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

The externship will give the students the opportunity to apply and practice skills developed in other pharmacy technician courses in an in-patient pharmacy.

### **PHRMCTK 037 STERILE PRODUCTS – (CSU) 4.5 UNITS**

**Prerequisites:** PHRMCTK 023, PHRMCTK 029, PHRMCTK 030 and PHRMCTK 031 | **Lecture:** 2.25 hours | **Lab:** 4.5 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

Examines the aseptic techniques and application of the laminar flow hood used in the preparation of sterile products. Emphasis is placed on parenteral calculations, sterile dosage forms, and quality assurance procedures.

### **PHRMCTK 038 STERILE PRODUCTS EXTERNSHIP (CSU) 2.5 UNITS**

**Prerequisites:** PHRMCTK 037 | **Lab:** 5 hours

*Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260.*

The externship will give the students the opportunity to apply and practice skills developed in the Sterile Products class in an ambulatory clinic with infusion services.

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## **PHILOSOPHY – SOCIAL SCIENCES**

### **PHILOS 001 INTRODUCTION TO PHILOSOPHY (UC:CSU:C-ID PHIL 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A survey of the fundamental questions about self, society, and the universe. Primary focus is on issues in metaphysics, theories of knowledge, moral theory, and philosophy of religion.

### **PHILOS 005 CRITICAL THINKING & COMPOSITION (UC:CSU) 3 UNITS**

**Prerequisite:** ENGLISH 101 | **Lecture:** 3 hours

Focuses on critical thinking so students will develop necessary skills for evaluating and constructing argumentative essays, and practice in applying these skills. Deduction, induction, and logical fallacies are also addressed.

### **PHILOS 006 LOGIC IN PRACTICE – (UC:CSU:C-ID PHIL 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduces formal and informal methods for evaluating arguments. Students will learn to classify arguments as inductive or deductive, determine whether deductive arguments are valid or invalid, and identify strong and weak inductive arguments. Applications of critical thinking to social and political discourses will be considered.

### **PHILOS 009 SYMBOLIC LOGIC I – (UC:CSU:C-ID PHIL 210) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

An introduction to the basic concepts of symbolic logic. This introduction will include the Origin and Use of Formal and Symbolic Logic, Truth Functional Connectives and Validity, Truth Tables, and Formal Deductive Proofs.

### **PHILOS 014 HISTORY OF MODERN EUROPEAN PHILOSOPHY (UC:CSU:C-ID PHIL 140) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

An introduction and survey of modern European Philosophy, beginning with the inception of Modern Science with Copernicus and Galileo, the inception of modern philosophy proper with Rene Descartes, through the Rationalists and Empiricists, German Idealism, Positivism, Marxism, Linguistic and Analytic Philosophy, Phenomenology, Philosophy of Science, Existentialism, Feminism, Deconstruction, and other recent trends.

### **PHILOS 020 ETHICS – (UC:CSU:C-ID PHIL 120) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Surveys the language of moral discourse (metaethics), different ways of deciding right and wrong (ethical theories), and the effort to reach acceptable judgments on both individual and social moral issues (practical ethics).

### **PHILOS 033 COMPARATIVE SURVEY OF WORLD RELIGIONS (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

An historical overview of the principal religious traditions of the world, concentrating on Hinduism and Buddhism, Confucianism and Daoism, Judaism, Christianity, and Islam. Considers origins, principal beliefs and practices, and contemporary issues.

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## **PHOTOGRAPHY – ARTS, MEDIA, AND PERFORMANCE**

### **PHOTO 007 EXPLORING DIGITAL PHOTOGRAPHY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 3 hours

Introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, and contemporary trends in photography.

### **PHOTO 010 BEGINNING PHOTOGRAPHY – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisories:** MULTIMD 100 and MULTIMD 500 | **Lecture:** 2 hours | **Lab:** 3 hours

**Supplies:** Students are encouraged to provide a Digital SLR camera and must have storage media.

Covers camera operation, exposure, scanning techniques, composition and aesthetics. The student will learn how to photograph, transfer images to a computer; edit the images using industry standard software and create their own prints. Emphasis is placed on communicating both fine art and commercial photography techniques.

### **PHOTO 015 FUNDAMENTALS OF PORTRAITURE – (CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** PHOTO 007 | **Lecture:** 2 hours  
**Lab:** 3 hours

This introductory course covers all aspects of portrait photography from traditional to modern techniques. Topics covered include environmental portraiture and studio portraits. The curriculum covers lighting ratios, lighting styles, subject, pose, exposure, and print presentation.

### **PHOTO 016 FUNDAMENTAL COMMERCIAL PHOTOGRAPHY (CSU) 3 UNITS**

**Prerequisite:** PHOTO 007 | **Lecture:** 2 hours | **Lab:** 3 hours

Students in this course learn the major areas of commercial and illustrative photography as they apply to publication photography with emphasis on studio lighting and business techniques.

### **PHOTO 107 INTERMEDIATE DIGITAL PHOTOGRAPHY (CSU) 3 UNITS**

**Prerequisite:** PHOTO 007 | **Lecture:** 2 hours | **Lab:** 3 hours

The student learns all levels of digital imagery workflow, from image ingestion through pre-production, production, delivery and archiving while working on course projects.

### **PHOTO 121 HISTORY AND APPRECIATION OF PHOTOGRAPHY – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course explores the history of photography. Starting at its invention, we cover how it has changed over time to become what we have today. We go beyond just historical facts to examine how photography has changed and been changed by, essential elements of society and human communication, science and medicine, culture, and other forms of art. Finally, we explore into how photography interacts with viral social media, modern journalism, and more. Your thoughtful opinions and understanding of photographs are an essential part of this class.

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## **PHYSICAL EDUCATION – SEE KINESIOLOGY**

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## **PHYSICAL SCIENCE – PHYSICAL SCIENCES**

### **PHYS SC 001 PHYSICAL SCIENCE I – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Course is designed for the non-science major, and provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the conceptual emphasis of this course.

### **PHYS SC 014 PHYSICAL SCIENCE LABORATORY (UC:CSU) 1 UNIT**

**Prerequisite:** None | **Corequisite:** PHYS SC 001 (lecture)  
**Lab:** 2 hours

Laboratory experiments and a limited number of demonstrations will be performed that will allow students to visualize and apply basic concepts in physics and chemistry. Students will acquire basic problem-solving and laboratory skills.

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## PHYSICS – PHYSICAL SCIENCES

### PHYSICS 006 GENERAL PHYSICS I – (UC:CSU:C-ID PHYS 105) 4 UNITS

**Prerequisite:** MATH 240 or MATH 240S | **Lecture:** 3 hours | **Lab:** 3 hours

An introductory course in physics covering mechanics and solids, heat and sound. This course is designed for the health science majors (Environmental and Occupational Health, Physical Therapy, Radiologic Technology), Premedical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

### PHYSICS 007 GENERAL PHYSICS II – (UC:CSU:C-ID PHYS 110) 4 UNITS

**Prerequisite:** PHYSICS 006 | **Lecture:** 3 hours | **Lab:** 3 hours

This course is a continuation of Physics 6, covering electricity and magnetism, light and modern physics. The course is designed for the health science majors (Environmental and Occupational Health, Physical Therapy, Radiologic Technology), Pre-medical, Pre-dental, Pre-optometry, Pre-pharmacy, and Geology majors.

### PHYSICS 037 PHYSICS FOR ENGINEERS & SCIENTISTS I (UC:CSU:C-ID PHYS 205) 5 UNITS

**Prerequisite:** MATH 261 | **Lecture:** 4 hours | **Lab:** 3 hours

Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. This is the first semester of a three semester calculus-level sequence in introductory college Physics. Topics include kinematics, dynamics, laws of motion, and conservation laws for particles and systems of particles in both translation and rotation.

### PHYSICS 038 PHYSICS FOR ENGINEERS & SCIENTISTS II (UC:CSU:C-ID PHYS 210) 5 UNITS

**Prerequisite:** PHYSICS 037 and MATH 262

**Lecture:** 4 hours | **Lab:** 3 hours

Designed for Physics, Astronomy, Chemistry, Engineering and Mathematics majors. Topics include mechanical waves, electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

### PHYSICS 039 PHYSICS FOR ENGINEERS & SCIENTISTS III (UC:CSU:C-ID PHYS 215) 5 UNITS

**Prerequisite:** PHYSICS 037 and MATH 262

**Lecture:** 4 hours | **Lab:** 3 hours

Designed for Physics, Astronomy, Chemistry and Engineering majors. Topics include thermodynamics, geometric optics, the wave nature of light, special relativity, early quantum theory, atomic and nuclear physics.

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## PHYSIOLOGY – LIFE SCIENCES

### PHYSIOL 001 INTRODUCTION TO HUMAN PHYSIOLOGY (UC:CSU:C-ID BIOL 120 B) 4 UNITS

**Prerequisite:** BIOLOGY 003 or BIOLOGY 005, and ANATOMY 001, and CHEM 051 or CHEM 065 or CHEM 101

**Lecture:** 3 hours | **Lab:** 3 hours

Examines the function of the following human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Labs include many hands-on and computer-assisted applications.

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## POLITICAL SCIENCE – SOCIAL SCIENCES

### POL SCI 001 THE GOVERNMENT OF THE UNITED STATES (UC:CSU:C-ID POLS 110) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Principles, institutions, functions, and policy processes of the American Political System: including ideology and government; the constitution; federalism; Congress; the Presidency, the Judiciary; Civil Rights and Liberties; the media, elections and voting, political parties, interest groups. Also includes California government structure and constitution.

### POL SCI 002 INTRODUCTION TO COMPARATIVE POLITICS (UC:CSU:C-ID POLS 130) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

A comparative study of the major governments of the modern world in terms of their ideologies, political institutions and processes, AND political cultures. Emphasis is placed on the governments of the United Kingdom, Germany, Mexico, Brazil, Russian Federation, China, India, Nigeria and Iran.

### POL SCI 003 INTRODUCTION TO POLITICAL SCIENCE (UC:CSU:C-ID POLS 150) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Introduction to politics and political science: power, democracy and authoritarianism, political participation, the state, political institutions, subfields of the discipline, and political research methodology.

### POL SCI 005 THE HISTORY OF WESTERN POLITICAL THOUGHT – (UC:CSU:C-ID POLS 120, POLS 130) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Provides overall perspective of major political movements of history from the rising of Egyptian, Greek and Roman Empires to fascism and communism as seen by great political thinkers from Plato, Aristotle, St. Augustine, Machiavelli, Marx and Lenin. Includes discussions on modern and contemporary theories.

### POL SCI 007 INTRODUCTION TO INTERNATIONAL RELATIONS – (UC:CSU:C-ID POLS 140) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Major themes and aspects of current international politics are introduced. Topics include but are not restricted to international relations theories, globalization, power, diplomacy, war and peace, terrorism, and economic development.



LOS ANGELES  
MISSION COLLEGE

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## PROFESSIONAL BAKING – CULINARY ARTS

See CULINARY ARTS for additional courses

### PROFBKG 200 PRINCIPLES OF BAKING & PATISSERIE I (CSU) 4 UNITS

**Prerequisite:** None | **Corequisite:** CLNART 060

**Lecture:** 2 hours | **Lab:** 6 hours

Students will learn the proper production of quick breads, laminated doughs such as puff pastry, and cookies. An emphasis will be placed on learning the correct mixing methods, the role of leavening agents, starches, chemical reactions of ingredients - and the effect of heat and cold on baked goods. Recipes, ingredient selections, and menu development will be an essential theme of this class.

### PROFBKG 210 PRINCIPLES OF BAKING & PATISSERIE II (CSU) 4 UNITS

**Prerequisite:** PROFBKG 200 | **Lecture:** 2 hours | **Lab:** 6 hours

Students will learn advanced baking and patisserie techniques including yeast breads, cakes, pies, and danish doughs. Advanced fundamental techniques will be emphasized to include knowledge about ingredient yields and bakers percentages.

### PROFBKG 215 RESTAURANT PLATED DESSERTS – 4 UNITS

**Prerequisite:** PROFBKG 210 | **Lecture:** 2 hours | **Lab:** 6 hours

Introduction to hot, cold, and frozen desserts with concentration on the composition of restaurant style plated desserts. Topics include traditional composed desserts, modern menu fusion, international/ethnic and classical dessert combinations.

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## PSYCHOLOGY – SOCIAL SCIENCES

### PSYCH 001 INTRODUCTORY PSYCHOLOGY (UC:CSU:C-ID PSY 110) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Covers biological foundations of behavior, various theoretical perspectives including learning, sensation and perception, psychological disorders, health and stress, personality, and intelligence theories as well as experimental and research methodology.

### PSYCH 002 BIOLOGICAL PSYCHOLOGY (UC:CSU:C-ID PSY 150) 3 UNITS

**Prerequisite:** PSYCH 001 | **Lecture:** 3 hours

Introduction to the scientific study of the biological, physiological, and neuroanatomical foundations of behavior and mental processes. The structure and functions of the brain and nervous system and their effect on human behavior and mental processes are studied. The course explores biological bases of behavior and neurological correlates of psychological events such as sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders.

### PSYCH 013 SOCIAL PSYCHOLOGY – (UC:CSU:C-ID PSY 170) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

This course examines how individual mental processes and behavior are influenced by the real or implied presence of others. Diverse topics are analyzed, including social cognition, social perception, attitude formation, social influence, interpersonal attraction, group processes, prosocial behavior, aggression, and prejudice.

### PSYCH 014 ABNORMAL PSYCHOLOGY – (UC:CSU) 3 UNITS

**Prerequisite:** PSYCH 001 | **Lecture:** 3 hours

This course examines the etiology, classification, assessment, classification, diagnosis, and treatment of abnormal behavior and major psychological disorders. This course will provide an introduction to the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) and explore anxiety, stress, mood, schizophrenia, eating, childhood and adolescence, sexual functioning, substance use and addiction, neurocognitive, stress and trauma, and personality disorders. Historical, social, cultural, legal and ethical contexts of psychopathology are also included.

### PSYCH 041 LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE – (UC:CSU) 3 UNITS

**Prerequisite:** PSYCH 001 | **Advisory:** ENGLISH 028

**Lecture:** 3 hours

Individual psychological development from conception to death, including physical, cognitive and psychosocial aspects. Major theories and research methodologies are introduced. Family, peer, education and social influences on intelligence, gender, personality and relationships are explored. Practical applications are emphasized. Special emphasis is given to social and cultural influences.

### PSYCH 052 PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY – (UC:CSU:C-ID PSY 130) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

This course explores human sexuality from a psychological perspective. Topics include male and female sexual anatomy, sexual arousal and response, gender identity, sexual orientation, love and attraction, effective relationship communication, pregnancy, methods of contraception, sexually transmitted infections, normal versus abnormal sexual behavior, and sexual coercion.

### PSYCH 074 RESEARCH METHODS IN THE BEHAVIORAL SCIENCES – (UC:CSU:C-ID PSY 200) 3 UNITS

**Prerequisite:** PSYCH 001 and MATH 227 | **Lecture:** 3 hours

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the subdisciplines of psychology.

### PSYCH 090 INTRODUCTION TO COUNSELING – (CSU) 3 UNITS

**Prerequisite:** PSYCH 001 | **Lecture:** 3 hours

Examines the various counseling styles and techniques and the theoretical foundations. Students will develop skills in the understanding of developmental, nondirective, psychodynamic, transactional and other approaches to individual and group counseling. The characteristics of a workable counseling and guidance program and the techniques used to collect, record, interpret, and use guidance data will be examined. The nature, purpose, objectives, and approaches to counseling in health, welfare, social service and rehabilitation agencies will be discussed.

## **PSYCH 105 INTRODUCTION TO CAREERS IN PSYCHOLOGY (CSU) 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

Introduces students to the variety of career options available to Psychology majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

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## **REAL ESTATE – BUSINESS AND LAW**

### **REAL ES 001 REAL ESTATE PRINCIPLES – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This beginning course in real estate fundamentals is required for the real estate salesperson license, and is highly recommended as a foundation course in real estate. This course covers the nature of real property, types of estates and tenancy, real estate and contract law, types of agency, title and title insurance, trust deeds/mortgages, liens/encumbrances, taxes, zoning, community property, financing and real estate math concepts, and other subjects vital to a basic understanding of real estate. Note: This course is one of three required courses as preparation for the examination given by the State of California for the real estate salesperson's license; elective for the California Broker's license.

### **REAL ES 003 REAL ESTATE PRACTICES – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course covers office procedures and practices in listings, advertising, prospecting, financing, exchanges, property management, salesmanship, land utilization and public relations. This course also provides students necessary information and materials a real estate agent utilizes in the day-to-day operations of a real estate business.

### **REAL ES 005 LEGAL ASPECTS OF REAL ESTATE I – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course covers the principles of property ownership and management with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, will, estates and taxes. Attention is also given to logical reasoning and the application of rules of law to everyday affairs in business.

*NOTE: This course is required for the California Broker's license; elective for a real estate salesperson's license.*

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## **SOCIOLOGY – GLOBAL LANGUAGES AND SOCIETY**

### **SOC 001 INTRODUCTION TO SOCIOLOGY – (UC:CSU:C-ID SOCI 110) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Presents an orientation to the field of sociology, including core sociological theories in the areas of socialization; the impact of social institutions such as the family, culture, religion, education, government; concepts of conformity and deviance; and the study of social inequalities in U.S. society due to race/ethnicity, sex, gender and age.

## **SOC 002 AMERICAN SOCIAL PROBLEMS (UC:CSU:C-ID SOCI 115) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Sociological concepts and theories that explain a range of social problems in the US including: crime, drugs, immigration, poverty, racism, sexism, ageism, issues of social privilege, health care, the environment, educational inequalities, terrorism; and the potential solutions to these social problems.

### **SOC 003 CRIME & AND DELINQUENCY (UC:CSU:C-ID SOCI 160) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines the nature and extent of crime and delinquency, theories of causation, types of juvenile and adult offenses, and efforts by society to cope with law violations: includes programs for prevention, correction, and rehabilitation.

### **SOC 004 SOCIOLOGICAL ANALYSIS (UC:CSU:C-ID SOCI 120) 3 UNITS**

**Prerequisite:** SOC 001 | **Lecture:** 3 hours

An introduction to the scientific study of social research: topics include research design, conceptualization, measurement, sampling methodology, qualitative and quantitative data analysis. Students will analyze specific data collected in the field.

### **SOC 011 RACE AND ETHNIC RELATIONS (UC:CSU:C-ID SOCI 150) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Explores the social, political, and economic forces that shape race relations in the United States. Focuses on the sociological analysis of race, ethnicity, and racism. Examines the social, cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as the factors that impact racial/ethnic group relations.

### **SOC 013 SOCIETY AND PERSONALITY (UC:CSU:C-ID PSY 170) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Students explore social psychology by focusing on how individuals are influenced by the behavior and presence of others in a sociocultural environment. Topics analyzed include self, identity, attitudes, conformity, persuasion, obedience, altruism, aggression, prejudice and stereotypes, and deviant behaviors.

### **SOC 028 THE FAMILY: A SOCIOLOGICAL APPROACH (UC:CSU:C-ID SOCI 130) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines the diverse definitions of the family; analysis of family as an institution, including historical changes in the role of marriage, divorce, cohabitation, parenting, work, communication, aging, and family violence. The impact of culture, race, social class, gender, and sexual orientation onto individuals and society, according to sociological research.

### **SOC 031 SOCIOLOGY OF GENDER (UC:CSU:C-ID SOCI 140) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Examines the social significance of gender in contemporary U.S. society and analyzes the social construction of gender historically within the context of race, class, and sexual orientation. It focuses on social institutions such as the family, religion, education, work, politics, sports, media, criminal justice system, in shaping individual's experiences and identities through the life cycle. Students can also explore ways these social institutions can be transformed through social change.

### **SOC 185 DIRECTED STUDY – (CSU) 1 UNIT**

Allows students to pursue Directed Study in the field of Sociology on a contract basis under the direction of an instructor.

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## **SPANISH – GLOBAL LANGUAGES AND SOCIETY**

### **SPANISH 001 ELEMENTARY SPANISH I (UC:CSU:C-ID SPAN 100) 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

Course explores basic grammar and communication through listening, reading, speaking, and writing. It emphasizes clear pronunciation, vocabulary building, the study of grammatical patterns and expressions, and idiomatic usages that prepare students to function within the contexts relevant to everyday life. Culture and geography are also integrated through readings, and supported and enhanced by multimedia.

### **SPANISH 002 ELEMENTARY SPANISH II (UC:CSU:C-ID SPAN 110) 5 UNITS**

**Prerequisite:** SPANISH 001 | **Lecture:** 5 hours

Continues the introduction of the fundamentals of Spanish grammar, emphasizing communication of basic topics such as travel, housing, the extended family, health, shopping, and technology. The course stresses oral and written communication in the past, present, and future tenses and introduces basic compound tenses. Further studies on the cultural heritage of Latin America and Spain enrich students' understanding of the language.

### **SPANISH 003 INTERMEDIATE SPANISH I (UC:CSU:C-ID SPAN 200) 5 UNITS**

**Prerequisite:** SPANISH 002 or equivalent | **Lecture:** 5 hours

A more intensive study of the language, including idiomatic expressions and irregular structures. Stress on fluency in oral expression and facility in writing. Comprehensive review of grammar and study of advanced grammatical concepts. Extensive reading and discussion in Spanish of literary and cultural texts. Discussion, in Spanish, of Spanish and Spanish-American life and difficulties.

### **SPANISH 004 INTERMEDIATE SPANISH II (UC:CSU:C-ID SPAN 210) 5 UNITS**

**Prerequisite:** SPANISH 003 or equivalent | **Lecture:** 5 hours

Further development of writing and communication skills through the study of representative Spanish and Latin American literary and cultural works; focus is on analysis and discussion. Sustained study of grammar and vocabulary with emphasis on complex structures, stylistics, and use of idiomatic expressions. Basic computer skills required for accessing online activities.

### **SPANISH 005 ADVANCED SPANISH THROUGH LATIN AMERICAN LITERATURE – (UC:CSU) 5 UNITS**

**Prerequisite:** SPANISH 004 or equivalent | **Lecture:** 5 hours

Introduction to the major literary movements in Spain and Latin American literature through the study of representative literary and cultural texts of different genres. Emphasis on improving oral expression, comprehension, reading and textual analysis, and composition. Stresses oral and written reports within the context of Latin American literature and civilization. Basic computer skills required for accessing and performing online activities.

### **SPANISH 006 ADVANCED SPANISH THROUGH SPANISH LITERATURE – (UC:CSU) 5 UNITS**

**Prerequisite:** SPANISH 005 or equivalent | **Lecture:** 5 hours

Study of the major Latin America/Spain literary movements in Spanish literature through the study of representative literary and cultural texts of different genres. Emphasis on improving oral expression, comprehension, reading and textual analysis, and composition. Stresses oral and written reports within the context of the literature and civilization of Spain. Basic computer skills required for accessing and performing online activities.

### **SPANISH 008 CONVERSATIONAL SPANISH (UC:CSU) 2 UNITS**

**Prerequisite:** SPANISH 002 or equivalent | **Lecture:** 2 hours

Practical conversation and improvement of conversational fluidity based on everyday experiences, current events, cinema, cultural topics and readings. Emphasis on use of idiomatic expressions and current usages. Training in pronunciation, enunciation, and vocabulary-building. Basic computers required for accessing online information. Not open to native speakers of Spanish.

### **SPANISH 015 GREAT BOOKS OF LATIN AMERICAN LITERATURE – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Students analyze the diverse cultures of Latin America through its most representative authors and works from the Conquest to contemporary times.

### **SPANISH 024 SPANISH FOR MEDICAL PERSONNEL (CSU) 3 UNITS**

**Prerequisite:** BIOLOGY 033 or HLTHOCC 063 | **Lecture:** 3 hours

Emphasizes oral communication for medical personnel by exploring basic grammar structures and vocabulary related to various medical topics.

### **SPANISH 026 UNDERSTANDING LATIN AMERICA THROUGH FILM – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

In this course, students explore the prolific output of feature and documentary films that emphasize social themes, particularly social justice and political conflict in Latin America. Discussion centers on how various Latin American countries express their resistance to and engagement with repressive social and political practices that often seek to stifle the voice of marginalized groups. The course is conducted in English. Films are subtitled in English.

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**SPANISH 035 SPANISH FOR SPANISH SPEAKERS I  
(UC:CSU) 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

This course is designed for students who have grown up speaking Spanish but have not formally studied it in an academic environment. It stresses the formal aspects of the language, including acquisition of vocabulary, spelling, and accent rules, and grammar, focusing on the present and past tenses. A high emphasis is placed on reading and writing. Students receive credit for either Spanish 2 or Spanish 35, but not both.

**SPANISH 036 SPANISH FOR SPANISH SPEAKERS II  
(UC:CSU:C-ID SPAN 230) 5 UNITS**

**Prerequisite:** SPANISH 035 | **Lecture:** 5 hours

The course is designed for students who are Native Speakers of Spanish but have had little or no academic preparation in standard Spanish. The course focuses on complex grammar, emphasizing the subjunctive mood and the compound tenses. A high emphasis is placed on reading and writing, including the use of written accents, spelling, and those areas of grammar with a high degree of English interference. Students also study the diverse cultures of the Spanish-speaking world. Students receive credit for Spanish 36 or Spanish 3 but not both.

**SPANISH 037 COMPOSITION AND CONVERSATION FOR SPANISH SPEAKERS – (UC:CSU) 5 UNITS**

**Prerequisite:** SPANISH 036 | **Lecture:** 5 hours

The course develops proficiency in writing and in presentational modes of communication, through more complex forms of expression, including advanced grammar and formal structures of communication. Thematically, the course explores topics common to the literary and cultural production of the US Latino population. This course familiarizes students with authentic texts written in different styles to provide a platform from which to practice the presentational mode and various rhetorical modes of writing, such as description, narration, exposition, and argumentation. Final projects consist of a research paper and a formal presentation.

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**SPEECH – SEE COMMUNICATION STUDIES**

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**STATISTICS – GLOBAL LANGUAGES AND SOCIETY****STAT 101 STATISTICS FOR THE SOCIAL SCIENCES  
(UC:CSU:C-ID MATH 110) 4 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

This course is an introduction to statistics intended for students majoring in the behavioral/social sciences or related fields. Students will be introduced to statistical techniques used in research, including strengths and limitations of research designs, graphical and numerical summaries of data, descriptive and inferential statistics, sampling distribution, probability, correlation, regression, hypothesis testing and evaluation, and using statistical software for analysis.

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**SUPERVISED LEARNING ASSISTANCE  
LEARNING CENTER****TUTOR 001T SUPERVISED LEARNING – 0 UNITS**

**Prerequisite:** None | **Lab:** 20 hours

Upon faculty/counselor referral, student will receive tutoring in designated subject areas using course textbooks and other related materials. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. Supervised Learning Assistance 001T will not appear on the student's transcript. This course may be scheduled at times to be arranged (TBA) for a minimum of 360:00 hours.

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**TECHNICAL STAGE PRODUCTION  
ARTS, MEDIA, AND PERFORMANCE****TECTHTR 342 TECHNICAL STAGE PRODUCTION – (UC:CSU)  
2 UNITS (RPT 3)**

**Prerequisite:** None | **Lecture:** 1 hr | **Lab:** 3 hours

Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews.

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**THEATER – ARTS, MEDIA, AND PERFORMANCE****THEATER 100 INTRODUCTION TO THE THEATER  
(UC:CSU:C-ID THTR 111) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Focuses on the relationship of theater to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theater through play reading, discussion, films and viewing and critiquing live theater, including required attendance of theater productions.

**THEATER 110 HISTORY OF THE WORLD THEATER  
(UC:CSU:C-ID THTR 113) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

The study of the world history of theatre from its origins in Ancient Greece through the present day, across the globe. The history and development of theatre and drama are studied in relationship to geographical cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance.

**THEATER 114 SCRIPT ANALYSIS – (UC:CSU:C-ID THTR 114)  
3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Fully explore an in-depth methodology of reading, analyzing and understanding play scripts in a variety of genres and styles intended for production. Investigate techniques used to determine how to read a play for its structure, scrutinizing the playwright's methods of creating theater through plot, character and imagery, and understanding what scripts 'mean' to the professional theater artist and theater-goer as distinct from other forms of literature.

## **THEATER 200 INTRODUCTION TO ACTING (UC:CSU:C-ID THTR 151) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduction to the art and craft of acting through lecture and demonstration. Students will explore an awareness of self on stage through improvisations and character work; including scenes and monologues. Student will analyze scripts and critique plays.

## **THEATER 271 INTERMEDIATE ACTING (UC:CSU:C-ID THTR 152) 2 UNITS**

**Prerequisite:** THEATER 200 | **Lecture:** 3 hours

Acting principles are expanded and applied in staged scenes. The emphasis of scenes is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

## **THEATER 272 INTERMEDIATE APPLIED ACTING (CSU) 3 UNITS**

**Prerequisite:** THEATER 200 | **Lecture:** 2 hours | **Lab:** 4 hours

Follows Acting I introduction to Acting and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes.

## **THEATER 291 REHEARSALS & PERFORMANCES I – (UC:CSU) 1 UNIT (RPT 2)**

**Prerequisite:** None | **Lab:** 3 hours

Students are actively involved in the production of a play to be presented before a public audience. All areas of the production process are incorporated including acting, design, stage management, technical theater and backstage crews, and house management.

*NOTE: Students must participate in a mandatory audition and/or interview.*

## **THEATER 292 REHEARSALS & PERFORMANCES II (UC:CSU) 2 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 6 hours

Students are actively involved in the production of a play presented before a public audience. All areas of the production process are incorporated, including acting, stage management, technical theater and backstage crews, costumes, make up and house management. Students must be available to meet all scheduled technical rehearsal and performance dates.

*NOTE: Students must participate in a mandatory audition and/or interview.*

## **THEATER 293 REHEARSALS & PERFORMANCES III (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 9 hours

Provides instruction and supervised student participation at an advanced level in the rehearsals and performances of plays produced at LA Mission College. Areas of involvement include scenic, lighting, sound, and costume design; acting; technical production; and management; etc. Student must be available for rehearsals, production meetings, and performance and technical schedules.

*NOTE: Students must participate in a mandatory audition and/or interview.*

## **THEATER 300 INTRODUCTION TO STAGE CRAFT (UC:CSU:C-ID THTR 171) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Survey of the technical phases of play production for: scenery, properties, lighting, sound, costuming, and stage management and organization of stage activity.

## **THEATER 310 INTRODUCTION TO THEATRICAL LIGHTING (UC:CSU:C-ID THTR 173) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduces the student to all aspects of lighting for television, film, and stage. Practical experience and problem solving are highlighted, including the study of color, procedures, control, and safe handling of lighting equipment. Students must be available for rehearsals and performances.

## **THEATER 315 INTRODUCTION TO THEATRICAL SCENIC DESIGN – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Advisory:** THEATER 100 | **Lecture:** 3 hours

Explores the training, practice, and problem solving skills of designing scenery for the stage. Includes concept design development, construction and painting techniques, sketching and rendering media skills, and model making.

## **THEATER 330 INTEGRATING VIDEO AND LIVE PERFORMANCE – (CSU) 3 UNITS (RPT 3)**

**Prerequisite:** THEATER 100 & and MULTIMD 100

**Lecture:** 2 hours | **Lab:** 2 hours

Explores the conception, creation, and production of video design and its integration with live performance. Focus is on the practical application of video content in collaborative production scenarios, including on-campus theatrical productions and events.

## **THEATER 405 COSTUME DESIGN – (CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

A survey of historical periods and their application to the stage; an intensive study of costuming design for the stage; introduction to shop procedures; beginning principles and techniques of costume design including figure drawing, character analysis, and sewing.

## **THEATER 450 BEGINNING STAGE MAKE-UP (UC:CSU:C-ID THTR 175) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical use. Analysis of character, script and production analysis in terms of makeup style and design. Make-up is performed by the student on their own face.

## **THEATER 185 DIRECTED STUDY – (CSU) 1 UNIT**

Provides opportunity for in-depth study of a chosen area of Theater on a contract basis, under the direction of the supervising instructor. Students will complete 27 TBA hours as part of the class.

## **THEATER 285 DIRECTED STUDY – (CSU) 2 UNITS**

Allows students to pursue directed study in Theater on a contract basis under the direction of a supervising instructor. Special studies will be undertaken with the guidance of weekly meetings. Topics or projects must be approved by the faculty member in charge. Students will complete 54 TBA hours as part of the class.

## **THEATER 385 DIRECTED STUDY – (CSU) 3 UNITS**

Provides opportunity for in-depth study of a chosen area of theatre arts on a contract basis, under the direction of a supervising instructor. Students will complete 72 TBA hours as part of the class.

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## **VOCATIONAL EDUCATION – ACADEMIC READINESS, CAREER, AND COMMUNITY INSTITUTE**

### **VOC ED 008CE PRE-EMPLOYMENT SKILLS/CONSUMER TRAINING – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course provides soft skills training focused on a student ability to apply methods and strategies that lead to positive interactions in the workplace. Topics include proper communication, ability to problem solve, resume writing, interview skills and the development of teambuilding while working in various vocational settings.

### **VOC ED 110CE PATHWAY TO BIOTECHNOLOGY – 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours | **Lab:** 0.5 hours

This course provides an introduction to biotechnology and career opportunities in this field. Students will practice the use of different basic techniques and processes in biotechnology.

### **VOC ED 174CE KEYBOARDING – 0 UNITS**

**Prerequisite:** None | **Lab:** 2 hours

This course is designed to assist students in developing the touch method of keyboarding. Emphasis will be on speed and accuracy using specific drills and timing as well as basic proofreading for grammar and sentence mechanics.

### **VOC ED 175CE – CLOUD LITERACY – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 3 hours

This course is designed to assist students in developing the knowledge of cloud services accessed over the internet, the software, and databases that run the servers. Emphasis will be placed on various cloud services available (free and paid), their functions, and accessibility. Students will learn file management and sharing techniques.

### **VOC ED 176CE – COMMUNICATION MANAGEMENT AND SCHEDULING – 0 UNITS**

**Prerequisite:** None | **Lab:** 2 hours

This course provides a review of Microsoft Outlook concepts needed to pass the Microsoft Office Specialist (MOS) examination. In this course, students will expand their technical skills by demonstrating how to customize the Outlook user interface format message content, create, insert graphic elements, and send / respond to emails and meeting requests. Students will schedule events and meetings on calendars, manage sharing multiple calendars, create contact records and tasks, and set up contact groups to facilitate communication with other Outlook users.

## **VOC ED 181CE – SPREADSHEETS FOR DATA MANAGEMENT 0 UNITS**

**Prerequisite:** None | **Lab:** 3 hours

This course provides a review of Microsoft Excel concepts needed to pass the Microsoft Office Specialist (MOS) examination. It offers a comprehensive, up-to-date review for Excel users who wish to refresh their skills and expand their knowledge in using Excel. Certification candidates will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.

### **VOC ED 182CE – WORD PROCESSING – 0 UNITS**

**Prerequisite:** None | **Lab:** 3 hours

This course offers a comprehensive, up-to-date review for Word users who wish to refresh their skills and expand their knowledge in using Microsoft Word to prepare for the Microsoft Office Specialist (MOS) examination for the Core Level, which is a recognized certification in many industries. Students learn the fundamentals of the Microsoft Office Word program including basic word processing operations such as: creating, editing, formatting, saving, retrieving, and printing text documents. Students will also learn how to design and format tables and graphics.

### **VOC ED 183CE – PRESENTATION DESIGN FOR THE OFFICE 0 UNITS**

**Prerequisite:** None | **Lab:** 2 hours

This course provides a review of Microsoft PowerPoint concepts needed to pass the Microsoft Office Specialist (MOS) examination. It offers a comprehensive, up-to-date review for PowerPoint users who wish to refresh their skills and expand their knowledge in using PowerPoint. Students will learn how to design, edit, and format slides using text, graphs, diagrams, multimedia and other content. They will also be introduced to best practices for creating and delivering an effective oral PowerPoint slide presentation.

### **VOC ED 190CE PATHWAY TO SOCIALLY RESPONSIBLE ENTREPRENEURSHIP – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course introduces aspiring student-entrepreneurs to socially responsible small business models and the three elements of the triple bottom line: profit, people and the planet. This course also introduces the entrepreneurial leadership traits and socially responsible behaviors that are the foundation for developing the skills and resources involved in transforming an innovative idea into a sustainable entrepreneurial product or service.

### **VOC ED 191CE STARTING YOUR OWN SMALL BUSINESS 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course is an introduction to starting a small business. Topics include: Concept kick start, key decisions and considerations when creating a business, protecting the value of your idea, types of ownership, legal obligations, networking resources, writing a business plan outline, small business information resources, and business readiness assessment.

## **VOC ED 192CE MANAGING SMALL BUSINESS OPERATIONS 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course reviews the operational logistics that small business start-ups should consider prior to launching. The course identifies management concerns unique to small businesses and presents information on establishing administrative controls and managing business operations, risk, growth and change to increase sustainability.

## **VOC ED 193CE MARKETING AND SALES FOR SMALL BUSINESS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course relates both marketing and sales strategies to today's fast-paced, competitive and segmented business environment, with the emphasis on relating marketing concepts to practical and effective real-world solutions that are sustainable. Both corporate and consumer situations will be considered with a strong focus on new product/service introduction, and product/service life cycle extension.

## **VOC ED 194CE TECHNOLOGY FOR SMALL BUSINESS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 1 hour

Topics covered in this course build the essential technology skills for entrepreneurs to run a small business more efficiently and save time. This course introduces website development and management, search engine optimization, blogging, social media platforms, databases and data security, and point of sale and crowdfunding tools.

## **VOC ED 195CE ENTREPRENEURIAL FINANCE – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course examines the elements of entrepreneurial finance, focusing on startup ventures and the early stages of company development. The course addresses key questions, which challenge all entrepreneurs: how much money can and should be raised; when the money should be raised, and from whom; what is a reasonable valuation of the company. It aims to prepare aspiring entrepreneurs to make these decisions and develop a basic, effective pitch of an entrepreneurial idea to a potential investor for startup capital.

## **VOC ED 252CE – EXPLORATION OF CONSTRUCTION AND MAINTENANCE CAREERS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 3 hours

This course introduces students to careers, basic skills and common practices in the construction and maintenance industries; helping them discover their aptitudes and interests in the construction field and make more informed decisions about their future careers, education, and training. Students will learn and perform basic carpentry, masonry, and mechanical skills and tasks. Students will prepare to enter an apprenticeship program in the field of construction or maintenance.

## **VOC ED 259CE – (O.S.H.A.) SAFETY STANDARDS: CONSTRUCTION & INDUSTRY – 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 1 hours

This course provides instruction on industry safety and health rules as it applies to workers and employers within the construction industry. Topics such as fall protection, lock out tag out procedures, PPE, excavations, CPR/First Aid, etc. are covered. Participants that meet the required hourly attendance and successfully pass the final exam will be eligible to receive their OSHA (10 hours) safety-training certificate.

## **VOC ED 281CE EXPLORING COMPUTER SCIENCE INFORMATION TECHNOLOGY CAREERS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This course introduces students to the different types of careers and jobs available to computer science information technology professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.

## **VOC ED 286CE EVERYONE CAN CODE – 0 UNITS**

**Prerequisite:** None | **Lab:** 0.5 hours | **Lab:** 0.5 hour

This course combines lecture, demonstrations and hands-on practice to provide students with the knowledge and skills necessary to learn to write code. They will solve visual puzzles using blocks of code. They will learn the three basic code structures: sequential, selection and iteration.

## **VOC ED 292CE ROBOTICS LAB I – 0 UNITS**

**Prerequisite:** None | **Lab:** 1 hour

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program and fabricate a working robot.

## **VOC ED 294CE INTRODUCTION TO SOCIAL MEDIA WORDPRESS BLOGS – 0 UNITS**

**Prerequisite:** None | **Lab:** 1 hour

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for your website and blog.

## **VOC ED 353CE FIRST AID AND BASIC CPR TRAINING 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This course provides students with knowledge and skills required to prepare to take the Basic CPR and First Aid exam through the American Heart Association.

## **VOC ED 381CE PHLEBOTOMY TECHNICIAN I – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 2 hours

This course will introduce students to the basic concepts of phlebotomy and skills that serve as a foundation for the individuals seeking certification as phlebotomist.

## **VOC ED 382CE PHLEBOTOMY TECHNICIAN I PRACTICUM 0 UNITS**

**Prerequisite:** VOC ED 381CE | **Lab:** 3 hours

This course provides the clinical laboratory experience in phlebotomy required to qualify for the examination of Certified Phlebotomy Technician I.

## **VOC ED 384CE EKG TECHNICIAN – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 1 hour

In this course, students gain the necessary skills required to work as an electrocardiogram (EKG) technician. Students learn and practice the fundamental skills related to operating, applying leads, and interpreting an EKG.

## **VOC ED 800CE PATHWAY TO CAREERS IN THE NONPROFIT SECTOR – 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours

This course introduces students to career options in the nonprofit sector and the strengths and challenges facing nonprofit organizations. Since the sector is complex, employers require professional teams with interdisciplinary (interconnected) skills, and desire transferable and leadership skills. Students will explore ways to turn their existing strengths into employer-stated desired skills and the academic pathways that build their capacity to reach their community-service and professional goals.

## **VOC ED 801CE NON-TRADITIONAL LEADERSHIP – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Non-traditional leadership is a social change metaphor intended to draw attention to individuals whose leadership skills emerge from cultural, social, and political conditions that shape their community. Non-traditional leaders are the unsung stakeholders who are distinguished by their intuitive knowledge of how to get things done, their influence with others, their ability to cultivate new relationships, and their refusal to give up on their community. They are community connectors working below the grassroots; driven by enormous hearts and gifts to bring people together to actualize a community enhancement vision. This course is designed to increase the capacity of non-traditional leaders to make a difference in their community by enabling them to identify common values, strengths, hidden assets, existing resources and leadership formations below the grassroots; so that they may design a common vision and take strategic action to enhance their community using the opportunities of the civic process.

## **VOC ED 802CE DEMOCRACY IN ACTION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour

This course supports the capacity of change agents to put democracy in action by reviewing the fundamentals of local government to effectively navigate the system and increase civic engagement using specific tools. Students will learn three frameworks for: identifying how systems work, speaking into the interests of an audience, and delivering an effective message that affects change.

## **VOC ED 803CE COMMUNITY ORGANIZING FOR CIVIC ENGAGEMENT – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course introduces students to the strategies and tactics used by advocates in the role of a community organizer to increase civic engagement and participation. Community organizing is a process that coordinates cooperative efforts into problem-solving campaigns that educate stakeholders and build power to affect change for community enhancement. Students will learn theoretical principles and how to apply them.

## **VOC ED 804CE TOOLS FOR DELIBERATIVE DIALOGUE – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

In this course, students will examine the process of deliberation, along with associated concepts of advocacy and civic engagement, and will practice making and evaluating cogent arguments through class dialogues. Students will examine how different cultures have adapted principles of deliberate dialogue to enable people and their government to allocate limited resources, meet societal needs, and achieve common goals for community enhancement. Students will explore core facilitation skills that support diverse community members to effectively think together.

## **VOC ED 805CE FRAMING COMPELLING MESSAGES AND SOCIAL MEDIA CAMPAIGNS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

Students will learn how to use the steps of framing to shape how a community story is perceived. The manner in which a story is presented can unlock change and increase community engagement through structured campaigns. When well framed messages are integrated into community-based campaigns using intentionally designed social media practices, agencies can build an online community that persists beyond the campaign.

## **VOC ED 806CE PROGRAM DESIGN AND EVALUATION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

Many community-based organizations struggle to measure the impact of their programs and services. However, stakeholders and funders expect evidence of impact and the value of their donations and investments. Strategic program design and evaluation can build the capacity of a community-based organization to achieve its desired goals. This course introduces logic models for planning programs with the end in mind while tracking logistics and success along the way. Students will become familiar with how to describe a community service program and evaluation results in the context of the public health model.

## **VOC ED 807CE FUNDRAISING AND RESOURCE DEVELOPMENT – 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 1 hour

Clear and powerful storytelling can shape the way others choose to contribute their money and resources to a community-cause. When non-traditional community leaders understand the interplay between their story, their role in the fundraising landscape, and the manner in which to present community projects that considers the expectations of funders, the chances of acquiring desired resources increase. Students will develop a philanthropic autobiography statement that guides how to navigate the world of fundraising. The course will introduce how to identify grant funding resources, developing donors, basic grant writing, and other approaches to empower non-traditional leaders and community-based organizations to sustain their work to improve social conditions.

## **VOC ED 821CE PRINCIPLES OF MEDIATION AND CONFLICT RESOLUTION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course introduces students to the field of mediation and conflict resolution. Students examine the interdisciplinary field of conflict analysis, nonviolent action, community violence prevention, restorative justice, and conflict transformation. Students will explore strategies and tactics for mediation and conflict resolution within the context of community-based programs, services and agencies whose mission includes community building for community enhancement.

## **VOC ED 822CE ANGER MANAGEMENT SKILLS – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

The course will introduce students with the concepts of anger management. The overall focus is to understand the emotion of anger; and tools for recognizing anger triggers, regulating emotional reactions in a healthy manner, and remaining calm in relation to others. Anger management skills help individuals recognize frustrations and strengthen ways to calmly express needs in order to effectively and nonviolently resolve conflicts. Students will identify strategies for coping with unresolved anger to support healthy relationships with self, family, school, work and when serving the community.

### **VOC ED 823CE RESOLVING WORKPLACE DISPUTES – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course explores practical, theoretical, and critical analyses of appropriate workplace strategies for discouraging dysfunctional disputes and promoting respectful dispute resolution and other remedies.

### **VOC ED 861CE PATHWAY TO CAREERS IN DENTAL HEALTH 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.5 hours

This course introduces students to career options in the field of dental health with a particular focus on the entry-level position of a Community Dental Health Coordinator (CDHC) who has a significant role as a member of the dental team in a community health setting.

### **VOC ED 862CE COMMUNITY DENTAL HEALTH: ADVOCACY, OUTREACH & MOTIVATIONAL INTERVIEWING – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course addresses the Community Dental Health Coordinator's role in directly affecting the oral health and wellness of our community. The course addresses concepts of dental health advocacy, community outreach activities, and motivational interviewing skills.

### **VOC ED 863CE COMMUNITY DENTAL HEALTH: COMMUNICATION AND CULTURAL, LEGAL & ETHICAL ISSUES – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course strengthens the Community Dental Health Coordinator's capacity by developing skills in communication and cultural competency, with a strong foundation on legal and ethical issues in community health.

### **VOC ED 864CE COMMUNITY DENTAL HEALTH: FIELD EXPERIENCE – 0 UNITS**

**Prerequisite:** None | **Lab:** 7 hours

This course integrates theory with practical, community service learning. Students gain real world experience in the profession of Community Dental Health Coordinators (CDHC). Students are connected to instructor approved settings, such as community health centers. The student will relate all previous CDHC courses to practical application in the community and complete an Oral Health Advocacy capstone project.

### **VOC ED 871CE DIGITAL MEDIA: AUDIO STORYTELLING 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hr, **Lab:** 1 hour

Students are introduced to audio production, including the audio environment and the digital tools used for audio production. Topics include proper audio recording and editing. Students will write and produce content in the form of broadcast/streaming news spots. Ethical and legal aspects of broadcast communication and journalism are also covered.

### **VOC ED 872CE DIGITAL MEDIA: PODCAST PRODUCTION & LIVE STREAMING – 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 1 hour

Students will be introduced to Podcast production, posting and LIVE streaming. Topics include writing broadcast and web content, hosting, recording, and editing podcasts. Students will apply the fundamentals of hosting and delivering live or recorded content for radio and the Web. Also, students will understand and demonstrate proper use of music and ambient sound to enhance digital audio storytelling, and use social media and web-based tools to post and promote podcasts.

### **VOC ED 873CE DIGITAL MEDIA: VIDEO STORYTELLING 0 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 1 hour

Students are introduced to the basics of digital video storytelling, including application to mobile and other digital devices. Students will gain professional video editing and camera shooting techniques to produce an informative/entertaining video. Topics covered include basic storytelling, the production process, digital formats, microphone techniques, lighting, and an introduction to the editing process and new media publishing considerations (Web and digital devices, etc.). Students will understand proper lighting and camera framing techniques, as well as professional audio content delivery.

### **VOC ED 881CE ESPORTS EVENT MANAGEMENT – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course covers the structure and planning of a live, in-person and live streamed eSports event. Students will understand the eSports ecosystem, equity, and the various management roles that are needed to host an eSports event. Students will research and choose popular games to identify target markets and competitions. Students will learn how to create a social media presence on Twitch, Facebook, YouTube, Instagram, Twitter, and Discord. Students will also explore the opportunities for generating revenue streams as well as create a sponsor deck for corporate sponsorship. The goal is to plan an event and market it as an eSports product to a community of gamers.

### **VOC ED 882CE TECHNOLOGY PLANNING FOR LAN EVENTS AND LIVESTREAMING – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course will cover the technology used for a local area network eSports event. This includes the basic understanding of gaming computer specifications and networking topologies for both casual and competitive gameplay. It will also cover the audio and video equipment used to record and stream the event. Students will learn how to setup broadcasting software such as OBS and Streamlabs, and then operate audio/video equipment from Shure and Canon. The course will also cover video over IP concepts to help students understand the quality to performance ratio of video production for livestreams.

### **VOC ED 883CE COMPETITIVE ESPORTS EVENT PRODUCTION 0 UNITS**

**Prerequisite:** None | **Lab:** 1 hour

This lab offers the experience of an event crew where students apply their learning by working as a team and in collaboration with ASO Club(s) and partners to host and manage an eSports Competition.

# ADMISSION & REGISTRATION



## ADMISSION ELIGIBILITY

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

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

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

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

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

## STUDENT RIGHT AND RESPONSIBILITIES: (TITLE 5 SECTION 55530)

All students shall be required to:

- Identify an educational and career goal.
- Diligently engage in course activities and complete assigned coursework.
- Complete courses and maintain progress toward an education goal and completing a course of study.
- Non-exempt first-time students shall, within a reasonable period of time, be required to:
  - a. Identify a course of study.
  - b. Participate in the placement process.
  - c. Complete an orientation activity provided by the college.
  - d. Participate in counseling to develop at minimum an abbreviated student education plan.
  - e. A comprehensive educational plan must be completed by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective Fall 2015).

Failure to fulfill these requirements may result in a hold on a student's registration or loss of registrations priority. (Title 5 Section 55530)

## STATEMENT OF PHILOSOPHY

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

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

# STUDENT INFORMATION



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

### STEP 1 – COMPLETE & SUBMIT AN ONLINE APPLICATION FOR ADMISSION

- GO TO: [www.lamission.edu](http://www.lamission.edu) Click on “Apply Online”
- You will be sent directly to the [CCCApply.Org](http://CCCApply.Org) website, where you will follow the steps listed on the website.

### STEP 2 – ENGLISH, ESL, AND MATH PLACEMENT

California Assembly Bill (AB) 705 (which is now part of Ed Code 78213), a law which took effect January 1, 2018, requires that California Community Colleges use multiple methods of placing students into transfer-level English, English as a second language (ESL) and math courses. These methods must include the use of high school cumulative grade point average (HSGPA), high school course grades, and high school courses taken. The law also requires that the method that yields the highest placement overrides all other methods.

In response to the AB 705 law, the California Community Colleges Chancellor’s Office established “default” (standardized) HSGPA ranges for colleges to use as the basis for placing students in English and math courses. Colleges may depart from these standardized HSGPA ranges, but they must provide statistical evidence that such departures meet or exceed the standardized targets set by the California Chancellor’s Office, and that students placed into any pre- or corequisite for a transfer-level course are highly unlikely to pass the course without it.

#### Additional resources on AB 705:

- Assembly Bill 705: [View PDF](#)
- Assembly Bill 1805: [View PDF](#)
- CCC Chancellor’s Office Memo AA 18-40: [View PDF](#)
- CCC Chancellor’s Office Memo AA 18-41: [View PDF](#)

Students who apply to the Los Angeles Community College District (LACCD) using CCCApply or updated their placement information using the LACCD MMAP Web Form on their To-Do Checklist will be placed into tiers (groups) of

courses in English; math for business, science, technology, engineering, and mathematics (BSTEM) programs; and statistics or liberal arts math (SLAM). Those who choose to complete ESL placement will be placed into an ESL tier, as well. Each tier includes the transfer-level courses cleared for enrollment, as well as optional or required support courses intended to help students succeed in transfer-level coursework in that tier. These tiers will be combined to produce an “E” placement level (English plus ESL, if completed) and “M” placement level (SLAM plus BSTEM), which will be shown on the online Student Portal Assessment Page.

### ENGLISH AND ESL PLACEMENT CRITERIA

#### English

The following criteria is used for placement into transfer-level English composition courses. Assignment to a tier is based on the student’s HSGPA (US high school cumulative grade point average). All students who provide placement data may enroll in transfer-level English composition (English 101) with or without the optional support courses or services listed in the placement message.

Tier	Placement Criteria
ENG 1	HSGPA $\geq$ 2.6
ENG 2	$1.9 \leq$ HSGPA $<$ 2.6
ENG 3	HSGPA $<$ 1.9
ENG N	Insufficient data to apply the above

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

Each LACCD college uses its own criteria for ESL placement. In most cases, these involve a combination of a placement exam score and the Multiple-Measures Assessment Project (MMAP) placement criteria, which place students based on their anticipated success rates using high school performance data (like grade point average). Note: ESL placement does not override English placement. Visit [lamission.edu/Global-Languages-and-Society/ESL-Placement.aspx](http://lamission.edu/Global-Languages-and-Society/ESL-Placement.aspx).

## MATH PLACEMENT CRITERIA

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

The following criteria is used for placement into mathematics courses. Typically seven of the nine LACCD colleges use the default placement criteria below for placement into courses typically required for business, science, technology, engineering, and mathematics programs (BSTEM). HSGPA=US high school cumulative grade point average; HS=US high school course.

BSTEM Tiers [all but Mission and Pierce]	
Tier	Placement Criteria
1	HSGPA $\geq 3.4$ or HSGPA $\geq 2.6$ & HS Calculus
2	HSGPA $\geq 2.6$ or HS Precalculus (or equivalent/higher)
3	HSGPA $< 2.6$
N	Insufficient data to apply the above

BSTEM Tiers [Mission]	
Tier	Placement Criteria
B	HSGPA $\geq 2.6$ & HS Calculus
A	HSGPA $< 2.6$ & HS Calculus or HSGPA $\geq 2.6$ & HS Precalculus
1	HSGPA $\geq 3.4$
2	Default
3	Default
N	Default

BSTEM Tiers [Pierce]	
Tier	Placement Criteria
1	Grade $\geq$ B in HS Algebra 2 / Integrated Math 3 (or equivalent or higher)
3	Grade $<$ B in HS Algebra 2 / Integrated Math 3 (or equivalent)
N	Default

### Statistics and Liberal Arts Math (SLAM)

The following criteria is used for placement into courses that may be required for programs that require statistics or liberal arts math (SLAM). HSGPA=US high school cumulative grade point average; HS=US high school course.

SLAM Tiers [for all colleges except Mission]	
Tier	Placement Criteria
1	HSGPA $\geq 3.0$
2	$2.3 \leq$ HSGPA $< 3.0$
3	HSGPA $< 2.3$
N	Insufficient data to apply the above

SLAM Tiers [Mission]	
Tier	Placement Criteria
1-M	HSGPA $\geq 3.0$ or HSGPA $\geq 2.6$ & HS Precalculus or HSGPA $< 2.6$ & HS Calculus
2 and 3	HSGPA $< 3.0$
N	Default

### [City, Southwest, Valley, and West]

All students who provide placement data may enroll in some

form of transfer-level math. In some cases these include courses with required additional hours per week and/or corequisites. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

### [East, Harbor, and Trade]

All students who provide placement data except those placed into a level including BSTEM or SLAM tier 3 may enroll in some form of transfer-level math. In some cases these include courses with required additional hours per week and/or corequisites. For levels including tier 3, students are required to take a below-transfer-level math courses prior to their transfer-level course. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

### [Mission]

All students who provide placement data may enroll in some form of transfer-level math. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

### [Pierce]

All students who provide placement data may enroll in some form of transfer-level math. For students in BSTEM tier 3 who wish to enroll in Math 215, Math 238, Math 240, Math 260 or higher, students are required to take Math 134, a below-transfer-level math course, prior to their transfer-level course. Students are encouraged to see a counselor and the catalog to determine which (if any) of the courses they are cleared to take are required for their education plan.

## GUIDED SELF-PLACEMENT

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

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

The Guided Self-placement process cannot require the student to take any exam or test, solve any problems, provide any writing samples, or review any sample questions, problems, or prompts.

## STEP 3 – GROUP & ONLINE ORIENTATION

All new students are strongly encouraged to complete an orientation for priority registration consideration, unless exempt (please refer to exemptions listed after STEP 6). Orientation

presents important information about the college, educational programs, requirements, resources and services that will help students register for classes and succeed in meeting their goals. Los Angeles Mission College offers group or online orientations. The group orientations are conducted by a counselor who will review English or ESL and Math placement information, the registration process, the College Catalog and the Schedule of Classes to assist in planning the first semester abbreviated student educational plan (ASEP). Students may sign up for the group orientation in the Counseling Office.

**Students who complete the online orientation are strongly encouraged to sign up for a student educational planning workshop in the Counseling Office to complete an ASEP:**

#### For More Information

- Visit [www.lamission.edu/Counseling/New-Students.aspx](http://www.lamission.edu/Counseling/New-Students.aspx)
- Online Orientation: Available through PeopleSoft SIS portal or by visiting [launch.comevo.com/lamission/567/-/-/pub?reload=1&](http://launch.comevo.com/lamission/567/-/-/pub?reload=1&)
- Counseling Office (Student Services Center of the Instructional Building) 818.364.7655 or 818.364.7656

### STEP 4 – COUNSELING

All new and returning students are strongly encouraged to meet with a counselor before registering for courses in order to develop an Abbreviated Student Educational Plan (ASEP), unless exempt (please refer to exemptions listed after STEP 6). Meeting with a counselor and completing an ASEP will count towards priority registration consideration. It is recommended that all students meet with a counselor regularly, as it provides an opportunity to review educational goals, course requirements, research majors, and plan courses. New students will need to declare a program of study and complete a comprehensive student educational plan (CSEP) before the completion of 15 degree applicable units or by their third semester. Completion of a CSEP will help students meet one of the criteria to maintain priority registration. It is HIGHLY recommended that students meet with a counselor each semester to receive updates on changes and review progress towards their educational goal.

Please contact the Counseling Office at 818.364.7655 or 818.364.7656 for appointment and drop-in counseling availability.

Online counseling is also available to all students via phone or video. Students can book an online appointment in the following ways:

- Call the General Counseling Office (Student Services Center in the Instructional Building) at 818.364.7655 or 818.364.7656
- Visit the General Counseling Office in the Student Services Center
- Send an email to [counseling@lamission.edu](mailto:counseling@lamission.edu)
- Visit [lamission.edu/counseling](http://lamission.edu/counseling) to schedule your appointment online

### STEP 5 – APPLY FOR FINANCIAL AID

All students are encouraged to apply for financial aid. Eligible students should complete the Free Application for Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov). FAFSA applications are accepted beginning October 1 for the upcoming Academic year. The FAFSA is used to determine eligibility for federal and state financial aid, including grants, work-study,

and loans. California residents can also apply for the California College Promise Grant (CCPG) through either the FAFSA or a separate paper application, available at the Financial Aid Office and on our website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid), under “Apply for Aid.” Eligible AB540 students can apply for state financial aid through the California Dream Act Application (CADAA), available online at [www.caldreamact.org](http://www.caldreamact.org).

### STEP 6 – REGISTER FOR YOUR COURSES

The following registration tiers will register in this order:

**Priority Registration Tier 1:** CalWORKs, DSPS, EOPS, Foster Youth, Active Duty/Veterans

**Priority Registration Tier 2:** Athletes, Promise, Completion  
**Registration Tier 3:** Continuing & New Fully Matriculated Students

**Registration Tier 4:** Students who lost priority, Open Registration

**Registration Tier 5:** K-12 Special Admits

### REGISTER FOR COURSES ONLINE

1. Log in to your SIS student portal.
2. Click the Manage Classes tile found on your student portal homepage.
3. Click the Class Search and Enroll button.
4. Enter the course, subject or class number keyword information into the Search for Classes field.
5. Once you select the course, you may narrow your search by selecting from the options on the column on the left side.
  - a. For example, from the Campus menu, select Los Angeles Mission College or from the Class Status menu, select Open Classes.
6. Select the course options from the search results to view the class information.
  - a. To see the details of a specific class section, select the option from the list of classes. The class information sub-page will be displayed where you will view enrollment information, prerequisites, meeting times for the class, location, and class availability. Once you have reviewed this information, close the class sub-page.
7. Review the class selections and determine which classes you want to take.
8. Review and confirm the class selection and click Next.
9. Review the class preference and select Accept.
10. Once you have added all your desired classes, you now have the option to Enroll or Add to the shopping cart.
  - a. To enroll in the class, select Enroll. Select the Next button at the top right of the page.
11. Review the class information and enrollment request details. To continue with enrollment, click the Submit button.
  - a. You will see “Are you sure you want to submit” message to confirm you want to enroll in the class. Select Yes to move forward with the enrollment. A green banner will be displayed at the top off the page to confirm that the enrollment was successful.
12. To confirm the course has been added to your schedule, you can select View My Classes option from the menu on the left side, and select the semester of enrollment to view your schedule.

## EXEMPTIONS (TITLE 5 SECTION 55532)

Exemption from core matriculation services (placement, orientation, and counseling) if the student:

1. Has completed an associate degree or higher;
2. Has enrolled at the college for a reason other than career development or advancement, transfer, attainment or a degree or certificate, or completion of a basic skills or English as a Second-Language course sequence;
3. Has completed these services at another community college within a time period as identified by the district;
4. Has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000;
5. Has enrolled at the college as a special admit student pursuant to Education Code section 76001.

## STUDENT AGREEMENT

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

**Under this agreement, students are required to:**

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

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

## PREREQUISITE, COREQUISITE & ADVISORY

Many courses listed in the Schedule of Classes will indicate Prerequisite, Corequisite, or Advisory courses listed after the name of the course. These recommendations were made after careful consideration by the faculty of that discipline. Our faculty has determined that each prerequisite, corequisite, or advisory will prepare you to be successful when you are ready to enroll in the next level course. L.A. Mission College follows the Los Angeles Community College District Administrative Procedure 4260 on Prerequisites and Corequisites.

## PREREQUISITE & COREQUISITE CHALLENGE PROCEDURE (AP 4260)

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

1. Information in the Catalog and Schedule of Courses  
The college shall provide the following explanations both in the college catalog and in the schedule of courses:
  - a. Definitions of prerequisites, co-requisites, and limitations

on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.

- b. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
  - c. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
  - d. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite, and satisfactory grade.
2. Prerequisite and Co-Requisite met with equivalent coursework
    - a. A student who has met the stated prerequisite or co-requisite through the satisfactory completion of equivalent coursework at another institution shall be cleared by the college to enroll in the course and not be subject to the challenge process.
    - b. The College President or designee shall establish protocols, through collegial consultation with the college academic senate, that ensure at a minimum that counseling faculty have primary responsibility for determining curricular equivalency of stated prerequisites and co-requisites, and that the determinations are final. Additionally, the college protocols shall also ensure that:
      1. Prerequisites and co-requisites may be met through credit for prior learning, credit by exam, and the outcomes of placement, including guided self-placement in English, ESL, and mathematics courses.
      2. A student who has completed or placed in coursework in a level exceeding the level of any course prerequisites or co-requisites shall be cleared to enroll in the course.
      3. The District Academic Senate establishes and may revise as needed districtwide standards for clearing prerequisites. Any such standards established by the DAS shall be followed by all colleges. Such standards shall be established as appendices to this Administrative Procedure.
  3. Challenge Process
    - a. Any student who does not meet a stated prerequisite or co-requisite or the equivalent or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
      1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five working-day period, the student shall be allowed to enroll in the course.
      2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

- b. Grounds for challenge shall include the following:
  1. Those grounds for challenge specified in Title 5 Section 55003 subdivision (p).
  2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he/she/they would be delayed by a semester or more in attaining the degree or certificate specified in his/her/their educational plan.
  3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she/they does not pose a threat to himself/herself/themselves or others.
  4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information

## APPEALING A CHALLENGE DETERMINATION

### Challenge Determination Appeal Process\*

A student may appeal the validity of this challenge result by filing the appeal with the Vice President of Academic Affairs.

### Challenge Determination Appeal Process

1. Student receives the challenge results from the Department or Counseling Office.
2. The student must complete a general petition form which may be obtained from the Counseling Office.
3. The completed petition and all accompanying documentation that supports the appeal (the general petition, a copy of the original challenge form and any other supporting documentation) is submitted to the Vice President in the Office of Academic Affairs.
4. The Vice President of Academic Affairs will convene a committee to review the appeal. The Committee will consist of the Vice President of Academic Affairs or designee, a counselor from General Counseling and the Department Chair, Vice Chair or a designee of the Department denying the initial challenge.
5. The copy of the general petition appeal will be forwarded to the Counseling office to be filed with the original Challenge form. If the appeal is granted, the counselor will prepare a course authorization to be picked up from the General Counseling Office.
6. The Student will be contacted by the Office of Academic Affairs via email regarding the outcome of the appeal. If the appeal is granted the student will be directed to pick up a course authorization in the General Counseling Office.
7. All appeal decisions that occur after the "Add Deadline" will be for course enrollment in the following semester.

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

## RESIDENCY REQUIREMENTS

### CALIFORNIA RESIDENCE REQUIREMENTS

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

### NONRESIDENT

A nonresident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the state. Certain non-United States citizens are permitted to establish residency, and certain others are not. Check with the Admissions Office regarding your particular status. A student classified as a nonresident will be required to pay nonresident tuition fees as established by the District Board of Trustees. For the year 2019-2020 the non-resident tuition fee will be \$342.

### RESIDENCE RECLASSIFICATION

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

### RESIDENCE CLASSIFICATION APPEAL

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

### CALIFORNIA NONRESIDENT TUITION EXEMPTION REQUEST

(AB 540 as amended by Education Code section 68130.5, Effective Jan. 1, 2018)

Any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California)

**A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:**

1. The student must have:
  - attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more,

- attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and attended at combination of elementary, middle and/or high schools in California for a total of three or more years, and
2. The student must have:
    - graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED of California High School Proficiency exam), or
    - completed an associate degree from a California Community College, or
    - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
  3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
  4. The student must file an affidavit with the college or university stating that if the student in a non-citizen without current of valid immigration status, the student has filed and application to legalize immigration status, or will file an application as soon as the student is eligible to do so.
    - Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
    - Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
    - A year's equivalence at a California Community College is a minimum of 24 semester units of credit or credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter.
    - The accumulation of credit and/or noncredit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed. (Example: 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility.)
    - Attendance in credit courses at a California Community College towards the attendance requirements shall not exceed two years of full-time attendance.
    - The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
    - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
    - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents".
    - The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver), Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
    - AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

## PROCEDURES FOR REQUESTING THE AB540 EXEMPTION FROM NONRESIDENT TUITION

**California Community Colleges** - Complete the form entitled California Nonresident Tuition Exemption Request. Submit it to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

**University of California** - The University of California (UC) campuses each have their own nonresident tuition exemption application and affidavit forms. Requests are not to be submitted until you have been admitted to a UC campus and have filed both a Statement of Intent to Register and also a Statement of Legal Residence. For campus-specific instructions regarding documentation and deadline dates, contact the campus personnel knowledgeable about AB540 classifications: [undoc.universityofcalifornia.edu/campus-support.html](http://undoc.universityofcalifornia.edu/campus-support.html).

**California State University** - Complete the form on California Nonresident Tuition Exemption Request. Contact the Office of Admissions and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions.

## INTERNATIONAL STUDENTS ADMISSIONS

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

1. Be at least 18 years of age.
2. Online International Student Application: [www.lamission.edu/international](http://www.lamission.edu/international)
3. Proof of high school or secondary school completion.
4. Academic records or official transcripts from all other prior colleges/universities attended. (if applicable)
5. Proof of funds. Bank statement or bank verification letter within last 6 months to cover the entire costs of tuition and fees, housing and other living expenses. Include financial affidavit of support if sponsored by another person.
6. Copy of passport information and passport photo
7. Copy of U.S. visa and I-94 (if applicable)
8. Student status verification form (Transfer students in U.S. only)
9. English proficiency tests such as TOEFL, IELTS, TOEIC are not required for newly admitted students. Students interested in applying for the English as a Second Language (ESL) program will be assessed with the ESL department for placement in academic ESL credit courses.

All documents must be official and submitted to the International Students Program to be considered for admissions. All prospective and transfer students' preliminary application and documents will be reviewed by the International Students Program before issuance of the Form I-20 "Certificate of Eligibility for Nonimmigrant Student Status". New F1 Visa status students outside of the U.S. may arrive up to 30 days before their program start date and are required to contact the International Student Office upon arrival. International students

must enroll in a minimum of 12 units each semester, are classified as nonresident students, must pay the regular tuition fees in addition to international student tuition fees, mandatory I-Med health insurance fee, SEVIS fee and the campus health fee for the duration of F1 status. F2 Visa students may enroll in 6 units or less of vocational courses. Grants-in-aids are not available to international students.

Effective April 12, 2002, the Department of the United States Citizenship and Immigration Services has issued an Interim Rule which requires those with B visas to change their visa status to an F-1 Student Visa prior to pursuing a course of study at a college. International Students may not apply online.

ESTIMATED INTERNATIONAL STUDENTS EXPENSES FOR ONE ACADEMIC YEAR		
There is a <b>one-time fee of \$50</b> for the processing of the F1/I-20 Visa		
Item of Expense	Per Semester	Per Year
Nonresident Tuition (\$299 x 12 Units)	\$4,104	\$8,208
Enrollment Fee (\$46 x 12 Units)	\$552	\$1,104
Health Service Fee	\$19	\$38
Representation Fee	\$2	\$4
District SEVIS Fee	\$25	\$50
International Student Health PPO Plus	\$742.08	\$1,484.16
<b>Total Tuition and Fees</b>	<b>\$5,444.08</b>	<b>\$10,888.16</b>
Personal Living Expenses/Room and Meals (May be less if living with relatives or sharing living quarters)	\$5,300	\$10,600
Student is responsible for costs of all Books & Supplies. Transportation Cost: Varies depending upon choice of transportation mode.		
<b>Total Verified Expense Amount*</b>		<b>\$21,488.16</b>

\*For questions regarding Estimated International Students Expenses call the International Student Office at 818.364.7741.

## FEES & COSTS

Students are encouraged to pay online through the student portal with their personal debit or credit cards. You may pay cash, cashier's check or money order in person at the Business Office. Fees are subject to change by the California Legislature and District Board Rules.

### ENROLLMENT FEE

Section 72252 of the Education Code requires community colleges to charge an enrollment fee for each student enrolling in college. The fee prescribed by this section shall be forty-six dollars (\$46) per unit per semester.\*

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

\*Fees are subject to change without prior notification.

### ENROLLMENT FEE ASSISTANCE

The College offers enrollment fee assistance, called the California College Promise Grant (CCPG) (formerly known as the Board of Governor's (BOG) fee waiver), to students who are unable to pay the enrollment fee. You are eligible to

apply for the CCPG if you are a California resident and you are enrolled in at least one unit. For more information on the CCPG program, refer to the Financial Aid section.

### ENROLLMENT FEE REFUND POLICY

**For full-term courses** – The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless a class is canceled or rescheduled by the administration or college. Credit and Debit card refunds are automatic; students must request a refund at the Business Office for fees paid by cash, cashier's check or money order.

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

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

### HEALTH SERVICES FEES

The Los Angeles Community College Board of Trustees shall require that each campus collect a mandatory fee for health services to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702, which define the services, fee procedures, and specific allowable fee expenditures.

Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in district colleges exclusively through contract education, (f) students admitted as Special Part-time Students (K-12) or Special Summer School Students under the provisions of Board Rule 81001.01 or 81001.02.

Students exempted under the provisions of (b), (c), or (f) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program, unless they opt to pay the fee. Exemption Request must be submitted to the Admissions and Records office.

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

### NONRESIDENT TUITION FEE

The tuition fee for nonresident (international) students is \$342 per semester unit. The tuition fee for nonresident (out-of-state) students is \$342 per semester unit. Fees MUST be paid at the time of registration and are subject to change each academic year.

**NOTE:** Nonresident students are also required to pay the community college enrollment fee of \$46 per unit and other fees as mandated.

## NONRESIDENT IMED FEE

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

**Please see following LACCD International Insurance Rates and Dates for 2023-2024:**

### Dates and Rates of Coverage

**Fall** - 8/15/22 to 1/31/23

Student Premium Rates: **\$677.98**

**Winter** - 12/15/22 to 1/31/23

Student Premium Rates: **\$225.86**

**Spring** - 2/01/23 to 8/14/23

Student Premium Rates: **\$678**

**Summer** - 5/15/23 to 8/14/23

Student Premium Rates: **\$339**

## NONRESIDENT TUITION REFUND CRITERIA & SCHEDULE

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

CHART A (Nonresident Refunds)		
CLASS TYPE	DATE REQUEST TIME STAMPED	REFUND
SHORT TERM (Less than regular length)	Thru 10% of class length	Full Tuition
	After 10% of class length	No Refund
REGULAR (Fall, Spring, Summer)	Thru second week	Full Tuition
	After second week	No Refund

## ASSOCIATED STUDENT ORGANIZATION FEE

Membership in the Associated Student Organization of Los Angeles Mission College is \$10 for Fall & Spring semesters, and \$3 for Summer & Winter intersessions. ASO fees support cultural, social, and co-curricular activities that are sponsored by the ASO. Participation in ASO entitles members to eligibility for ASO scholarships, computer and Internet access, free Scantrons and printing (limited number), and discounts on goods and services from selected businesses within the community. ASO membership is optional.

## ASSOCIATED STUDENT ORGANIZATION FEE REFUND POLICY

A full refund of the ASO fee can be issued up to the end of the second week of the semester.

## INSTRUCTIONAL MATERIALS (AP 5031)

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

## PARKING FEE

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

## SERVICE CHARGE FOR RETURNED CHECKS, DEBIT AND CREDIT CARD PAYMENTS

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

## STUDENT REPRESENTATION FEE

In accordance with the Education Code Section #76060.5, Los Angeles Mission College created the Student Representation Fee through the election process. This fee became effective in the Winter 2020 semester for the amount of \$2. The money collected is to be used to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government.

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

## TRANSCRIPT & VERIFICATION FEES

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

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

## ADMISSIONS TRANSCRIPT POLICY

Official transcripts and verifications are processed in five to seven working days. Delivery methods vary. Items are sent out by regular U.S. mail, email, or electronically when available and per students' request.

Rush transcripts and rush verification requests received by email, regular mail, or online using Parchment, will be processed within 24 working hours.

Items to be mailed are sent out by regular U.S. mail and will be postmarked for the next business day.

In-person rush ordered official transcripts, and/or verifications are processed while the student waits. Picture identification is required for pickup.

Written authorization is required by the student when being requested and picked up by a person other than the student. The student will need to clarify, by name, in their authorization letter who they are allowing to obtain the record so we may request to see the designee's picture identification.

On-campus requests will require payment through the Business Office.

To order online, please visit [www.parchment.com](http://www.parchment.com)

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## COLLEGE & HIGH SCHOOL

Students enrolled in high school may apply and register in up to eleven (11) units of college-level courses at Los Angeles Mission College through the Dual Enrollment Program. The high school principal or counselor recommends the college course(s) on the enrollment form and a signature from a parent is required. The enrollment approval form must be presented when the student initially files an application for admission, and a separate approval must be provided for each semester or term in which the student wishes to enroll. For further assistance, please contact the Dual Enrollment Office at **818.833.3375**.

### K TO EIGHTH GRADE STUDENTS (YOUNG STUDENTS)

The admittance of young students requires that a committee review and determine the appropriateness of the student enrolling in a college-level course, and in the opinion of the committee, may benefit from instruction.

### COST PER UNIT

Enrollment fees are waived for special part-time students enrolled in 11 units or less.

### CONCURRENT ENROLLMENT

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

- Classes are available on campus, via the Internet or on high school campuses.

### COST PER UNIT

Enrollment fees are waived for special K-12 part-time students enrolled in 11 units or less pursuant to LACCD Board Rule 8100.07 and Education Code Section 76300 (f).

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## AUDITING CLASSES (BP 4070)

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

- A. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
- B. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
- C. Priority in class enrollment shall be given to students desiring to take the course for credit toward a degree or certificate.

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## CANCELLATION OF CLASSES

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

### Add a Class/Wait List

Until the end of the day of the first class meeting, students can add any classes that have available spaces prior to the start of the semester. Students can choose to be added to a wait list for a closed class. If a seat becomes available in that class, the first student on the waitlist will be added to the class automatically. The second student on the waitlist will be moved to the number one waitlist space. The student will not be added if there are conflicts (including, overlap in class schedule, pre/corequisites not met, unit load, etc.) Students should contact their instructor for a permission number if a class is full or they are on the waiting list.

ONCE THE FIRST DAY OF A CLASS SESSION ENDS, students must obtain a "permission code" from the instructor to add a class, regardless of whether the class has availability. Priority will be given to students on the waitlist. The deadline to add a class will be enforced by college administration.

### Closed Classes/Wait List

A student may request to be added by an instructor into a closed class by obtaining a permission number for that class. A student with a permission number must add through the student portal.

### Waitlist Process

The SIS waitlist process will evaluate students on the waitlist up to the 2nd day of the class (one day after the semester start date).

### Enrollment without Permission

#### Class Meeting Date = Session Start Date

- Classes that begin the same day as the session start date will allow students to enroll without a permission number until the day after the session start date. For example, the session starts on Monday, February 8 and the first day of class is also on Monday, February 8, the waitlist and the enrollment process will run until the end of day on Tuesday, February 9.

#### Class Meeting Date = Session Start Date + 1

- Classes that begin one day after the session start date will allow students to enroll without a permission number until the end of day after the session start date. For example, the session starts on Monday, February 8 and the first day of class is on Tuesday, February 9, the waitlist and the enrollment process will run until the end of the day on Tuesday, February 9.

#### Class Meeting Date = Session Start Date + 2 (or more)

- Classes that begin two days (or more) after the session start date will require a permission number to enroll in the class. For example, the session starts on Monday, February 8 and the first day of class is on Thursday, February 11, the waitlist and the enrollment process will run until the end of day on Tuesday, February 9.

### **Drop a Class**

Students may drop a class without the instructor's signature up to the twelfth week of a regular semester (16-week semester). Instructor approval is not needed to drop a class. Students are advised to drop a class by Internet. The student will receive a confirmation number if the process is successful. Please visit the Admissions website for drop date deadlines (with/without a refund, with/without a W).

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## **DAY & EXTENDED DAY CLASSES (HOURS)**

Los Angeles Mission College offers classes during the day and evening for the convenience of students. Day classes meet 7:00am to 3:25pm Monday through Friday. Extended day (evening) classes are those scheduled to start at 3:30pm or later.

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## **FULL-TIME & PART-TIME STUDENTS**

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

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## **OPEN ENROLLMENT**

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

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## **SUGGESTED STUDY LOAD**

The maximum study load is 19 units during a regular semester and 9 units for intersession. Unit maximum is calculated based on the total units attempted district-wide in a given semester or combined intersession (as in the case for multiple summer sessions). The normal class load for students in the fall or spring semesters ranges from 12 to 19 units in a semester and 6 units an intersession for full-time students (does not apply to financial aid or other program requirements). A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 20 or more units may file a unit overload petition with the Office of Admissions & Records no later than the first two weeks of the semester.

# STUDENT SERVICES



## **CALIFORNIA WORK OPPORTUNITY & RESPONSIBILITY TO KIDS (CalWORKs)** **818.364.7760 OR 818.833.3511** **[www.lamission.edu/calworks](http://www.lamission.edu/calworks)**

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

- On- and off-campus work study, which allow students to meet work requirements while attending community college and obtaining valuable work experience leading to possible employment
- Academic/Career/Personal counseling
- Mental health counseling referral
- On-campus academic support services such as tutoring
- Referrals to community resources
- Assistance with navigating college and county services
- Completing county forms
- Case management
- Problem solving and advocacy workshops
- Books and supplies
- Priority registration

### **Program Eligibility**

- Must be enrolled at Los Angeles Mission College
- Must be a CalWORKs recipient

## **CAREER CENTER**

**818.833.3403 | [www.lamission.edu/careercenter](http://www.lamission.edu/careercenter)**

**email: [careercenter@lamission.edu](mailto:careercenter@lamission.edu)**

**Location: Campus Center, Lower Level Room 1532**

Do you need help choosing a major? Do you need more information about careers? Make an appointment at the Career Center where you will take a FREE career assessment. Your results will give you a list of careers that match your personality. Our goal is to help you “Discover Your Major” and choose a career you are passionate about. Use our online web resources for career and major information. Register on our online Job Board for job and internship opportunities posted by local employers just for you! Attend “Job Ready” workshops in: Resume Writing, Interview Skills, and Networking & LinkedIn. We provide FREE professional clothing got job interviews. Join us in our annual Job Fair and Major Fair. Please email, call, or stop by the Career Center to schedule an appointment.

## **COLLEGE CULTURE REENTRY HUB (POST-RELEASE PROBATION)**

**818.833.3321 | [ReEntryHub@lamission.edu](mailto:ReEntryHub@lamission.edu)**

**Location: CSB 107**

The College Culture Reentry Hub (CCRH) provides services for justice-involved students. CCRH will promote a college-going culture by connecting students to on-campus programs/services and community resources. The mission of the CCRH is to help students make the transition to higher education and complete academic goals.

**NEXTUP (Formerly known as Cooperating Agencies Foster Youth Educational Support (CAFYES))**  
**818.364.7654**

This Program was authorized by Chapter 771, Statutes of 2014. CAFYESNextUp is a supplemental component of under the existing umbrella of the Extended Opportunity Programs and Services (EOPS) program. The purpose of CAFYES is to strengthen the capacity of, and it provides community college districts to support the students who were in foster care after age 13 with resources that help remove barriers to higher education success, health and well-being of some of the nearly 13,000. The program offers eligible current and former foster youth who are enrolled in California's community colleges. The law support and services that could include help with books, supplies, transportation, tutoring, food, and other resources. NextUP support allows the Chancellor's Office students to meet with a counselor several times each semester to enter into agreements with up to 10 community college districts to provide additional funds for services experience, focus on the steps outlined in support of postsecondary education for foster youth. A competitive, peer-review process recommended 10 districts to the Board of Governors to receive funding to begin CAFYES programs at 26 colleges in 2015-16. Los Angeles Mission College was selected as one of those institutions. For more information on CAFYES, please contact the EOP&S/ CARE/CAFYES Office, plan, and work hard to create the future they want.

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**  
**818.364.7645**

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

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

In order to obtain a CARE application, you first need to apply to the EOPS program.

**COUNSELING INSTRUCTION (FORMERLY PERSONAL DEVELOPMENT)**

Counseling instruction consists of Counseling 004, Counseling 017, Counseling 022, and Counseling 040 courses to assist students in study skills, college success strategies, maximizing campus resource, career exploration, transfer preparation, and educational goal/plan development. To learn more, please see the course descriptions for each of these courses under "COUNSELING."

**COUNSELING OFFICE**  
**818.364.7655 OR 818.364.7656**  
**[www.lamission.edu/Counseling](http://www.lamission.edu/Counseling)**

All students are strongly urged to make an appointment with a counselor for help in choosing a course of study in order to complete a comprehensive student educational plan prior to the completion of 15 degree-applicable units, or by their third semester. Counseling assistance is also available for college transfer requirements, career planning, and personal concerns. To schedule a day or evening appointment, contact the Counseling Office.

**Student Educational Plan**

Prior to enrollment and after the online orientation, all new students are advised to complete a one semester abbreviated student educational plan (ASEP). Students will also need to select a course of study and complete a comprehensive student educational plan (CSEP) prior to the completion of 15 degree-applicable units, or by their third semester.

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

**DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)**  
**818.364.7672 | [www.lamission.edu/dsps](http://www.lamission.edu/dsps)**

Disabled Students Programs & Services is committed to promoting student success.

The mission of the program is to assess for and address educational limitations that are the result of a student's disability. Once the disability and associated educational limitations have been identified, the student and DSPS professional staff member collaborate to create an Academic Accommodation Plan (AAP) that outlines reasonable accommodations, services and/or referrals that allow the student to have the opportunity for equal access and full participation in the curricular and related activities of the College. In order to qualify for services, a student must have a verifiable disability which can include: physical disabilities, psychological disabilities, learning or intellectual disabilities, visual impairment, hearing impairment, acquired brain injury, ADHA, autism and other health conditions. The DSPS Team is committed to developing strategies that promote success for all eligible students participating in the program. Services/accommodations may include: academic counseling; personal counseling; priority registration; note taking assistance; test proctoring; job development and career planning; mobility assistance; adaptive high tech computer access; alternate media production; classroom accommodations; adapted physical education; and sign language interpreting.

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

**818.364.7645 | [www.lamission.edu/eops](http://www.lamission.edu/eops)**

EOPS is a program undertaken by Los Angeles Mission College and administered in accordance with state legislation (SB 164 and AB 1030). It is a state-funded program that provides positive educational support in order to improve retention, persistence, graduation, and transfer rates for students who may have language and socioeconomic disadvantages and who may be first generation college students. In addition, EOPS strives to facilitate these students' participation in college life and in successfully achieving their educational goals.

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

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

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

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

**818.364.7600 x7135**

**[www.lamission.edu/fosterkinship](http://www.lamission.edu/fosterkinship)**

The Foster and Kinship Education program at Los Angeles Mission College provides annual trainings for Resource Family Approval (RFA), Specialized Care Increment (SCI), and Whole Foster Family Home to relatives of caregivers, extended family members and foster parents (resource parents). Classes are consistent with the state requirement for RFA annual training and Los Angeles County Department of Children and Family Services training requirements related to the needs of foster and kinship families. Our training includes classes in both English and Spanish.

## **RESOURCE FAMILY APPROVAL (RFA) TRAINING SERVICES**

**818-364-7600 X7135**

This program is offered through a grant and contractual collaboration with County of Los Angeles Department of Children and Family Services and The Community College Foundation. The RFA training (modules 1-6) meets the mandatory Los Angeles County requirement for pre-service resource parents training for those who have children placed in their care through the Child Welfare system in Los Angeles.

## **SAN FERNANDO VALLEY SCHOLARS NETWORK/ GUARDIAN SCHOLARS PROGRAM**

**818.364.7600 x7135**

This program was granted through the Pritzker Foster Care Initiative. This multi campus network comprised of 3 community colleges (Los Angeles Mission College, Los Angeles Valley College, Pierce College) and California State University, Northridge combines efforts to reduce foster youth student attrition rates and increase successful foster youth student transfer and graduation rates. Eligible students receive support and resources to ensure college retention and educational success. Through this program, foster youth students meet with coaches and peer mentors on a monthly basis in order to prepare students for the necessary skills needed for future success.

## **INTERCOLLEGIATE ATHLETICS**

**818.364.7727 | [www.lamcathletics.com](http://www.lamcathletics.com)**

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

## **INTERNATIONAL STUDENTS PROGRAMS (ISP)**

**818.364.7741 | [www.lamission.edu/international](http://www.lamission.edu/international)**

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

All international students must meet with the International Student counselor to create a Student Education Plan (SEP) in accordance with United States Citizenship and Immigration Services (USCIS) regulations. Additional information, applications, and necessary forms may be found at [www.lamission.edu/international](http://www.lamission.edu/international).

## NEW STUDENT ORIENTATION

818.364.7655 OR 818.364.7656

[www.lamission.edu/assessment/orientation](http://www.lamission.edu/assessment/orientation)

Orientation provides important information about college programs, requirements, services, campus resources, academic expectations and institutional procedures. Students may access the online orientation by visiting the following link:

[www.onlineorientation.net/lamission/](http://www.onlineorientation.net/lamission/) or by signing up for a group orientation by calling the Counseling Office at

818.364.7655 or 818.364.7656.

## TRANSFER CENTER

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

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

## TRiO/STUDENT SUPPORT SERVICES (SSS)

818.364.7821

[www.lamission.edu/student-support-services](http://www.lamission.edu/student-support-services)

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

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

Through a selective process, students chosen to participate in SSS, qualify for one-on-one academic advising and counseling, individual and group tutoring, career counseling, study skills workshops, and trips to cultural sites/universities.

## VETERANS RESOURCE CENTER (VRC)

818.364.7658 | [www.lamission.edu/vrc](http://www.lamission.edu/vrc)

**Location: Campus Center Lower Level**

The Los Angeles Mission College Veterans Resource Center (VRC) is the bridge between military-connected students and the College. The VRC supports the academic achievements of Veterans, Reservists, Active-Duty Military and Dependents. The VRC personnel work to (1) Process veteran educational benefits provided by the United States Department of Veterans Affairs; (2) Provide college and community resources that assist with academic retention/success, career/job opportunities, housing services, and disability services; (3) Create awareness of military-connected issues across campus to students and faculty; and (4) Serve as a clearinghouse for information on current issues and veteran related changes in law.

Those planning to receive VA Educational Benefits should visit the Veterans Resource Center for assistance with their enrollment and placement process. Students must schedule an appointment with the VRC Counselor/Coordinator to create a Student Education Plan (SEP) and register for courses prior to attaining certification. Those receiving benefits are responsible for observing VA regulations and college policy as they apply to all students. Additional information and forms may be found at the VRC website. See information regarding "Credit for Military Service Training."

For Post-9/11 GI Bill® (Ch. 33) and Veteran Readiness and Employment (VR&E/Ch. 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 GI Bill and Veteran Readiness and Employment students will not be charged or otherwise penalized due to delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a VR&E student must provide Tungsten authorization from their VA Counselor. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Educational Benefits must submit all prior transcripts for a transcript evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA. GI Bill is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about educational benefits offered by the VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

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## FINANCIAL AID

818.364.7648 | [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)

### WHAT IS FINANCIAL AID?

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

### WHO IS ELIGIBLE?

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

- Be a U.S. citizen or an eligible noncitizen
- Demonstrate financial need
- Be enrolled as a regular student, making satisfactory academic progress in a course of study leading to a certificate, an associate degree, or transfer to a baccalaureate degree program
- Not be in default on any federal student loans and not owe a refund of any federal student grants
- Have a valid social security number
- Have a high school diploma, have passed a high school proficiency examination, or have received a certificate of General Education Development (GED).

### Financial Aid for AB540 Students

With the passage of two state laws (known collectively as the California DREAM Act), students classified as AB540 students with the campus Admissions & Records Office may be eligible for state financial aid programs. Students apply through the California Dream Act application (CADAA), available online at [www.caldreamact.org](http://www.caldreamact.org). All deadlines mentioned in this section regarding the Cal Grant application process and FAFSA are applicable for CADAA applicants.

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

To qualify for federal financial aid students must declare participation in a program that leads to a degree (associate, bachelor, graduate or professional) or in a certificate program that prepares students for employment. Effective July 1, 2011, the U.S. Department of Education (Federal Regulations 75-FR66832) has established guidelines requiring that community colleges disclose specific information regarding programs

that lead to gainful employment in a recognized occupation. Information includes but is not limited to occupational profiles, program costs, employment projections, number of students who complete the program and time to completion of the program.

In accordance with these regulations, a website is provided by Los Angeles Mission College which provides this information: [www.lamission.edu/careers](http://www.lamission.edu/careers)

## WHAT IS THE PROCESS?

To apply for federal and state financial aid, you need to complete a Free Application for Federal Student Aid (FAFSA) every year of college. The FAFSA is available online at [www.studentaid.gov](http://www.studentaid.gov). Eligible AB540 students apply through the California Dream Act application (CADAA), available online at [www.caldreamact.org](http://www.caldreamact.org). Both the FAFSA and CADAA are available annually starting October 1st for the following academic year. We encourage students to apply early as some financial aid resources are limited and may not be available for late applicants.

Once you have submitted your FAFSA (or CADAA), you will receive your results. All schools listed on your FAFSA (or CADAA) will also receive your results. The Financial Aid Office will send an email to your LACCD-assigned email account regarding any documents or forms we need to complete your file.

All email notifications from the LAMC Financial Aid Office will be sent to your LACCD-assigned email account, so make sure you check this account regularly.

After your information and any requested items are received and reviewed, the Financial Aid Office will send you an email regarding your Award Offer, with directions on how to view your information through the LACCD online Student Information System (SIS). Information on the SIS will provide you with the details of your financial aid eligibility.

To apply for scholarships through the Financial Aid Office at LAMC, visit our website at [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid).

## WHEN TO APPLY

You need to apply for financial aid every year. The FAFSA and CADAA are available starting October 1st of each year for the following academic year. We encourage students to apply early, as some financial aid resources are limited and may not be available for late applicants.

## TIMELINE & DEADLINES

<b>Oct 1</b>	FAFSA and CADAA applications available online for the following academic year.
<b>Mar 2</b>	Application deadline for Cal Grant consideration.
<b>Sept 2</b>	Extended Cal Grant B Competitive awards deadline for community college students only.

Additional deadlines and important dates are available on the Financial Aid Office website ([www.lamission.edu/financialaid](http://www.lamission.edu/financialaid)) and are also included on forms that have specific filing deadlines.

## HOW IS FINANCIAL AID AWARDED?

Your financial aid eligibility is determined by using Federal Methodology. In practice, we subtract your Expected Family Contribution (EFC) from your Cost of Attendance (COA) to determine your Need. Your EFC is calculated from the information

provided on your FAFSA (or CADAA) and is a measure of your (or your family's) ability to pay for college. Your COA is the estimated expenses related to a year of college (tuition and fees, books and supplies, room and board, personal expenses, and transportation). Once your need is calculated, our office will determine your financial aid awards. Awards can consist of a combination of grants, work-study, scholarships, and student loans.

## THE AID AWARD OFFER

Aid award offers are posted to the LACCD online Student Information System (SIS) and emails are sent to students once an offer has been made. The SIS will summarize a student's Cost of Attendance (COA), Expected Family Contribution (EFC), total awards, resources, and unmet need.

Students may accept or reject all or parts of their financial aid offer. However, if a student rejects an award, a substitute may not be available. Students may receive revised aid award offers throughout the academic year which may reflect additional allowances added to the cost of attendance, educational resources which must be accounted for, enrollment changes, and additions or deletions of awards.

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

The Financial Aid Office reserves the right to modify aid commitments at any time due to changes in the student's financial status; changes in the availability of funds; or changes in federal, state, Los Angeles Community College District, or institutional policies or regulations. The amounts that appear in an aid award offer are based on full-time enrollment (12 units or more). Should a student decide to take fewer classes, disbursements will be adjusted accordingly.

## FINANCIAL AID DISBURSEMENT & REFUND PROCESS

Financial aid funds are disbursed at regular intervals at the start and during each semester. Funds in excess of institutional charges covered by financial aid are refunded to the student as either an Electronic Funds Transfer (EFT) to the student's bank account, or as a deposit to a debit card issued in the student's name.

Additional information about the schedule of disbursements and refunds for the academic year will be included with the aid award offer and in supplemental materials sent to the student at the time the offer is made.

Students who have an approved Extension Petition will have their disbursements calculated based on the number of approved units for which they enroll (i.e., units for courses listed on the student's Student Educational Plan and approved by the Financial Aid Office).

## CHANGE OF ENROLLMENT STATUS

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

## RETURN OF TITLE IV FUNDS

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

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

## AUDITED CLASSES

Students are not eligible to receive financial aid (including the CCPG) for enrollment in audited classes.

## CONSORTIUM AGREEMENTS (ENROLLMENT AT OTHER COLLEGES)

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District (LACCD). If you are attending more than one college within the District in the same academic period, your enrollment status will be the sum total of all approved units in which you are enrolled throughout the District. Disbursements are calculated using all approved units taken within the district.

If you plan to enroll in courses outside of the Los Angeles Community College District (LACCD) and wish to have those courses count for enrollment and payment, you must complete a consortium agreement form. The institution outside of the LACCD must be an eligible institution in order for us to process the consortium agreement. Also, classes taken at the non-LACCD school must be applicable towards your academic program at LA Mission College.

## STUDENT RESPONSIBILITIES

Students must take responsibility for the following:

1. For the purposes of reporting Grade Point Average (GPA) information (for Cal Grant consideration) and enrollment information (for loan deferments), a valid Social Security Number (SSN) must be on file in the Admissions and Records Office. For eligible AB 540 students, no SSN is required for the college to submit GPA information.
2. Students must maintain satisfactory academic progress to receive financial aid and should meet with an academic counselor to develop or review their Student Educational Plan.
3. Students must submit all financial aid applications and documents by specified deadlines.
4. Students must complete all financial aid forms accurately and completely and submit them to the right place on time.
5. Students are responsible for reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
6. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms. The only exception to this rule is the California College Promise Grant (CCPG).
7. Students must notify the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education) of changes in your name, address, school enrollment status, or transfer to another college.

8. Intentional misreporting of information on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code and denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the Office of the Inspector General.

## FRAUD

A student who attempts to obtain financial aid by fraudulent means will be suspended from financial aid eligibility for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and to the federal government. Restitution of any financial aid received in such manner will be required.

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## TYPES OF FINANCIAL AID

### FEDERAL FINANCIAL AID PROGRAMS

#### Federal Pell Grant

The Pell Grant program is a federally funded program. Pell Grants do not need to be repaid (unless they are part of an overpayment of aid). To be eligible, an applicant must be an undergraduate student who has not earned a bachelor's or professional degree. Pell Grants range from \$500 to \$7,395 per academic year. The amount of the award is based on the results of the student's FAFSA and enrollment level (i.e., full-time, half-time).

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from \$300 to \$1000 per academic year, depending on need and packaging policy constraints.

#### Federal Work Study Program (FWS)

FWS is a federal program which enables students to earn part of their financial aid award through part-time employment on-campus. FWS is awarded to students who indicated an interest in student employment through the online Federal Work Study Interest List and who demonstrate financial need. FWS is subject to funding availability.

#### Federal Student and Parent Loans

Students are not obligated to apply for a loan. All loans require a minimum of half-time enrollment.

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

##### 1. Subsidized Federal/Direct (Student) Loans

Subsidized Federal Direct Student Loans are fixed-interest loans made to students who show financial need while attending college at least half-time. Please check with the Financial Aid Office for the current interest rate. Loans are made directly by the US Department of Education. The federal government pays the interest while you are in college. After a six-month grace period, repayment begins.

##### 2. Unsubsidized Federal/Direct (Student) Loans

Unsubsidized Federal Direct Stafford Loans are non-need-based loans that you may be eligible for if your financial

need is not met by need-based financial aid programs. The government does not pay interest for you while you are in school, in deferment status, or during your grace period. For both types of Direct Student Loans, an applicant must submit a Student Loan Form. First-time borrowers must complete the mandatory Loan Entrance Counseling requirement.

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

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

## STATE FINANCIAL AID PROGRAMS

### California College Promise Grant (CCPG)

The CCPG program is offered at the California Community Colleges for eligible students who are California residents or eligible AB540 classified students. The CCPG only waives the enrollment fees for the student. Applicants do not need to enroll in a specific number of units or courses to receive the CCPG.

Students who have applied for financial aid through the FAFSA (or CADAA) and listed Los Angeles Mission College (school code 012550) will automatically be reviewed for CCPG eligibility. If eligible, the CCPG will be automatically awarded and the student will be notified.

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

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

**Type B** - You meet the state-determined income standards.

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

**Special Classifications** - There are a number of special classifications which may qualify you for the CCPG. Documentation or certification must be submitted for consideration. To find out if you meet one of these classifications, download the California College Promise Grant application form from the Financial Aid Office website: [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid).

### Cal Grant Program

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

- Submit the FAFSA (or CADAA) and verified Cal Grant GPA by March 2nd
- Be a California resident or eligible AB 540-classified student
- Be attending at least half-time
- Have family income and assets below established income and asset ceilings
- Have not already earned a bachelor or professional degree before receiving a Cal Grant

**Deadline Date:** The first deadline is March 2nd. A second deadline for community college applicants is September 2nd, but we highly recommend that applicants meet the March 2nd

deadline as more funding is available. Students must also submit the FAFSA by the deadline date to apply for the Cal Grant. Students must submit their GPA verification to the California Student Aid Commission. GPA verification for students enrolled within LACCD will be electronically sent to CSA before the deadline date for those who meet specific criteria. Please check with the Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

### Cal Grant A

Students with eligible dependents who receive Cal Grant A may be eligible for up to \$6,000 per academic year (2021-2022 academic year amount).

### Cal Grant B

At community colleges, students may be eligible to receive up to \$1,648 per academic year (2021-2022 academic year amount). Students with eligible dependents who receive Cal Grant B may be eligible for up to \$6,000 per academic year (2021-2022 academic year amount).

### Cal Grant C

Cal Grant C is for students in occupational or career training programs who are from low-income and middle-income families. Applicants who demonstrate financial need will be sent the Cal Grant C Supplement to complete as part of the process. At community colleges, students may be eligible to receive up to \$1,094 per year (2019-2020 academic year amount). Students with eligible dependents who receive Cal Grant C may be eligible for up to \$4,000 per academic year (2019-2020 academic year amount).

### Chafee Grant

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

## STUDENT SUCCESS COMPLETION GRANT (SSCG)

The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and C recipients attending full-time. Maximum awards are \$2,596 per academic year for students enrolled in 12 or more units per semester (for both fall and spring semester) and \$8,000 per academic year for students enrolled in 15 or more units per semester (for both fall and spring semester).

## SCHOLARSHIPS

Scholarships are gift-aid awarded on the basis of merit, academic excellence, and in some cases, additional criteria such as study in a particular major, leadership, or financial need. Please visit the Financial Aid Office for scholarship listings, or visit our webpage: [www.lamission.edu/financialaid](http://www.lamission.edu/financialaid).

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

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

### Programs governed by the SAP policy

The LACCD SAP policy applies to the following financial aid programs: Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Direct student and parent (PLUS) loans, Cal Grants (A, B and C), and Student Success Completion Grant (SSCG). The California College Promise Grant (CCPG) is exempt from these SAP requirements, but eligibility is subject to institutional academic standards.

### Who is affected by the SAP policy?

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

All students are monitored for Satisfactory Academic Progress at the end of each payment period (Summer, Fall/ Winter, and Spring comprise our payment periods). Federal guidelines require that we count all classes even if a student was not receiving financial aid at the time they were enrolled. Units from all semesters and terms are counted and evaluated. Also, units from non-LACCD colleges noted on transcripts received by Admissions & Records Offices in the LACCD will be counted and evaluated.

### Satisfactory Academic Progress Standards

- **GPA:** Maintenance of a 2.00 or higher cumulative Grade Point Average (GPA).
- **Pace of Progression:** Successful completion of a minimum of 67% of cumulative units attempted.
- **Maximum Time Frame:** Attempted less than 150% of the number of units required for the student's academic program.

### Application of Standards

Warning Status: Students will be placed on Warning Status if a) they were initially in good standing (based on SAP standards or they do not have a previously-calculated standing), and b) at the end of their most current semester they do not meet the GPA and/or Pace of Progression standards. Students will remain eligible for financial aid during their Warning Status, assuming they are not disqualified due to the Maximum Time Frame standard. Students will be sent a Warning Status notification.

Advisory notifications (emails) are sent to students after the end of the first semester where their number of units attempted reaches or exceed 75% and 100% of their academic program Maximum Time Frame. Students should see an academic counselor to ensure they are taking the classes needed to reach their educational goal before reaching the 150% Maximum Time Frame limit.

Disqualification: Students are disqualified if they have one or more of the following academic deficiencies:

- Does not meet the GPA standard following a semester of attendance for which they were placed on Warning Status.

- Does not meet the Pace of Progression standard following a semester of attendance for which they were placed on Warning Status.
- Exceeds the Maximum Time Frame standard for their academic program.

Disqualification notifications (emails) are sent to students if they have one or more of the academic deficiencies noted above.

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

## SPECIAL PROGRAMS

### STUDENT ACTIVITIES

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

The development of a student activity program is a vital portion of the obligations that both faculty and administrators assume for students in any American college community. At Los Angeles Mission College, student activities are an integral part of the educational program.

### ASSOCIATED STUDENT ORGANIZATION

818.364.7820 | [www.lamission.edu/aso](http://www.lamission.edu/aso)

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

Membership in the Associated Student Organization of Los Angeles Mission College is \$10 for Fall and Spring semesters and \$3 per for Summer and Winter intersessions. For more information, visit the Student Activities Office in the Campus Center, or visit the ASO website.

### ELIGIBILITY FOR ASSOCIATED STUDENT ORGANIZATION OFFICES (AP 5411)

1. The following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO), must be met:
  - A. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held, and have successfully completed no more than 80 degree-applicable units in the District.
  - B. The candidate may seek only one campus office within the District and must meet minimum enrollment requirement, as described below, at the institution.

Students interested in the Student Trustee position, may not seek an ASO office position at the nine LACCD Colleges simultaneously.

- C. Per Section 76061 of the Education Code, a student who is elected or appointed to serve as an officer in the student government of a community college shall meet any of the following requirements:

1. The student shall be enrolled in the community college at the time of election, and throughout the student's term, with a minimum of five credit semester units,
  2. The student shall be enrolled in an adult education program (noncredit program only) offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50, at the time of the election and throughout the student's term.
  3. The student is enrolled in the community college at the time of election, and throughout the student's term, and is a disabled student, as defined in subdivision (b) of Section 84850 shall be enrolled in coursework as prescribed in their educational plan. As used in this section, "disabled students" are persons with exceptional needs with a verified disability by the Office of Special Programs and Services.
- D. The candidate or officer must not be on academic or progress probation, as defined by AP 4255 Probation during the semesters in which the student government office is applied for and held. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in the units completed at all the colleges in the District. Current means the most recently completed semester or session. The ASO Constitution may not set a higher GPA requirement.
- E. The ASO Constitution may not set a higher unit requirement to serve as a candidate or officer in student government. Units in which a student receives an Incomplete (INC) will not be counted in the determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students, who forfeit office for failing to meet this unit requirement, will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
- F. Students enrolled in an adult education program or enrolled in a reduced course load due to a verified disability by the Office of Special Services must successfully complete all coursework enrolled in at the time of the election or appointment. Students falling below this requirement will automatically forfeit their office.
- G. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit. Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer. In order to be considered for an exemption, a student, who exceeds the requisite 80 degree-applicable unit maximum, must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
  2. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.
  3. A current student educational plan must be on file.
2. A candidate or officer is ineligible for ASO office:
- A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.
  - B. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).
4. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position if an ASO officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (see BP 5500 Standards if Student Conduct and AP 5520 Student Discipline).

For further information, contact the Office of Student Services 818.364.7820.

## **STUDENT CLUBS & ORGANIZATIONS**

[www.lamission.edu/associated-student-organization/student-clubs.aspx](http://www.lamission.edu/associated-student-organization/student-clubs.aspx)

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

## **STUDENT TRUSTEE ELECTION PROCEDURE**

The Board of Trustees of the Los Angeles Community College District has established within its membership there shall be one nonvoting student Board member. The term of office the Student Board member shall be one year commencing on June 1 and ending on May 31.

# ACADEMIC INFORMATION



## HONORS PROGRAM

[WWW.LAMMISSION.EDU/HONORS](http://WWW.LAMMISSION.EDU/HONORS)

### UCLA Honors Transfer Alliance Program (TAP)

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

#### Honors program students receive:

- Priority admissions consideration to several prestigious four-year institutions, including UCLA. Average admittance rates for UCLA for TAP/Honors students was 75% versus 20% for non-TAP/Honors students! This admissions rate difference has been similar over the past 10 years. LAMC admittance data for fall 2022: 4 students were certified and applied to UCLA and all 4 students were offered admission.
- An enriched academic program allowing students to gain opportunities to pursue topics and projects of individual interest within courses taken; opportunity to gain valuable critical thinking, research and writing skills; opportunities to explore interdisciplinary approaches to course topics
- Assistance in the transfer process
- UCLA Library Card
- Transcripts that reflect participation in the program
- Participation in TAP/Honors allows you to have a non-impaired Alternative Major Selection at UCLA
- Regular opportunities for interaction with faculty mentors and program director
- Individualized counseling with an Honors Counselor
- Opportunity to attend the annual Honors Students research Conference at UC Irvine and the TAP/Transfer Conference at UCLA
- Admittance into the Honors Transfer Program Canvas Shell

**Program Participation** - Students will complete fifteen honors units with a “B” or better on the Honors project and in the UC transferable class, and honors designation will appear on students’ transcripts. This may be three 5-unit courses, five

3-unit courses, or any combination of a 15-unit minimum. For each honors course, students will complete a research project or paper designed in collaboration with the Honors Director Mike Fenton, and the faculty mentor teaching the course.

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

**Entering students** must have a high school GPA of 3.50 or higher.

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

**Completing an Honors Contract** – Students receive Honors credit by completing an Honors contract in any UC transferable course. In consultation with the Honors program, department and course instructor (mentor), the student develops a proposal for an Honors research project. In most cases, the project should be a written assignment that displays interpretation, critical analysis, and creative thinking of academic texts (journal articles or books written by experts in an academic discipline). The proposal is evaluated and graded by the mentor submitted to and evaluated by the Honors Coordinator. The project will either be approved or returned with suggested revisions. When the final project is completed, the graded project must be submitted to the Honors Coordinator along with an Honors Contract Completion form. This will result in an Honors notation on his or her transcript indicating that the course was completed for Honors credit.

**Honors Certification** - Students receive Honors certification by completing a total of five Honors contracts (minimum of 15 UC transferable units) and maintaining a minimum 3.25 overall transfer GPA.

#### For more information and to apply contact:

- **Honors Coordinator:** Mike Fenton, 818.364.7888 or [fentonms@lacc.edu](mailto:fentonms@lacc.edu)
- **Honors Counselor:** Mr. Afri Walker, 818.364.7647 or [walkerag@lamission.edu](mailto:walkerag@lamission.edu)
- For more information, visit [www.lamission.edu/honors](http://www.lamission.edu/honors)

## ADDITIONAL HONORS TRANSFER AGREEMENTS

The Honors Transfer Council of California ([www.honorsttc.org](http://www.honorsttc.org)) was created to promote academic excellence, to stimulate creative intellectual thinking and discussions of academic issues among students and faculty, to increase awareness of current social issues, to encourage community service, to celebrate cultural diversity, and to prepare students for successful university transfer.

View all transfer agreements at [htcca.org/transfer-partners/](http://htcca.org/transfer-partners/), and click on any college/university to see all honors agreements. Call Counseling 818.354.7655 or 818.364.7656 to meet with a counselor and to plan meeting the honors course requirements for these programs.

If interested, call LAMC Counseling at 818.354.7655 or 818.364.7656 to set up an appointment with the LAMC Honors Transfer Program counselor to discuss integrating the program into your transfer process.

## LEARNING RESOURCE CENTER (LRC)

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

The LRC is comprised of the Writing Center, Math Center, Science Center, and Testing Center and offers tutoring in a variety of topics. Comprised of peer tutors as well as graduate students, our staff offers one-on-one tutoring, group tutoring, and various workshops both in-person and online. Textbooks and computers for online homework and resources are available in the Learning Center. All services are free for registered students, with no appointment needed. The LRC also houses the Print Center and the Computer Commons with over 100 computers and a multitude of software programs, including accommodations for students with disabilities. For further information, please contact the LRC staff or visit the LRC Website.

## MATH TUTORING CENTER

818.364.7811 | [www.lamission.edu/mathcenter](http://www.lamission.edu/mathcenter)

**Location: East Campus, Health and Fitness Athletic Complex (HFAC), Room 108**

The Math Tutoring Center provides tutoring for all mathematics courses offered by the college and guidance to complete online assignments and projects. Tutorial services and online resources are provided by friendly, knowledgeable, and patient tutors. Many instructors hold their office hours in the center to assist, advise and interact with students. Textbooks and computers for online homework and resources are available in the Center. All services are free for registered students. No appointment is needed.

## SCIENCE TUTORING CENTER

818.364.7811 | [www.lamission.edu/learningcenter](http://www.lamission.edu/learningcenter)

**Location: East Campus, Center for Math & Science (CMS), Room 101**

The Science Tutoring Center provides tutoring for all science courses offered by the college and guidance to complete online assignments and projects. Tutorial services and online resources are provided by friendly, knowledgeable, and patient tutors. Many instructors hold their office hours in the center to assist, advise and interact with students. Textbooks and computers for online homework and resources are available in the Center. All services are free for registered students. No appointment is needed.

## STEM OFFICE

818.364.7600 x4161 | [www.lamission.edu/stem](http://www.lamission.edu/stem)

**Location: East Campus, Center for Math & Science (CMS), Room 13**

The mission of the Los Angeles Mission College STEM office is to provide students majoring in Science, Technology, Engineering & Math with support to help achieve goals to graduate with an associate degree, transfer to a four-year university, or prepare for graduate school. Through support services, activities, and presentations from professionals in the field, the STEM office aims to promote the development of academic mastery and enhance a student's career success.

### Benefits:

- Access to the STEM counselor who assists students with the exploration of their educational, career, and personal goals
- Develop a comprehensive student educational plan tailored specifically to STEM majors.
- Collaborate with the STEM office in the development of programs and activities for students.
- Ability to participate in Internships and undergraduate research opportunities for qualifying participants.
- Learn about different majors and careers in the field of STEM
- Participate in STEM related events, workshops, site visits, & College Tours
- Designated success coach to help you with college survival skills.

## STEM LOUNGE

818.364.7600 x4161 | [www.lamission.edu/stem](http://www.lamission.edu/stem)

**Location: East Campus, Center for Math & Science (CMS), Room 14**

The STEM Lounge is available for students to study and collaborate with others at all hours of campus operation. Computers and printers are available for student use.

## LIBRARY

818.364.7600 X7106 | [www.lamission.edu/library](http://www.lamission.edu/library)

The Library provides research assistance on a drop in basis and also maintains a collection of books, reference materials, magazines, newspapers, reserve materials, videos and DVDs and provides individual study areas and group study rooms.

## ACADEMIC READINESS, CAREER AND COMMUNITY INSTITUTE / NONCREDIT PROGRAM

818.364.7774 | [www.lamission.edu/abe](http://www.lamission.edu/abe)

**Location: (LRC), Room 208**

The Academic Readiness, Career and Community Institute Department at Los Angeles Mission College offers free non-credit courses in ESL, Citizenship, GED Preparation (English/Bilingual), Basic Skills – Math, English and Computer Literacy. The department offers Certificates in Civics, Job Readiness, and vocational training for careers in Construction, Small Business Entrepreneurship, and Technology.

### GED Preparation Services

The Academic Readiness, Career and Community Institute Department offers free noncredit preparation classes taught in English and Bilingually that focus on the four subjects tested by the GED exam. We offer GED testing at LAMC's satellite location in Sunland-Tujunga (7224 Foothill Blvd.). Our program monitors the progress of each student and helps with the registration process to take the test.

## English as a Second Language (ESL) Classes

The Academic Readiness, Career and Community Institute Department offers free noncredit ESL courses that focus on conversation, reading and beginning grammar. Students are assessed and placed into appropriate levels. Progress is monitored by our ABE counselor who will help students transition into higher-level Academic ESL courses and other credit programs.

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

The Academic Readiness, Career and Community Institute Department offers free noncredit preparation courses for the Naturalization (Citizenship) test. The courses focus on the personal interview, N-400 application process, important events in U.S. history and the structure of the U.S. Government.

## Career Preparation

The Academic Readiness, Career and Community Institute department offers several vocational education training programs that help students explore career pathways and emerging industries. Current programs include Sustainable Small Business Development, Introduction to Construction Technologies, Robotics, Social Media, and Programming.

## MULTIPLE AND OVERLAPPING ENROLLMENTS (AP 4226)

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap.

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## WORKFORCE DEVELOPMENT & EDUCATIONAL PROGRAMS

### CHILD DEVELOPMENT CENTER/FAMILY CHILD CARE HOMES EDUCATION NETWORK 818.364.7865 | [www.lamission.edu/childev](http://www.lamission.edu/childev)

The Child Development Center provides care and education for the children of Los Angeles Mission College student-parents (while they are attending classes) as well as for families in the community. The Center provides care from birth through age five. While student-parents have priority registration, the Center is also open to community families.

Off site, we have the Family Child Care Homes Education Network that consists of a wide range of family child care providers who are located in the community around LAMC. Each provider has their own hours of operation which can include evening and weekend care. Qualified families may receive child care services for infants, toddlers, preschoolers, and school age children with low or no fees. For hours and information contact the Child Development Center. Find the child care application for both programs on the webpage.

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## CAREER EDUCATION

### COLLEGE ADVISORY COMMITTEES

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

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

Advisory committees include Administration of Justice, Biotechnology, Business, Child Development, Construction Technologies, Computer Science, Culinary Arts, Engineering, Family & Consumer Studies, Occupations, Interior Design, Law/Paralegal, Multimedia, Theater, and Specially-Funded Projects.

### CAREER EDUCATION (CE)

#### CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006

818.833.3327 | [www.lamission.edu/careereducation](http://www.lamission.edu/careereducation)

Location: CSB 107

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

### CHILD DEVELOPMENT TRAINING CONSORTIUM 818.833.3422

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

### STRONG WORKFORCE PROGRAM

818.833.3327 | [www.lamission.edu/careereducation](http://www.lamission.edu/careereducation)

The SWP program is a state initiative that focuses on the needs of career education, with the goals of increasing enrollment and program completions, jobs, and wage gains. LAMC is focused on Career Education counseling, outreach, tutoring, and internship/job placement to provide students with opportunities for a comprehensive CE education.

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## BUSINESS & FISCAL SERVICES

### EAGLES' LANDING STUDENT STORE (BOOKSTORE) (LOCATED ON MAIN CAMPUS)

**C-STORE (located at the CMS building)**

**818.364.7798 or 818.364.7654**

**[www.eagleslanding.lamission.edu](http://www.eagleslanding.lamission.edu)**

**College Store Manager, Zoila Rodriguez-Doucette**  
**818.364.7767 | [rodriguez@lamission.edu](mailto:rodriguez@lamission.edu)**

**All adoptions are submitted by faculty which are listed on our website by department/course/section/instructor [www.eagleslanding.lamission.edu](http://www.eagleslanding.lamission.edu).**

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

1. No personal or third party checks accepted. Work or Government Agency Sponsorship checks are allowed, however the student is responsible to give their work or Government Agency the store contact information and they will need prior approval from the Store Manager.
2. We accept credit cards – VISA, MasterCard, Discover, and American Express.

#### **Student Store/C-Store Refund Policy for Books and General Supplies – COVID-19 Policy**

Listed on our website [www.eagleslanding.lamission.edu](http://www.eagleslanding.lamission.edu)

Each semester has a different Refund/Exchange deadline.

Information and store hours will be updated on a regular basis.

## STUDENT PARKING REGULATIONS

1. Liability: The Los Angeles Community College District and L.A. Mission College assume no responsibility for damage to any motor vehicle, theft of a vehicle or its contents, or injury to persons operating such vehicles on or off campus.
2. Students should avoid parking in designated LAMC STAFF PARKING LOTS and areas posted NO PARKING ZONES. A valid student parking permit must be displayed to park in the student parking lot.
3. The maximum speed limit is 10 mph on all parking facilities.
4. All persons driving a vehicle on the campus are required to comply with the traffic laws of the state of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations may result in a citation being issued.
5. All vehicles must be parked clearly within a designated parking stall.
6. All vehicles shall be parked heading into parking stall.
7. "No Parking" signs must be complied with.
8. Any vehicle parked in a space designated for "Disabled or Handicapped Only" must display a valid handicapped permit or placard issued by the Department of Motor Vehicles.
9. Persons parking illegally on campus will receive a parking citation.
10. Persons parking illegally in the "Disabled or Handicapped Only" parking area will be cited.
11. Parking citations are payable by mail to the address on the citation or online at [www.paymycite.com](http://www.paymycite.com). To appeal a citation, obtain an Administrative Review form from the college Sheriff's Office.
12. Short-term and visitor permits are available at the college Sheriff's Office.

13. The College reserves the right to remove vehicles from the campus for any of the following reasons:

- a. Abandoned vehicles
- b. Vehicles with no license plates
- c. Vehicles parked in such a manner as to constitute a serious hazard
- d. Vehicles which impede the operation of emergency equipment
- e. Vehicles which are parked illegally on a recurring basis

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

## COLLEGE SHERIFF'S DEPARTMENT

**818.364.7843 | [www.lamission.edu/sheriffs](http://www.lamission.edu/sheriffs)**

The campus Sheriff's office personnel are responsible for the safety and well being of staff and students and for the security of college property and facilities. Campus safety escorts can be arranged 24 hours a day through the Sheriff's Office.

# DISTRICT INFORMATION



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## ACADEMIC STANDARDS

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### ACADEMIC HONORS

#### Latin Graduation Honors

Graduation honors and awards are to be based on the student's cumulative grade point average (GPA) for all degree applicable college work attempted at Los Angeles Community College District (LACCD). To qualify, graduation students must have completed at least 24 units of coursework in LACCD. Honors will be assigned as follows:

#### Summa Cum Laude

Will be awarded to students with a 3.90-4.00 GPA for all degree applicable coursework.

#### Magna Cum Laude

Will be awarded to students with a 3.70-3.89 GPA for all degree applicable coursework.

#### Cum Laude

Will be awarded to students with a 3.50-3.69 GPA for all degree applicable coursework.

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## DEANS' AND PRESIDENT'S HONOR LIST (LACCD E-REG 88)

1. A student enrolled in the LACCD shall be placed on Deans' and President's Honor List, under the following condition:  
**Definitions:**
  - a. Full Time Student: a student enrolled in 12 or more graded units in the qualifying semester.
  - b. Part Time Student: a student enrolled in 6 to 11 graded units in the qualifying semester.
  - c. Qualifying Semester: the semester for which the student is considered for the Deans' Honor List.
  - d. Graded Units: courses in which grades of A, B, C, D, or F were received. Grades of "Pass," "No Pass" and "incomplete" will not be counted in meeting the unit requirement for the LACCD Deans' or President's Honor List.
2. Dean's Honors List  
**Requirements**
  - a. Full-time Deans' Honor List
    1. Twelve (12) or more graded units completed in the qualifying semester
    2. Grade point average of 3.50 or higher
  - b. Part-time Deans' Honor List
    1. Twelve (12) or more cumulative graded units completed in the LACCD.
    2. Grade point average of 3.50 or higher in the qualifying semester.

- c. Course work used in determination  
All coursework completed in the LACCD will be used in calculating the cumulative grade point average.
- 3. **President's Honors List**  
Students who have appeared on LACCD's Full Time or Part Time Dean's Honors for three (3) or more consecutive semesters will be placed on the President's Honors List.
- 4. **Transcript Designation**  
The designation "Dean's Honor List" and "President's Honor List" will be automatically placed on qualifying students' transcripts.

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## ACADEMIC PROBATION & DISMISSAL

### Academic Standards for Probation

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation shall be determined based on student course work dating from Fall 1981; course work completed prior to Fall of 1981 is excluded from probation calculations.

#### Probation

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

- A. Academic Probation - The student has attempted a minimum of 12 semester-units of work and has a grade point average less than a "C" (2.00).
- B. Progress Probation - The student has enrolled in a total of at least 12 semester-units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "INC" (Incomplete), and "NP" (No-Pass) are recorded reaches or exceeds fifty percent (50%).
- C. Transfer Student - Either condition A or B above applies to a student transferring from another college within LACCD.

### Units Attempted to Determine Probation Status

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

### Removal from Academic Probation

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

### Progress Probation

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units enrolled contains 50% or more of No-Pass (NP), Incomplete (INC), and/or Withdrawal (W) in at least three (3) consecutive semesters.

A student on progress probation shall not be dismissed after a semester during which the total of units for which s/he has received a combination of "W," "INC," and "NP" is less than fifty (50) percent of his/her total units recorded.

### Academic Standards for Dismissal

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

### Dismissal for Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of three (3) consecutive semesters.

A student who is on academic probation and earns a semester grade point average of 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

### Dismissal for Progress Probation

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

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

### Appeal of Dismissal

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

### Dismissal

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

### Readmission After Dismissal

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

### Academic Renewal (Title 5, CCR, Section 55046) (BP 4240)

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall establish procedures that provide for academic renewal.

## ATTENDANCE

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

Students who have preregistered for a class and who do not attend the first meeting of the class may forfeit their right to a place in the class. Students should contact the instructor directly to inform them of the circumstances related to the absence. The instructor will then decide if the reasons provided for the absence are appropriate for allowing the student to remain in class. Mitigating circumstances may be considered by the instructor. Whenever absences "in hours" exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student's responsibility to officially drop from any class he/she does not plan to continue to attend. Any drops or exclusions that occur between the end of the 3rd week and the end of the 12th week will result in a "W" on the student's record. Drops are not permitted beyond the end of the 12th week. An evaluative grade ("A," "B," "C," "D," "F," "P," or "NP") will be assigned to students who are enrolled past the end of the 12th week. After the last day of the 12th week (or 75 percent of the time the class is scheduled, whichever is less) the student may petition to withdraw from class demonstrating extenuating circumstances. For further details, refer to the "W" section of "Grading Symbols and Definitions."

## COURSE REPETITION & ACTIVITY REPETITION

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods. Refer to the course description to determine if a course is repeatable.

### Course Repetition to Improve Substandard Grades (AP 4225)

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

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

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

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

### Course Repetition: Special Circumstances

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

awarded for repetition under special circumstances shall not be counted in calculating a student's grade point average.

## CREDIT FOR LAW ENFORCEMENT ACADEMY TRAINING (LACCD E-REG 12)

1. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall, for the purposes of meeting certificate of achievement and associate degree major requirements, be granted as follows:
  - a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
  - b. Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline.
  - c. 1 unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent.
2. This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.
3. Credit awarded for law enforcement academy training will appear on that portion of the transcript designated for course and test (e.g. Advanced Placement) equivalencies.

## CREDIT FOR COURSES TAKEN AT INSTITUTIONS OF HIGHER LEARNING OUTSIDE THE UNITED STATES (AP 4051)

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

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the *California Commission on Teacher Credentialing*.
2. Students may receive credit for the following:
  - a. LACCD General Education Plan, excluding Area B1 American Institutions.
  - b. LACCD Competency Requirement, excluding Reading and Written Expression.
  - c. LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees. The LACCD residency requirement must still be met per LACCD Board Rule 6201.11.
  - d. LACCD Course Credit
    - Each college may develop procedures for determining whether the courses taken at the institution of higher education outside the United States are equivalent to courses in the college's curriculum. These procedures shall be developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – *Academic Senate and the Board of Trustees Shared Governance Policy*.
    - Courses that are part of a program that also meets licensing requirements, must be approved by the receiving college, in accordance with college policies developed in consultation with the college's Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – *Academic Senate and the Board of Trustees Shared Governance Policy*.

- This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities.

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## ACCEPTANCE AND EVALUATION OF COURSEWORK (AP 4051)

Students may use courses completed at other United States Regionally Accredited postsecondary institutions, including the LACCD colleges, to complete requirements for degrees, certificates, general education, and graduation competency through the college course substitution process.

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## PREVIOUSLY EARNED COLLEGE UNITS

College credits earned at U.S. regionally accredited institutions of higher education may be recognized upon evaluation. Students must arrange for each college previously attended to send official transcripts to the Office of Admission and Records, directly from that institution.

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## CREDIT FOR PRIOR LEARNING (AP 4235)

Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902 Title 5 Sections 55002, 55023, 55021, 55025, 55052, 55052

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP) Credit for Military Service/Training
- Achievement of an examination administered by other agencies approved by the district
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

### Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the district
- The student must have previously earned credit or noncredit from the district or be currently registered in the district
- Current students must have an education plan on file
- The course is listed in the current college catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

## Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedures for Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, in accordance with Pass/No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to Administrative Procedures for Grading and Academic Record Symbols and Grade Changes

## Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

## Advanced Placement

- See Administrative Procedure for Advanced Placement Credit

## International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a district approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the district's IB Procedure.

## College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the district's CLEP Procedure

## Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline

## Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment
  - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
  - If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript

## Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file
- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript

## LIST OF COURSES ELIGIBLE FOR CREDIT BY EXAM

### The courses listed below are eligible for Credit by Exam.

Please consult with a counselor or the Transfer Center to determine the best plan to meet your educational goals:

- ADM JUS 001, 002, 003, 004, 005, 006, 014, 104, 160
- BIOTECH 002
- CAOT 076
- CIS 101, 148, 210, 222
- CS 101, 102, 119
- CLN ART 050, 060
- MATH 112, 115, 120, 123A, 123B, 123C, 125, 240, 240S
- MULTIMD 100, 240, 340, 610

### The courses listed below are eligible for Industry Certification.

Please consult with a counselor or the Transfer Center to determine the best plan to meet your educational goals:

- ADM JUS 001, 002, 003, 005, 006, 014, 104
- CIS 210, 211, 222

## COURSE CREDIT FOR AP EXAMS

The following course credit is applicable to Los Angeles Mission College AA / AS major requirements, certificate requirements and unit credit ONLY. This does not apply to Associate Degrees for Transfer. Students who are planning to transfer should meet with a counselor for help in determining how transfer institutions will accept external exam credit.

AP Subject area	LAMC Course Credit
Art: History Studio Drawing	ART 101, 102 ART 201, 202
Biology	BIOLOGY 003
Chemistry	CHEM 065
Computer Science	CS 101
English Language & Composition	ENGLISH 101
Economics	ECON 001, 002
French Language	FRENCH 001
Government & Politics: US	POL SCI 001
Government & Politics: Comparative	POL SCI 002
History: U.S.	HISTORY 011 and 012
History: World	HISTORY 086 + 3 elective units
Math: Calculus AB Calculus BC	MATH 261 MATH 261 and MATH 262
Multimedia	MULTIMD 100, 240, 610
Music Theory	MUSIC 111
Physics B	PHYSICS 006, 007
Psychology	PSYCH 001
Spanish Language Spanish Literature	SPANISH 003 SPANISH 003 (+6 add'l elective units if both exams taken)

## ADVANCED PLACEMENT CREDIT (AP 4236)

1. Course Equivalency for the local Associate of Arts and Associate of Science Degrees Major Requirements and Certificates of Achievement Requirements

Faculty with the appropriate discipline expertise may establish criteria for granting course equivalencies for Advanced Placement (AP) exams. Course equivalency for AP exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned a score of 3, 4, or 5. All course equivalencies and criteria shall be published in the college catalog. Discipline faculty are encouraged to use the AP scores and course equivalencies provided in Appendix B for guidance.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each AP exam is stated in Appendix A.

2. Use of AP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the local Associate of Arts and Associate of Science Degrees

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the credit indicated in Appendix A.

3. Use of AP exams for meeting Associate Degree for Transfer major requirements.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the credit indicated in Appendix B.

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

## ADVANCED PLACEMENT CREDIT (AP 4236)

For the purpose of granting unit credit applicable to the minimum of 60 units required for the local Associate degree and the Associate Degree for Transfer, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education:

*In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:*

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
- 8 semester hours for some of the mathematics, sciences, and foreign languages

## CSU GE Breadth and IGETC

The use of Advanced Placement exams on the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) plans is determined by the University of California and California State University systems respectively. Refer to the current IGETC Standards and the current CSU Executive Order 1100 on external exams for applicability to the IGETC and CSU GE Breadth areas.

Updates to Appendices A and B are technical updates and not considered revisions to this Administrative Procedure. Both Appendices A and B shall be periodically reviewed and updated as needed by the District Academic Senate.

# LACCD AP 4236: ADVANCED PLACEMENT EXAMS CREDIT APPENDIX A

## UNIT CREDIT/LACCD GENERAL EDUCATION AREA/GRADUATION COMPETENCY

AP Subject Area	AP Score	Total Semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201
Art History	3, 4, 5	6	3	Area C: Humanities	
Biology	3, 4, 5	6	3	Area A: Natural Science	
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Calculus BC/AB Sub-score	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Chemistry	3, 4, 5	6	3	Area A: Natural Science	
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Computer Science Exam A	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	
Computer Science Exam AB	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	
Computer Science Principles	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied
English Literature and Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied
Environmental Science	3, 4, 5	4	3	Area A: Natural Science	
European History:	3, 4, 5	6	6	Area B2: Social and Behavioral Sciences or	
Area C: Humanities					
French Language and Culture	3, 4, 5	6	3	Area C: Humanities	
German Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Latin	3, 4, 5	6	3	Area C: Humanities	
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Music Theory	3, 4, 5	3	3	Area C: Humanities	
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science	
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science	
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science	
Physics C Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science	
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences	
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities	
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities	
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Studio Art: Drawing	3, 4, 5	3	3	Area C: Humanities	
Studio Art: 2-D Design	3, 4, 5	3	3	Area C: Humanities	
Studio Art: 3-D Design	3, 4, 5	3	3	Area C: Humanities	
United States Government and Politics	3, 4, 5	3	3	Area B1: American Institutions	
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities	
World History: Modern	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences or Area C: Humanities	

# LACCD AP 4236: ADVANCED PLACEMENT EXAMS CREDIT APPENDIX B

## LACCD ADVANCED PLACEMENT (AP) COURSE CREDIT FOR ASSOCIATE DEGREE FOR TRANSFER (ADT)

### MAJOR REQUIREMENTS

THIS AP EXAM CREDIT IS FOR APPLICABILITY TO ADT major requirements ONLY.

Please refer to CSU External Exam Credit, IGETC Standards; Private Institutions AP credit policies and campus specific applicability towards majors as they may differ from the information below.

AP Exam	Score	LACCD Course
Art History	3, 4 or 5	ART 101; ARTHIST 110
Biology	3, 4 or 5	BIOLOGY 003 or 005
Chemistry	3, 4 or 5	CHEM 060 or 065
Comparative Government and Politics	3, 4 or 5	POL SCI 002
Macroeconomics	3, 4 or 5	ECON 002
Microeconomics	3, 4 or 5	ECON 001
English Language and Composition	3, 4 or 5	ENGLISH 101
English Literature and Composition	3, 4 or 5	ENGLISH 101
European History	3, 4 or 5	HISTORY 001 and 002
Human Geography	3, 4 or 5	GEOG 002
Math: Calculus AB	3, 4 or 5	MATH 236 or 238 or 238S or 261 or 265
Math: Calculus BC/AB Subscore	3, 4 or 5	MATH 236 or 238 or 238S or 261 or 265
Math: Calculus BC	3, 4 or 5	MATH 261&262 OR 265&266
Physics 1	3	PHYSICS 011 or 012+014
Physics 1	4 or 5	PHYSICS 006
Physics 2	3	PHYSICS 011 or 012+014
Physics 2	4 or 5	PHYSICS 007
Physics C: Electricity and Magnetism	3	PHYSICS 011 or 012+014
Physics C: Electricity and Magnetism	4 or 5	PHYSICS 002 or 038 or 067 or 102
Physics C: Mechanics	3	PHYSICS 011 or 012+014
Physics C: Mechanics	4 or 5	PHYSICS 001 or 037 or 066 or 101
Psychology	3, 4 or 5	PSYCH 001
Spanish Language & Culture	3	SPANISH 003
Spanish Language & Culture	4 or 5	SPANISH 003 and 004
Spanish Literature & Culture	3, 4 or 5	SPANISH 004
Statistics	3, 4 or 5	MATH 227 or 227S or 227B or PSYCH 091 or STAT 001 or STAT 101
Studio Art: 2D Design	3, 4 or 5	ART 501
Studio Art: 3D Design Portfolio	3, 4 or 5	ART 502
Studio Art: Drawing	3, 4 or 5	ART 201
U.S. History	3, 4 or 5	HISTORY 011 and 012
U.S. Government and Politics	3, 4 or 5	POL SCI 001
World History: Modern	3, 4 or 5	HISTORY 086 and 087
Statistics	3, 4 or 5	MATH 227 or 227S or 227B or PSYCH 091 or STAT 001 or STAT 101
Studio Art: 2D Design	3, 4 or 5	ART 501
Studio Art: 3D Design Portfolio	3, 4 or 5	ART 502
Studio Art: Drawing	3, 4 or 5	ART 201
U.S. History	3, 4 or 5	HISTORY 011 and 012
U.S. Government and Politics	3, 4 or 5	POL SCI 001
World History: Modern	3, 4 or 5	HISTORY 086 and 087

**Caution:** Students should be advised that the CSU campus they matriculate to may not accept the passed exam for course credit which may result in the student having to take the course after transfer.

## INTERNATIONAL BACCALAUREATE CREDIT (AP 4237)

This regulation defines the International Baccalaureate Diploma and the conditions under which the District will accept it for the purposes of award/annotate credit, equivalency or competency in student records

### Requirements:

1. Course Equivalency for Local Associate Degrees major and Certificates of Achievement Requirements

Faculty with the appropriate discipline expertise may establish criteria for granting course equivalencies for International Baccalaureate (IB) exams. Course equivalency for International Baccalaureate (IB) exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned the minimum exam score stated in Appendix A. All course equivalencies shall be published in the college catalog.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each IB exam is stated in Appendix A.

2. Use of IB exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the Associate of Arts and Associate of Science Degrees

IB Exams shall be used toward meeting LACCD General Education requirements and Graduation Competency for the local Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

Students must receive a minimum score of 4 on most IB exams; other exams may require a score of 5 as noted in Appendix

Credit will only be given for Higher Level (HL) exams. No credit is given for Standard Level (SL) exams.

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

3. Use of IB exams for meeting Associate Degree for Transfer major requirements.

Associate Degree for Transfer major requirements may be satisfied with IB exam course equivalency as defined in Section 1.

4. **IB Unit Credit**

For the purpose of granting unit credit applicable to the minimum of 60 units required for the Associate degree, the LACCD shall follow the guidelines for IB credit set by the International Baccalaureate Organization:

Students can receive a score of 1 (poor or elementary) to 7 (excellent) for each subject studied. Universities and colleges typically expect individual HL subject scores to be a minimum of 4 (satisfactory) or sometimes 5 (good) for credit consideration.

5. **CSU GE Breadth and IGETC**

The use of International Baccalaureate exams on the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively. Refer to the current IGETC Standards and the current CSU Executive Order 1036 for applicability to the IGETC and CSU GE Breadth areas.

IB Subject Area	Minimum Passing Score AA/AS	Total Semester Units Awarded Toward AA/AS/ADT	Semester Units Applied Toward LACCD GE Requirements	Associate Degree GE Area Fulfilled	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201
Biology HL	5 (ALL)	6	3	Area A: Natural Science	
Chemistry HL	5 (ALL)	6	3	Area A: Natural Science	
Economics HL	5 (ALL)	6	3	Area B2: Social and Behavioral Sciences	
Geography HL	5 (ALL)	6	3	Area B2: Social and Behavioral Sciences	
History (any region) HL	5 (ALL)	6	3	Area B2: Social and Behavioral Sciences OR Area	
Language A Literature HL	5 (ALL)	6		C: Humanities	
Language A Language and Literature HL	4	6	3	Area C: Humanities	
Language B (any language) HL	4	6	NA	Area C: Humanities	
Mathematics HL	4	6	3	Area D: Language & Rationality: Area 2: Communication and Analytical Thinking	Mathematics Competency Satisfied
Physics HL	5	6	3	Area A: Natural Science	
Psychology HL	5	3	3	Area B2: Social and Behavioral Sciences	
Theater HL	4	6	3	Area C: Humanities	

## COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) CREDIT (AP 4238)

1. Course Equivalency for the local Associate of Arts and Associate of Science Degrees Major and Certificates of Achievement Requirements

Faculty with the appropriate discipline expertise may establish criteria for granting course equivalencies for College-Level Examination Program (CLEP) exams.

Course equivalency for CLEP exams toward satisfying major requirements for local Associate Degrees and Certificates of Achievement, shall be granted only if criteria have been established by the appropriate discipline faculty and shall be based solely on the established criteria. At a minimum the criteria shall require that the student has earned a score of 50 or higher on exam as stated in Appendix A. All course equivalencies shall be published in the college catalog.

The granting of course equivalency does not determine the amount of unit credit awarded. The amount of unit credit awarded for each CLEP exam is stated in Appendix A.

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

CLEP Exams shall be used toward meeting LACCD General Education requirements and Graduation Competency for the local Associate of Arts and Associate of Science Degrees, as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

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

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

3. Use of CLEP exams for meeting Associate Degree for Transfer major requirements.

CLEP exams may not be used to satisfy Associate Degree for Transfer major requirements.

4. **CLEP Unit Credit**

For the purpose of granting unit credit applicable to the minimum of 60 units required for the Associate degree, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

- 3 semester hours are recommended in the case of a half-year course.
- 6 semester hours for most full-year courses.
- 9 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college level foreign language course work.

5. **CSU GE Breadth and IGETC**

The use of CLEP exams on the California State University General Education Breadth (CSU GE Breadth) is determined by California State University. Refer to the current CSU Executive Order 1036 on external exams for details.

The use of CLEP exams on the IGETC is not permitted as determined by the University of California. Refer to the current IGETC Standards for details.

CLEP Exam	ACE Recommended Score	Total Semester Units Awarded Toward Associate Degree <sup>1</sup>	Semester Units Applied Toward Associate Degree GE Requirements <sup>2</sup>	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.15	Graduation Competency Requirement Met Board Rule: Chapter VI: 6201.13
American Government	50	3	3	Area B1: American Institutions	
American Literature	50	3	3	Area C: Humanities	R&W Competency NOT Met
Analyzing and Interpreting Literature	50	3	3	Area C: Humanities	R&W Competency NOT Met
English Literature	50	3	3	Area C: Humanities	R&W Competency NOT Met
Financial Accounting	50	3	NA		
French Language, Level I	50	6	NA	NA	
French Language, Level II	59	9	3	Area C: Humanities	
German Language, Level I	50	6	NA	NA	
German Language, Level II	60	9	3	Area C: Humanities	
History of the United States I	50	3	3	Area B1: American Institutions	
History of the United States II	50	3	3	Area B1: American Institutions	
Human Growth and Development	50	3	3	Area B2: Social and Behavioral Sciences	
Humanities	50	3	3	Area C: Humanities	
Information Systems and Computer Apps	50	3	NA	NA	
Introduction to Educational Psychology	50	3	NA	NA	
Introductory Business Law	50	3	NA		
Introductory Psychology	50	3	3		
Introductory Sociology	50	3	3	Area B2: Social and Behavioral Sciences	
Principles of Macroeconomics	50	3	3	Area B2: Social and Behavioral Sciences	
Principles of Management	50	3	NA	Area B2: Social and Behavioral Sciences	
Principles of Marketing	50	3	NA		
Spanish Language, Level I	50	6			
Spanish Language, Level II	63	9	NA	NA	
Spanish with Writing, Level I	50	6	3	Area C: Humanities	
Spanish with Writing, Level II	63	9	NA	NA	

## FINAL EXAMINATIONS

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

## GRADING AND ACADEMIC RECORD SYMBOLS (AP 4230)

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

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

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

## EXPLANATION OF SYMBOLS WITHOUT IMPACT ON GRADE POINT AVERAGE:

**SYMBOL:** I

**DEFINITION:** Incomplete

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

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

**SYMBOL:** IP

**DEFINITION:** In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await the course completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is

completed. The "IP" shall not be used in calculating grade point averages.

**SYMBOL:** RD

**DEFINITION:** Report Delayed

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

**SYMBOL:** W

**DEFINITION:** Withdrawal

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

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

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

After the last day of the 14th week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the 14th week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a "W".

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

The "W" shall not be used in calculating units attempted nor for the student's grade point average.

"W's" will be used as factors in progress probation and dismissal.

A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because they reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

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

**SYMBOL:** EW

**DEFINITION:** Excused Withdrawal

The EW symbol may be used to denote excused withdrawal.

“Excused Withdrawal” occurs when a student must withdraw from a course or courses under circumstances beyond their control. Upon verifiable documentation (i.e. job transfer, illness of family member, incarcerated student, subject to immigration action, chronic or acute illness, accident or natural disaster) a student may petition for an “EW” non-evaluative symbol.

Excused withdrawals shall not be counted in progress probation and dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

The student with an approved “EW” grade may file a petition with the District requesting a refund of the enrollment fee unless academic credit has been awarded or they received the California College Promise Grant or a waiver of fees from AB19 funds.

**SYMBOL:** MW

**DEFINITION:** Military Withdrawal

The MW symbol may be used to denote military withdrawal.

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

Military withdrawals shall not be counted in progress probation and dismissal calculations. “MW” shall not be counted for the permitted number of withdrawals. The District shall refund the entire enrollment fee unless academic credit has been awarded. Title 5, C.C.R., Section 55022, 55024

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## PASS/NO PASS (AP 4232)

### 1. Pass-No Pass Options

A College Curriculum Committee may approve the following grading options for a credit course through the college course approval process, and as denoted on the course outline of record:

- Letter-grade only
- Pass-no pass grade only
- Letter-grade or pass-no pass grade (student choice)

Colleges shall identify in the college catalog all courses that are pass-no pass only, or where a pass-no pass grading option may be selected by the student.

For courses for which students may select a letter grade or pass-no pass grading option, the student shall select the grading option no later than the end of the first 30% of the term.

Assignment of grades of P or NP shall be determined only by the course instructor of record and based on that instructor’s course grading policies, provided that a student a grade of P is awarded to students who earn the equivalent of a C or better. A student who is enrolled in a course on the “pass-no pass” basis shall receive both course and unit credit upon satisfactory completion of the course.

The student who is enrolled in a course on a Pass/No Pass basis shall be responsible for completing all course requirements established in the course outline of record and administered by the instructor, and must be evaluated to the same standards of depth and rigor as all students receiving letter grades.

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

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

### 2. Acceptance of Pass Credits from Other Institutions.

All courses and units (including those units earned on a “pass-no pass” basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in this Administrative Procedure.

“Accredited institution” shall mean a United States regionally accredited institution. It shall not mean an institution “approved” by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

The College President shall establish in consultation with the Academic Senate college protocols for implementing this Administrative Procedure pursuant to BP/AP 2510 Participation in Local Decision-Making.

## Campus Protocol on Pass/No-Pass Option

A maximum of fifteen (15) units on a Pass/No-Pass basis may be applied toward the Associate Degree. Courses taken for Pass/No-Pass may not be a requirement of the student’s major. Unit and course credit will be granted on a Pass/No-Pass basis under the following conditions:

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

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

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

- ALD HTH 021, 100
- COUNSEL 004, 017
- EDUC 006
- E.S.L. (all courses except E.S.L. 008, 010, and 100)
- NRS-HCA 056
- PHRMCTK 034

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## GRADES & GRADE CHANGES (AP 4231)

### Changing Grades

The Instructor of Record for the course shall determine the grade to be awarded to each student.

The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency.

For purposes of this section, “mistake” may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student’s grade.

“Fraud” may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student’s record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the District’s grade change process requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

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

In all cases, the instructor who first awarded the grade will be given written notice of the change.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college’s academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

Petitions for grade changes should follow the grievance process outlined in AP 5530.

### **Security of Grade Records**

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Chief Student Services Officer at each college. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Chief Security Officer immediately. The Chief Security Officer shall take immediate steps as appropriate to protect the grade storage system while an investigation is conducted and make referrals to appropriate authorities as deemed necessary.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures and the relevant Collective Bargaining Agreement.

### **Retention of Written Work and Grade Records**

To the extent that student work product takes the form of written work, such written work shall, if not returned to the student, be retained by the faculty member for at least one year from the end of the term in which the course was taken. All faculty grade records shall be retained by the faculty member for at least a one-year period. All written work and grade records shall be stored on campus.

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## **TRANSCRIPTS**

Upon written request from the student a copy of the student’s academic record shall be forwarded to the student or his designated addressee or to responsible forwarding agency. Delivery methods vary. Items are sent out by regular U.S. mail email or electronically when available and per students’ request.

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

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

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## **HOW TO ORDER A TRANSCRIPT ONLINE**

To request a transcript online, you are required to submit the transcript fee with a credit card.

Parchment charges a \$2.75 convenience fee for processing an online order.

Order transcripts online at [www.parchment.com](http://www.parchment.com)

- Create an account, and select the tab for Learners.

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## **WITHDRAWAL**

Students wishing to drop a class or withdraw from the college during the semester must do so by Internet. Failure to withdraw officially may result in an “F” grade. Students must withdraw on or before the last day of the 12th week (75 percent) in order to receive a “W.” Students in short-term classes must withdraw before 75 percent of the course is completed.

After the 12th week or 75 percent completion of the course, a student is assigned a letter grade (“A” through “F”).

Instructors are not obligated to exclude a student for non-attendance. IT IS THE STUDENT’S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

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

1. Dropping classes or withdrawing from the college must be done online by the drop date deadlines.

2. You must have your STUDENT IDENTIFICATION NUMBER ready. Go to [www.lamission.edu](http://www.lamission.edu) and click on "register for classes" to access the STUDENT INFORMATION SYSTEM. Click on "Add/Drop Classes." Log in.
3. Click on "My Class Schedule." Next, click on the "Drop" tab and choose the class you want to drop and follow the prompts. Make sure you click "Finish" and you see a confirmation page.
4. Once the class is dropped, print the page with the confirmation number. This will be your receipt to show the class was dropped.
5. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the end of the second week (full-term classes). If you drop a class beyond the 2nd week of class (full-term classes), you will not receive a refund. Contact the Admissions and records office for refund deadlines on late-start and short-term classes.
6. You may also withdraw online before the 12th week or 75 percent completion of the class.

### Withdrawal from Classes

THROUGH THE 2nd WEEK: No notation ("W" or other) will appear on the student's record if the class is dropped during the first two weeks of the semester (or 30 percent of the class for short-term classes).

THROUGH THE 12th WEEK: A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 3rd through the 12th week of the semester.

AFTER THE 12th WEEK: Students who remain in class beyond the 12th week (or 75 percent of the class for short-term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal).

1. Repetition of Courses in Which A Satisfactory Grade Was Recorded
  - a. Extenuating Circumstances - Repetition of courses for which a satisfactory grade ("A", "B", "C", "CR", "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the College President, or designee, based on a finding that extenuating circumstances exist which justify such repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.
  - b. Significant Lapse of Time - Repeating a course due to significant lapse is permitted if the college has established a recency prerequisite for a course or program, or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded (See AP 4228 Course Repetition – Significant Lapse of Time) At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.
  - c. Legally Mandated Training - When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or

volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish protocols requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.

- d. Changes to Industry or Licensure Standards - Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish protocols requiring students to certify or document that course repetition is necessary due to a significant change in industry or licensure standards pursuant to this subsection.
- e. Cooperative Work Experience - Students may repeat a cooperative work experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a). The grade received each time shall be included for purposes of calculating the student's grade point average.
- f. Students with Disabilities - Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. At the student's option, previous grades and credits may be disregarded in computing the student's grade point average each time the course is repeated.

2. Course Repetition to Remove A Substandard Grade  
When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two repetitions of a given course to alleviate substandard grades are allowed, except that a third repetition may be permitted with the approval of the College President or designee provided that apportionment is not claimed for that third repetition.

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

3. Duplicative Credit  
Duplicative credit in non-repeatable courses shall not be used towards the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.
4. Outside Coursework  
Successful completion of coursework at regionally accredited institutions may be used to alleviate a substandard grade for an equivalent course taken in the District. Course equivalency shall be determined by appropriate faculty at each college.
5. Annotation of Academic Records  
Courses that are repeated under this section shall be recorded on the student's permanent academic record using an appropriate symbol, and the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

6. Finality of Assigned Grades  
Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.
7. College Protocols  
College protocols for enacting all provisions of this Administrative Procedure shall be developed in accordance with the provisions of Academic Senate and Board of Trustees Shared Governance Policy (see BP/AP 2510 Participation in Local Decision-Making). At a minimum, the college protocols shall include the processes for student petitions and require that all petitions are reviewed by the College President or designee.

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

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

1. The right to inspect and review the student's educational records, which include discipline records, within 45 days from the date the College receives a request for access.
  - Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.
  - Educational records are those records that are directly related to students and are maintained by the College. Students may not inspect educational records pertaining to parents' financial records and certain confidential letters or recommendations.
2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College President or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.
  - If the College President or his/her designee decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and Section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.
  - If a student authorizes the release of his/her education record to a third party, he/she shall notify the College Admissions Office authorizing said release with a specific list of the information to be released.

- Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.
4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.
    - Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.
    - Pursuant to Board Rule 5202, the Los Angeles Community College District has designated the following student information as directory information:
      - a. The student's name, address, telephone number, email address, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
      - b. Student employee records may be released in order to comply with collective bargaining agreements.
      - c. The names, addresses, and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditional upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties.
      - d. At the discretion of the College President, the names, addresses, and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education or their designees for the purpose of providing information to the student regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditional upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.
  5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-5901

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## 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 2017 a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students was tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 21.56 percent attained a certificate, degree, or became 'transfer-prepared' during a three-year period from Fall 2017 to Spring 2020. Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.00 or better.

Based upon the cohort defined above, 8.02 percent transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period from Spring 2018 to Spring 2020.

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

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## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

LAMC is committed to providing a safe and supportive environment for its students, faculty, and staff. Any student who feels that their rights have been violated by other students, faculty, or staff may submit a complaint. The complaint process and its resolution vary depending on the type of complaint:

- **GENERAL COMPLAINTS** involve violations of the law or of College rules, policies, and procedures. These complaints should be submitted through the College's Grievance website.
- **SEXUAL MISBEHAVIOR COMPLAINTS** involve sexual harassment or misbehavior. Title IX Coordinators and are responsible for handling sexual harassment and sexual abuse complaints at each campus. To file a complaint of this type, or if you have questions, please contact the following:
  - **Angelica Toledo**  
Deputy Title IX Coordinator for Los Angeles Mission  
213-891-2315  
[toledoa@elac.edu](mailto:toledoa@elac.edu)
  - **Victoria Friedman**  
Deputy Title IX Coordinator for Title IX Policy  
213-891-2315  
[friedmv@laccd.edu](mailto:friedmv@laccd.edu)
  - **Brittany Grice**  
Title IX Coordinator and Director of Diversity, Equity and Inclusion  
213-891-2315  
[titleix@email.laccd.edu](mailto:titleix@email.laccd.edu)
- **UNLAWFUL DISCRIMINATION COMPLAINTS** involve discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability. Complaints of this nature should be made directly to the District Office for Diversity, Equity and Inclusion by calling (213) 891-2315 or via email at [diversity-programs@email.laccd.edu](mailto:diversity-programs@email.laccd.edu).

The College's Grievance website will guide you through all three types of complaints and allows you to submit complaints online: <https://www.lamission.edu/Grievance/Home.aspx>

In addition, the school has appointed an Ombudsperson to provide guidance in the complaint process. Feel free to contact the Ombudsperson if you have any questions or need assistance in filing a complaint:

**Monica Alfaro**  
LAMC Ombudsperson  
213-364-7761  
[barriom@lamission.edu](mailto:barriom@lamission.edu)

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## 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.

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## COMPLIANCE OFFICER

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

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## STANDARDS OF STUDENT CONDUCT & DISCIPLINARY ACTION

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

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal laws, and they shall be subject to legal penalties for violation of laws of the city, county, state, and nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations.

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

### 1. WARNING

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

## 2. REPRIMAND

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

## 3. REMOVAL BY INSTRUCTOR

An instructor may remove a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a summary investigation should take place to determine whether formal disciplinary action is necessary. Any classes missed during this process will be considered excused absences.

## 4. DISCIPLINARY PROBATION

Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation for a specified period of time.

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

## 5. RESTITUTION

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

## 6. SUMMARY SUSPENSION

A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to insure that the purposes of the summary suspension are accomplished, and in any case, no more than a maximum of ten school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he/she deems it necessary for the safety and welfare of the college.

## 7. DISCIPLINARY SUSPENSION

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

## 8. EXPULSION

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

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

**2419 Smoking/Nonsmoking Policy:** The Chancellor shall adopt regulations to prohibit the smoking of tobacco, plant, or processed substance, or the use of comparable, personal, vapor-generating devices in the District's buildings, offices, and any other enclosed spaces throughout the District, and limit such activity to a maximum of four locations on any campus.

**2420 Gun-Free Campuses:** Possession or display of firearms of any kind shall not be allowed on the principal campuses of the District except by law enforcement officials, for theatrical performances, or by others that may have been issued a license or permit that allows the possession of a firearm on campus. This prohibition shall apply even where a firearm is not operational.

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

### 9803.11 Violation of College Rules and Regulations:

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

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

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

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

### 9803.15 Disruption of Classes or College Activities:

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

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

**9803.17 Interference with Peace of College:** The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts committed.

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

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

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

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

**9803.21 Discriminatory Behavior:** Behavior while on a college campus or at a college-sponsored function inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, natural origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

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

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

**9803.24 Threatening Behavior:** A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions (such as stalking) that a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

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

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

- a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose
- b. Unauthorized transfer of a file
- c. Unauthorized use of another individual's identification or password
- d. Use of computing facilities to interfere with the work of a student, faculty member, or college official or to alter college or District records
- e. Use of unlicensed software
- f. Unauthorized copying of software
- g. Use of computing facilities to access, send, or engage in messages which are obscene, threatening, or defamatory; present a clear and present danger; violate a lawful regulation; and/or substantially disrupt the orderly operation of a college campus
- h. Use of computing facilities to interfere with the regular operation of the college or District computing system

**9803.27 Performance of an Illegal Act:** Conduct while present on a college campus or a location operated and/or

controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

**9803.28 Academic Dishonesty:** Violations of Academic Integrity include, but are not limited to the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitted the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

**9804 Interference with Classes:** Every person who by physical force willfully obstructs or attempts to obstruct any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled, or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the student or teachers of the classes to which the premises are devoted.

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

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

**9806 Unsafe Conduct:** Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard of safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

## **STUDENT NEWS MEDIA (BP 4500)**

### **From current LACCD Board Rule 6408 Funding of College Newspapers**

The Los Angeles Community College District shall fund one or more physical and/or online college newspapers, and other appropriate journalistic publications identified in the journalism curriculum, on each campus when the production of such publications is an integral part of instruction in the approved journalism curriculum. Funds received from advertising in the newspaper(s) at each college shall be maintained in a separate account in the financial office of the College Fiscal Administrator of that college and shall be disbursed, with the approval of the college president or his/her designee, to enrich the instructional program in journalism.

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## COLLEGE AS A NON-PUBLIC FORUM

### FREE SPEECH AREAS AND CAMPUS ACCESS AT LOS ANGELES MISSION COLLEGE (LACCD Administrative Regulation B-38W)

#### I. Background

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

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

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

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

#### II. Accessing the Free Speech Areas

The location of the Free Speech Area(s) on each College campus is/are identified on the College's campus map. The Office of Student Services, or similar office, is also identified on the campus map. A copy of the campus map is available online on each College's website.

Any visitor (defined as any persons unaffiliated with LACCD) seeking access to a College's Free Speech Area(s) shall first report his/her/their presence to the Office of Student Services, or similar office, identified on the campus map. The visitor or

organization representative shall be provided: 1) a copy of this Administrative Regulation; 2) a copy of the campus time, place, and manner regulation; and 3) a copy of the campus map. The visitor or organization representative shall be asked to complete the attached "Voluntary Acknowledgement Form." Representatives of organizations will also be asked to identify the organization and indicate the number of persons expected to visit the Free Speech Area(s).

*Completing the "Voluntary Acknowledgement Form" is completely voluntary. No person or organization will be denied access to the FSA(s) for refusing to complete the "Voluntary Acknowledgement Form." The form is not a permit to use a Free Speech Area. The information provided on the form will be used to document your presence on campus, assess the need for security, and address capacity issues and overcrowding.*

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the Office of Diversity, Equity, and Inclusion, 770 Wilshire Boulevard, Los Angeles, CA 90017, Tel: (210) 891-2315, Fax: (213) 891-2295, and email [Diversity-Programs@email.laccd.edu](mailto:Diversity-Programs@email.laccd.edu).

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## POLICY ON ILLEGAL FILE SHARING

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

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## NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic group identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, physical or mental disability (including AIDS), or veteran status (Reference: Board Rule 15001).

### Non-Discrimination Policy Compliance Procedure

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

**Los Angeles Community College District  
Free Speech Area  
Voluntary Acknowledgement Form**

Name of Individual/Organization: \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Date/Timeframe of Requested Use: Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

If organization, number of persons: \_\_\_\_\_

Any person requesting the use of a Free Speech Area(s) does so in accordance with all applicable California law and Los Angeles Community College campus rules and regulations.

As an individual, and/or on behalf of the group that I represent, I/we hereby agree to abide by all applicable California law and Los Angeles Community College campus rules and regulations pertaining to the use of the Free Speech Area(s) to which I am/ (we are) seeking access.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Los Angeles Mission College  
Free Speech Area  
Time, Place, and Manner Regulation**

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

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

**1. Time:**

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

**2. Place:**

The Free Speech Area(s) is/are the space(s) identified on the attached campus map (Page 6). The College President, or designee, may expand or relocate the Free Speech Area(s), or may open additional temporary space(s), as he/she may deem necessary.

**3. Manner:**

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

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

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

- All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.
- All persons who wish to use a table or place any large object in the Free Speech Area(s), must obtain permission from the Student Success Center only to ensure that the placement of the table or large object will not obstruct the Free Speech Area's use.
- The Student Success Center should be notified at least five (5) business days in advance if the expressive activities are anticipated to require security, impede pedestrian traffic, pose a substantial risk of disrupting the functioning of the College, or draw a crowd of at least fifty (50) people. Prior notice is requested to ensure: there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the space, there are sufficient resources available for crowd control and security, and there is continued access to the Free Speech Area(s). If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the Student Success Center with as much advance notice as circumstances reasonably permit.
- No unauthorized vehicles are allowed in the Free Speech Area(s).

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## SEXUAL HARASSMENT POLICY/SEXUAL MISBEHAVIOR

### Sexual Misconduct and Title IX

Title IX of 1972 Education Amendments is a powerful tool for combating campus violence. The law requires colleges and universities receiving federal funding to address gender-based violence and harassment, and to respond to complaints in order to ensure that all students have equal access to education.

Any sexual misconduct, as defined by Federal statute and California law, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

### File a complaint

Contact your Deputy Title IX Coordinator or ODEI to file a District complaint

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

#### Dr. Genice Sarcedo-Magrunder

Deputy Title IX Coordinator for Los Angeles City, Los Angeles Harbor, Los Angeles Pierce, Los Angeles Southwest, and West Los Angeles Colleges, and the Educational Services Center (inclusive of all satellite campuses)  
213-891-2315  
[sarcedg@piercecollege.edu](mailto:sarcedg@piercecollege.edu)

#### Angelica Toledo

Deputy Title IX Coordinator for East Los Angeles, Los Angeles Mission, Los Angeles Trade-Technical, and Los Angeles Valley Colleges, and Van de Kamp Innovation Center (inclusive of all satellite campuses)  
213-891-2315  
[toledoa@elac.edu](mailto:toledoa@elac.edu)

#### Victoria Friedman

Deputy Title IX Coordinator for Title IX Policy and Procedure Inquiries District Compliance Officer  
213-891-2315  
[friedmv@laccd.edu](mailto:friedmv@laccd.edu)

#### Brittany Grice

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

### Reporting to Law Enforcement

You have the right to file a report with law enforcement as well as the District. You can file a criminal complaint with the Sheriff's Department at your College or local police department, depending on where the incident took place.

For a crime that occurred on campus, contact the Sheriff's Office at (818) 364-7843, or if off-campus, call 911.

### LACCD Title IX Policy & Procedure

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

To file a Title IX Complaint, you can contact the appropriate Title IX Coordinator or Deputy Coordinator above or submit a completed Complaint Form online at <https://laccd.guardian-conduct.com/incident-reporting>.

To address and respond to Title IX issues, Title IX Coordinator and Deputies follow Administrative Regulations C-14 titled '[Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints](#)' and C-15 titled '[Responding to Harassment Based on Sex under Title IX](#).'

### LACCD Title IX Resources

Additional information and resources related to Title IX, including campus and community specific resources, are available online at on ODEI's Title IX Resources webpage.

### Deputy Title IX and DHR Coordinator

LAMC prohibits discrimination, harassment, and retaliation (DHR) based on sex and gender (including sexual harassment, gender identity, and gender expression), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, sexual orientation, medical condition (cancer related), age (40 and above), and/or veteran status. This is in accordance with applicable federal and State law and District policy. The policy applies to admission, access, and treatment in College programs and activities for all students.

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## 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.

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## DRUG-FREE ENVIRONMENT

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

### Standards of Conduct

Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on district premises, in district vehicles, or as part of any activity of the Los Angeles Community College District.

### Legal Sanctions

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

### Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency,

disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and thoughts of suicide. Social problems include alienation from the abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and co- and extra-curricular opportunities. A summary chart of various drugs and their effects is available at [www.dea.gov/druginfo/factsheets.shtml](http://www.dea.gov/druginfo/factsheets.shtml).

Students should contact the Student Health Center or the campus Counseling Office for assistance and referrals; employees should contact the Los Angeles Community College District Employee Assistance Program.

### **Disciplinary Action**

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

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

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

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

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

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### **SMOKING POLICY**

In accordance with Board Rule 7200.27, User agrees to enforce “no smoking” signs within any building; also in any other place if such a place is designated as non-smoking.

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### **CAMPUS CRIME REPORT**

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

#### **GENERAL INFORMATION**

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

#### **CRIME**

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

# PROGRAM COMPLETION



## LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD) GRADUATION REQUIREMENTS (AP4100)

The Graduation Requirements for programs at each of the nine colleges in the Los Angeles Community College District are published in the college's catalogs.

### SKILL CERTIFICATE:

Designed for students who have limited time or who wish to prepare for a particular field of study. Students may be seeking increased specialization that is job-related, advancement in their present jobs, or preparation for new employment. Skill Certificates are limited to 15 or fewer semester units. The courses that make up the Skill Certificate often apply toward the Skill Certificate and the Associate Degree Programs. Always consult a counselor for verification and to file a petition to be awarded the Skill Certificate. These awards do not appear on a student's transcript.

#### Skill Certificate Requirements:

**Residency:** Students must complete a minimum of one course required for the Skill Certificate at Los Angeles Mission College. (LAMC Academic Senate Fall 2017).

**Scholarship:** Each course counted toward the Skill Certificate must be completed with a grade of C (2.0) or better or a "P" if the course is taken on a "pass-no pass" basis. (LAMC Academic Senate Spring 2018).

### CERTIFICATE OF ACHIEVEMENT:

Designed for students who are looking for instruction with a high degree of specialization. Certificate of Achievement programs vary in length, and may be pursued on a full-time or part-time basis. Upon completion of the requirements, students may file a petition with the Counseling Office to be issued a Certificate of Achievement. These awards appear on a student's transcript.

#### Certificate of Achievement Requirements:

##### Residency Requirement

There is no residency requirement. A student may choose to earn a certificate from any college in the LACCD regardless of home college status.

#### Unit Requirement

A minimum of 16 semester units is required for a certificate of achievement. The 16-unit minimum applies even when the units generated by the required courses exceeds 16 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit barring fewer units, etc), the student does not have to make up the difference between the 16-unit minimum and the listed unit totals listed in the college catalog.

#### Scholarship Requirement

Each course counted towards the certificate requirement must be completed with a grade of "C" or better, or a "P" if the course is taken on a "pass-no pass" basis. The CSUGE Breadth Certificate of Achievement is exempt from this requirement.

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

A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD

#### Automatic Awarding of Certificates of Achievement

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

### ASSOCIATE DEGREES (AA/AS):

Designed for students who may be considering pursuing a higher degree, or are looking for better. Coursework includes General Education in addition to major prep. Upon completion of the requirements, students may file a petition with the Counseling Office to be issued an Associate Degree. These awards appear on the student's transcript.

## ASSOCIATE DEGREE FOR TRANSFER (AA-T/AS-T):

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code section 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer” (ADT). California Community College students interested in transfer to a California State University (CSU) are encouraged to learn more about the Associate in Arts for Transfer or Associate in Science for Transfer (AA-T or AS-T) Degrees. These Transfer Degrees are designed to provide a clear pathway for transfer. California Community College students awarded an AA-T or AS-T degree are guaranteed admission with junior standing in a program that is deemed “similar” within the CSU system. Although priority admission consideration is given to the student’s local CSU campus with in “similar” program, it does not guarantee admission to a specific major or campus.

### Associate Degree Requirements:

#### Unit Requirement

A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. The 18-unit major or area of emphasis unit minimum applies even when the units generated by the required courses exceeds 18 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit bearing fewer units, etc.), the student does not have to make up the difference between the 18-unit minimum and the listed major/area of emphasis unit totals listed in the college catalog.

Associate Degrees for Transfer, as defined in Education Code Section 66746, must be aligned with transfer model curricula as approved by the Chancellor of the California Community Colleges and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth Requirements (CSU GE-Breadth Plan) or their variations as required for approval by the California Community Colleges Chancellor’s Office.

#### Residency Requirement

Students must complete (i.e. earn) no fewer than 12 units at the college conferring the degree.

Exceptions to residency: The College President or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

#### Scholarship Requirement

Local Associate Degrees: A “C” (2.0) cumulative grade point average or better in all degree applicable coursework in the curriculum upon which the degree is based including external degree applicable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

Associate Degrees for Transfer: A “C” (2.0) cumulative grade point average in all CSU transferable coursework upon which the degree is based including external CSU transferable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external

coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.

#### Additional Requirements

The associate degree also requires demonstrated competence in reading, written expression, and mathematics, and satisfactory completion of a course in ethnic studies.

Coursework used to satisfy these additional requirements may also be applied toward satisfaction of general education requirements and major/area of emphasis requirements.

Through the collegial consultation process, the Chancellor, acting on behalf of the Board of Trustees, shall rely primarily upon the recommendation of the District Academic Senate, to establish procedures for determining these additional requirements.

1. Reading and Written Expression Competency for the Associate Degree may be met by completion of any of the following:
  - i. Satisfactory completion of a course in English at the level of the course typically known as Freshman Composition. This requirement may also be met by satisfactory completion of an English course taught in another department or discipline that requires entrance skills at a level equivalent to those for Freshman Composition, or by demonstrating competency that is comparable to satisfactory completion of a specified English course. The equivalence of English coursework, and the methods of demonstrating comparable competency in written expression and reading is determined by the college/district.
  - ii. Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution’s transcript key.
  - iii. Verification of passing with a grade of C or P or higher a California Community College (CCC) course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition at the CCC where the course was taken including courses taken within the LACCD colleges.
  - iv. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.
2. Mathematics Competency for the Associate Degree may be met by completion of any of the following:
  - i. Satisfactory completion of a course in mathematics at or above the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at or above the same level, with the same rigor, and with Elementary Algebra as a prerequisite, approved locally). This requirement may

also be met by satisfactory completion of a mathematics course taught in another department or discipline that requires entrance skills at a level equivalent to Intermediate Algebra, or by demonstrating competency that is comparable to satisfactory completion of a mathematics course at or above the level of the course typically known as Intermediate Algebra. The equivalence of mathematics coursework, and the method of demonstrating comparable competency in mathematics is determined by the college/district.

- ii. Verification of satisfactory completion of any credit course (C- or higher, or the equivalent) or noncredit course (Satisfactory Progress (SP) or the equivalent) at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary ("high school") or post-secondary institution. (Note: Non accredited secondary institutions shall be considered on a case-by-case basis.)
  - iii. Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning at the CCC where the course was taken including courses taken within the LACCD colleges.
  - iv. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.
3. Ethnic Studies Course requirement for the Associate Degree may be met as follows:
- i. Verification of passing with a grade of C or P or higher a transfer-level course (minimum of three semester units or four quarter units) in ethnic studies from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key. This requirement may be satisfied by obtaining a satisfactory grade in a course in ethnic studies taught in or on behalf of other departments and disciplines.
4. Students who maintain continuous catalog rights as defined in this administrative procedure may satisfy competency according to the requirements stated in college catalogs.
5. The District Academic Senate shall establish whether a course meets the competency requirements as established in this administrative procedure.

### General Education Requirement

General Education is designed to introduce students to the variety of means through which people comprehend the modern world.

Developing and implementing a specific philosophy of General Education is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. Each college shall publish its statement of philosophy in their catalog.

The following general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE- Breadth Plan); the Intersegmental General Education Transfer Curriculum (IGETC); the Interstate Passport. The colleges of the LACCD shall not impose any requirements in addition to the CSUGE plan, IGETC, or Interstate Passport requirements, including any local college or district requirements, for students completing any of these general education plans for an associate degree.

Associate in Arts/Science Degrees may use any of the GE plans documented herein. Associate Degrees for Transfer must use the CSUGE Breadth plan or the IGETC or their variations as required for approval by the California Community Colleges Chancellor's Office.

### I. LACCD General Education Plan

This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a baccalaureate granting institution.

LACCD General Education reciprocity: LACCD General Education requirements satisfied through a course or an examination at one LACCD college shall be accepted as fulfilling the same requirement(s) at the LACCD college granting the associate degree. (For coursework completed outside the LACCD, see AP 4051 Acceptance and Evaluation of External Coursework)

At least 21 semester/28 quarter units of general education coursework must be completed in the following areas, to include an ethnic studies course in at least one of the areas:

#### A. Area A: Natural Sciences (3 semester/4 quarter units minimum)

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

#### B. Area B: Social and Behavioral Sciences and American Institutions (6 semester/8 quarter units minimum)

Courses in the social and behavioral sciences are those which focus on people as members of society. This category includes introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

i. B1: American Institutions (3 semester/4 quarter units minimum)

ii. B2: Social and Behavioral Sciences (3 semester/4 quarter units minimum)

#### C. Area C: Humanities (3 semester/4 quarter units minimum)

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. Such courses include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

#### D. Area D: Language and Rationality (6 semester/8 quarter units minimum)

Courses in language and rationality are those which develop for the student the principles and applications

of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

- i. D1: English Composition (3 semester/4 quarter units minimum)
  - ii. D2: Communication and Analytical Thinking (3 semester units/4 quarter units minimum)
  - E. Area E: Health and Physical Education (3 semester units/4 quarter units minimum)
    - i. E1: Health Education (one course minimum)
    - ii. E2: Physical Education Activity (1 semester/1 quarter unit minimum)
- Area E waivers for Prior Learning and high-unit Majors
1. Area E shall be waived for students who complete a degree in Nursing.
  2. Area E shall be waived for students who have completed a Public Service Academy training as determined by local college protocol.
  3. Area E shall be satisfied with credit for military service:
    - a. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty
    - b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty
  4. High Unit Majors: After all double-counting of major units with general education units is completed, the number of units in Area E (E1 and/or E2) specified below shall be waived:

Degree major/area of emphasis total units:	Units in LACCD GE Area E (E1 and/or E2) that shall be waived:
39.5	0.5
40.0	1.0
40.5	1.5
41.0	2.0
41.5	2.5
42.0 or greater	3.0

## II. California State University General Education Breadth Plan (CSU GE-Breadth Plan)

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University system. All requirements of the plan, including the scholarship requirement, are the purview of the California State University system.

Additionally, varied forms of the CSU GE Breadth plan approved by the CSU (such as, but not limited to "CSU GE for STEM") may be used in lieu of the standard CSU GE Breadth plan defined above for any major for which it is approved.

- a. Guidelines for CSUGE Breadth Certification
  - i. A student must petition in order to obtain CSUGE Breadth Certification.
  - ii. LACCD colleges shall provide CSUGE Breadth Certification to students regardless of last California community college attended.

- iii. CSUGE Breadth Certifications will be processed without regard to the student's current enrollment status or number of units accrued at the certifying college.

## III. Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum is a general education program that California Community College transfer students can use to fulfill lower-division general education requirements at a California State University or University of California campus. This plan is governed by the Intersegmental Committee of the Academic Senates (ICAS). All requirements of the plan, including the scholarship requirement, are the purview of ICAS.

Additionally, varied forms of the IGETC plan approved by the CSU and/or UC (such as, but not limited to "IGETC for STEM") may be used in lieu of the standard IGETC plan defined above for any major for which it is approved.

Guidelines for IGETC Certification (see the IGETC Standards)

## Degrees Earned from Other United States Regionally Accredited Postsecondary Institutions

### I. Associate Degrees

LACCD Associate Degree general education requirements are fully satisfied by students who have earned an Associate degree from a United States Regionally Accredited Institution. The Associate Degree competency requirements in mathematics and written expression must still be satisfied and will be evaluated on an individual student basis.

### II. Bachelor's Degrees

LACCD Associate Degree general education requirements and mathematics and written expression competency requirements are fully satisfied by students who have earned a Bachelor's degree from a United States Regionally Accredited Postsecondary Institution.

### III. California Community College Graduation Requirement in Ethnic Studies

All students must meet the Ethnic Studies course graduation requirement, regardless of the level of the previously earned degree, and will be evaluated on an individual basis.

## Graduation Requirements for Associate Degree in Nursing

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States Regionally Accredited Postsecondary Institution are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work.

These students are not to be required to complete any other courses required by the college for an associate degree.

## Double-Counting of Coursework

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

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

### **Associate Degrees for Transfer and Local Associate Degrees**

A student who completes an Associate Degree for Transfer (ADT) in a particular major/area of emphasis may also be awarded a local associate in the same major/area of emphasis provided that the student completes any additional coursework required for the local associate degree.

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

A student may choose to earn a degree from any college in the LACCD regardless of home college status provided that the student meets the associate degree residency requirement at the college selected by the student to confer the degree. While students may meet all requirements at multiple LACCD colleges, including residency, for the same degree, as defined by degree type and major title, only one degree will be awarded by the LACCD.

### **Additional and Concurrent Associate Degrees**

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

- Pursuant to catalog rights, described herein, completion of all current degree requirements – i.e., scholarship, residency, competency, general education, and major requirements.
- Major course requirements completed in previous degrees awarded can be used again for additional degrees. See AP 4051 Acceptance and Evaluation of External Coursework
- There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
- Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of the Academic Senate and the Board of Trustees Shared Governance Board Policy (BP/AP 2510, Participation in Local Decision Making).

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

- Pursuant to catalog rights, described above, completion of all current degree requirements: scholarship, residency, competency, general education, and major requirements.
- There is no maximum number of concurrent degrees that a student may be awarded.
- If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Completion of the General Education requirements for one associate degree will fulfill the general education requirements for additional and concurrent degrees, if the same general education pattern applies to the additional or concurrent degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each additional or concurrent degree.

### **Catalog Rights and Continuous Attendance**

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

“Continuous attendance” means attending at least one term (fall, winter, spring, summer) each academic year at any of the LACCD colleges. Courses with a “W” (withdrawal) count towards determining continuous attendance.

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

Exceptions to the Catalog Rights requirements stated in this procedure may be made at the discretion of the Articulation Officer on a case-by-case basis, in conjunction with discipline faculty as appropriate, provided that exceptions are not more restrictive than what is stated in this procedure.

### **Retroactive Awards**

Students who are no longer enrolled in the LACCD and who have previously met all the requirements for a degree or certificate, but never applied for graduation shall, upon request:

- be awarded the degree or certificate without the need to re-enroll in the LACCD
- be awarded retroactively the degree or certificate in the last term in which the student-maintained catalog rights.

### **Revoking Awards**

Degrees, certificates and general education certifications (i.e., CSU GE-Breadth Plan, IGETC, WICHE Interstate Passport) shall not be revoked except in cases of student academic dishonesty (see AP 5530 Student Discipline)

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

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

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## PETITION FOR GRADUATION (AP 5111)

Students may submit petitions to evaluate progress towards the completion of degrees, certificates, IGETC and/or CSUGE certification through the online Student Information System (SIS) portal where all submissions aggregate in the SIS repository for tracking, data and accountability purposes.

### General Principles

1. The role of faculty:
  - a. It is the purview of the Faculty to make decisions on program curriculum requirements, including any course substitutions, and the application of coursework towards all program requirements; including major, general education and competency requirements. For the purposes of this procedure, course substitutions approved by Faculty shall be equivalent to the completion of required coursework.
  - b. Counseling faculty will meet as needed with students per the college protocols to ensure graduation requirements are met and advise them on what remaining coursework is required to earn the degree, certificate, complete IGETC/CSUGE requirements.
2. The role of Admissions and Records Office:
  - a. Admissions and Records are responsible for evaluating the petitions for completion of the requirements for earning a degree or certificate and posting degrees and certificates accordingly, including completion of required coursework and grade point average.
  - b. Admissions and Records staff are responsible for final review of petitions and upon the arrival of grades by the end of the semester, posting degrees in a timely manner.
  - c. The Admissions and Records Office staff shall be responsible for ensuring that complete petitions submitted in a given academic term will be posted on the student transcript for that same academic term once the student has completed the requirements. For example, if a student submits a petition in the fall semester, the degree, certificate, IGETC/CSUGE certification shall be posted on the transcript for that same academic term.
  - d. The Chief Student Services and Chief Instructional Officers or designees shall be responsible for ensuring all degrees and certificates granted are legally compliant.
  - e. If through the evaluation process, Admissions and Records staff identify a concern regarding degree or certificate requirements, the designees will ensure that such issues shall be resolved in consultation with the Counseling Department Chair and/or Articulation Officer.

### Procedures for evaluating petitions

1. Admissions and Records shall conduct a preliminary evaluation of graduation petitions as soon as practicable and students will be notified of any requirements not met.
2. For students that meet all the requirements by the end of any given term, Admissions and Records staff shall post degrees and certificates on students records within eight (8) weeks after the final grades are posted for any given term.
3. Petitions will be accepted throughout the academic year (fall, winter, spring, summer). Students may submit graduation petition as follows:
  - a. For Winter and Spring petitions: November 1 thru the end of Spring semester
  - b. For Summer and Fall petitions: May 1 thru the end of Fall semester
  - c. The College may set deadlines for participation in commencement.
4. The College President shall ensure that college protocols are established that are consistent with the provisions of this Administrative Procedure through college participatory governance processes.
5. This procedure will be regularly reviewed by the respective Vice Chancellor through the consultation process and through collegial consultation with the District Academic Senate.

# ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS 2023–2024

**General Education Requirements:** Minimum of 21 semester units.

This plan may NOT be used for the Associate Degrees for Transfer (ADTs); ADT degrees require completion of either the CSUGE Plan or the IGETC.

**THIS FORM IS SUBJECT TO CHANGE EACH YEAR:** Please see a counselor and check the college catalog for specific major requirements.

## A. NATURAL SCIENCES

3 semester/4 quarter units minimum

ANATOMY 001  
ANTHRO 101, 111  
ASTRON 001, 005  
BIOLOGY 003, 005, 006, 007  
BIOTECH 002, 003  
CHEM 051, 065, 101, 102, 211, 212  
EARTH 001, 002  
ENV SCI 002  
GEOG 001, 014, 015  
GEOLOGY 001  
MICRO 020  
NUTRTN 021, 024  
OCEAN 001  
PHYS SC 001, 014  
PHYSICS 006, 007, 037, 038, 039  
PHYSIOL 001  
PSYCH 002

## B. SOCIAL & BEHAVIORAL SCIENCES

6 semester/8 quarter units minimum

### B1. AMERICAN INSTITUTIONS

(3 semester units minimum)

AFRO AM 004  
CHICANO 007\*\*\*, 008\*\*\*  
ECON 010  
HISTORY 011, 012  
POL SCI 001

### B2. SOCIAL & BEHAVIORAL SCIENCES

(3 semester units minimum)

ADM JUS 001, 004  
AFRO AM 002, 004  
ANTHRO 102  
BUS 001, 005  
CHICANO 002\*\*\*, 019, 020, 044, 047, 057, 071  
CH DEV 001  
ECON 001, 002  
EDUC 203  
FAM & CS 006, 031  
GEOG 002, 007  
HISTORY 001, 002, 011, 012, 086  
JOURNAL 100  
LAW 001, 003  
POL SCI 002, 003, 005, 007  
PSYCH 001, 013, 014, 041, 052  
SOC 001, 002, 003, 004, 011, 013, 028, 031

## C. HUMANITIES

3 semester/4 quarter units minimum

AFRO AM 002  
ANTHRO 104, 121  
ART 092, 201, 209, 300, 501, 502, 700, 701  
ARTHIST 103, 110, 120, 126, 130, 140, 161, 170  
CHICANO 007, 037, 042, 044, 046, 052, 054, 057, 058  
CINEMA 003, 004, 107  
DANCEST 805  
ENGLISH 102, 127, 203, 205, 206, 208, 218, 240  
FRENCH 001, 002  
HISTORY 086  
HUMAN 001, 003  
INTRDGN 102, 103, 104  
ITALIAN 001, 002  
LING 001  
MULTIMD 110  
MUSIC 101, 111, 141, 216-1, 216-2, 321, 322, 323, 324, 341, 411  
PHILOS 001, 014, 020, 033  
PHOTO 010, 121  
SPANISH 001, 002, 003, 004, 005, 006, 015, 026, 035, 036, 037  
THEATER 100, 110, 114, 200, 271, 300

## D. LANGUAGE & RATIONALITY

6 semester/8 quarter units minimum

### D1. ENGLISH COMPOSITION\*

(3 semester units minimum)

ENGLISH\* 101, 101X, 101Y, 101Z  
E.S.L. 110

### D2. COMMUNICATION & ANALYTICAL

THINKING\*\* (3 semester units minimum)

COMM 101, 102, 121, 151  
CIS 215  
CS 101  
ENGLISH 102, 103  
LIB SCI 101  
MATH\*\* 120, 121, 125, 215, 227, 227S, 230, 238, 240, 240S, 245, 247, 248, 260, 261, 262, 263, 270, 272, 275  
PHILOS 005, 006, 009, 020  
PSYCH 074  
STAT 101

## E. HEALTH & KINESIOLOGY

3 semester/4 quarter units minimum

### E1. HEALTH EDUCATION

(one course minimum)

HEALTH 008, 011, 101  
KIN MAJ 100, 101

### E2. One Physical Education Activity

(1 semester/1 quarter unit minimum)

DANCETQ 121, 122, 141, 142, 151, 152, 171, 172, 173, 231, 232, 321, 322, 462  
DNCESPC 441, 442, 443, 444  
KIN 035-552  
KIN ATH 503-564  
KIN MAJ 101

\*English competency can be met by completing English 101, 101X, 101Y, 101Z or E.S.L. 110 with a "C" (2.0) or better.

\*\*Math Competency can be met by satisfactory completion of a course in mathematics at or above the level of the course typically known as intermediate algebra or the equivalent.

\*\*\*The ethnic studies graduation requirement can be met by completing CHICANO 002, 007, or 008.

LACCD Associate Degree general education requirements are fully satisfied by students who have an Associate, Baccalaureate or higher degree from a United States regionally accredited institution. This applies to general education requirements only; the Title V Associate Degree graduation competency requirements in Reading, Written Expression and Math will be evaluated on an individual student basis.

PROGRAM	UCTP	AA-T	AS-T	AA	AS	C	CS	CN	CY
Academic Readiness									•
Academic Readiness, Bilingual GED Prep									•
Accounting				•		•			
Administration of Justice			•		•				
Advanced ESL							•		
Advanced Math Application									•
Algebra I								•	
Art				•					
Art, Gallery and Museum Studies				•					
Art History		•							
The Art and Practice of Conflict Resolution									•
Associate in Science for UC Transfer (UCTP) Chemistry	•								
Associate in Science for UC Transfer (UCTP) Physics	•								
Baking Specialist I							•		
Baking Specialist II							•		
Basic Math Application								•	
Basic Police Academy Preparation							•		
Beginning Level ESL									•
Biology			•		•				
Biotechnology					•				
Biotechnology Lab Assistant						•			
Biotechnology Research Lab Assistant						•			
Business Administration 2.0			•	•					
Business Calculus Preparation									•
Certified Nurse Assistant & Home Health Aide						•			
Chicano Studies				•					
Child Development				•		•			
Child Development Administration						•			
Child Development Core						•			
Child Development Family Child Care							•		
Child Development Specializing in Dual Language Learning						•			
Child Development Specializing in Family Child Care						•			
Child Development Specializing in Infant & Toddler						•			
Child Development Specializing in Preschool						•			
Child Development Specializing in Special Needs						•			
Cloud Computing						•	•		
Commercial Photography						•			
Communication Studies		•							
Community Dental Health Coordinator									•
Competitive eSports Event Producer									•
Computer Programmer					•	•			
CSU General Education						•			
Culinary Arts				•		•			
Culinary Specialist I							•		
Culinary Specialist II							•		
Cyber Security Associate					•	•	•		
Cyber Security Practitioner						•			
Data Analytics						•			
Data Science						•			
Digital Interior Design						•			
Digital Literacy									•
Digital Media Production & Streaming									•
Early Childhood Education			•						
Elementary Teacher Education		•							
Engineering					•				
Engineering Drafting Technician						•			
Engineering Technican Prep							•		
English		•							
English for Academic Purposes Advanced 1									•
English for Academic Purposes Advanced 2									•
English for Academic Purposes Intermediate 1									•
English for Academic Purposes Intermediate 2									•
Essential English Skills-Beginning									•
Essential English Skills-Intermediate									•
Essential English Skills-Speaking									•
Family Studies				•		•			

PROGRAM	UCTP	AA-T	AS-T	AA	AS	C	CS	CN	CY
Film, Television, and Electronic Media			•						
Foundational ESL and Computer Skills									•
Full Stack Developer					•	•			
Fundamentals of Medical Billing & Coding						•			
General Studies - Arts & Humanities				•					
General Studies - Communication & Literature				•					
General Studies - Natural Sciences				•					
General Studies - Social & Behavioral Sciences				•					
Geometry and Trigonometry Preparation									•
Gerontology				•		•			
Health Occupations Fundamentals						•			
Health Science					•				
High Intermediate ESL							•		
High-Beginning Level ESL									•
IGETC General Education						•			
Interior Design				•		•			
Introduction to Construction Technologies								•	
Introduction to CSIT									•
Job Readiness Skills								•	
Kinesiology		•							
Land Surveying Technician I						•			
Land Surveying Technician II						•			
Legal Assisting (Paralegal)				•		•			
Low Advanced ESL							•		
Management				•					
Mathematics			•						
Medical Office Administrative Assistant						•			
Multimedia: Animation & 3D Design				•		•			
Multimedia: Graphic & Web Design				•		•			
Multimedia: Video Production				•		•			
Nutrition & Dietetics			•						
Nutrition and Food Skills						•			
Non-Traditional Leadership for Community Enhancement									•
Painting				•					
Pathway to Citizenship									•
Pharmacy Technician					•				
Pharmacy Technician - Advanced						•			
Pharmacy Technician - Basic						•			
Philosophy		•							
Political Science		•							
Precalculus Preparation									•
Probation/Correction Officer						•			
Professional Baking & Patisserie						•			
Programming							•		•
Psychology		•				•			
Public Health Science			•						
Real Estate Sales						•			
Restaurant Management				•		•	•		
Retail Management (WAFI)						•			
Robotics									•
School Age Care and Education						•			
Social Justice Studies: Chicano/ Chicana Studies		•							
Social Media									•
Sociology		•							
Spanish		•							
Statistics Skills and Preparation									•
Studio Arts		•							
Sustainable Small Business Development									•
Theater Arts		•							

#### PETITION FOR GRADUATION (to receive an AA/AS Degree):

- Schedule an appointment with a counselor each semester to check progress toward your degree.
- If applicable, have an official copy of all transcripts (including those for AP exams, CLEP or IB) from other institutions SENT directly to the Admissions Office reflecting grades of all coursework completed.
- Schedule an appointment with your counselor during your final semester to verify that all degree requirements have been met and complete a Graduation Petition (deadlines for graduation petitions are posted each term).

**UCTP** is University of California Transfer Pathway

**AA-T** is Associate of Arts for Transfer

**AS-T** is Associate of Science for Transfer

**AA** is Associate of Arts

**AS** is Associate of Science

**C** is Certificate of Achievement

**CS** is Skill Certificate

**CN** is Certificate of Completion

**CY** is Certificate of Competency

Please consult with a counselor to keep informed of the latest changes in graduation and transfer requirements.

# TRANSFER INFORMATION



Students who plan to earn a Bachelor's Degree should take courses designed to complete the general education pattern and the lower division preparation for their major of the college to which they will transfer. Los Angeles Mission College can provide the lower division preparation for most majors. For purposes of classification, students who are paralleling the work of four-year colleges and universities are indicated as "transfer students."

## TRANSFER CENTER

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

The Transfer Center helps students prepare to continue their education at a four-year college or university. Counselors and the Transfer Center Staff are your link to transfer to UC, CSU and private institutions. Consult with a counselor regarding course requirements needed to transfer. The counselor will help you develop an educational plan to facilitate the process.

Transfer Center resources include online/traditional application filing, opportunities to meet with representatives from four-year institutions, a resource library, workshops on transfer issues and information regarding articulation agreements. Students are encouraged to begin planning for transfer as early as possible. Transfer students can earn an Associate Degree or Associate Degree for Transfer while completing transfer requirements.

Essential information for transfer students can be accessed via the following websites:

## ARTICULATION AGREEMENTS: [www.assist.org](http://www.assist.org)

ASSIST is the official statewide source for course articulation between the California Community Colleges, California State University and the University of California: [www.assist.org](http://www.assist.org). Additional articulation agreements can be found on the LAMC articulation website [www.lamission.edu/counseling/artic](http://www.lamission.edu/counseling/artic)

## CSU: [www.csumentor.edu](http://www.csumentor.edu)

CSU Mentor is a free online resource designed to help students learn about the CSU system. Students will be able to select a CSU campus, apply for admission and plan how to finance their higher education. The student will only pay the application fee charged directly by the CSU campus when an application for admission is submitted. Personal data entered by the user is not released without the user's express consent and direction.

## UC: [www.ucop.edu](http://www.ucop.edu)

University of California Pathways is a free online resource designed to help students learn about the UC system. Students will be able to use one online application to apply to various UC campuses. The student will only pay the application fee for each university when an application for admission is submitted. UC Pathways provides Answers for Transfers, Financial Aid Information, Campus Publications, Directories and links to all UC campus web pages. Personal data entered by the user is not released without the user's express consent and direction.

With careful planning, a student can complete the requirements for the Associate Degree while simultaneously completing the lower division preparation for most universities. Three requirements must be met in order to attain full junior standing at the UCs, the CSUs, or most independent universities to which students expect to transfer. These requirements are as follows:

1. Completion of 60 transferable units (units may vary at independent universities)
2. Completion of the specific General Education Requirements for junior standing in the proposed college or university
3. Completion of the lower division prerequisites for selected majors. These vary according to the institution in which students expect to enroll.

NOTE: Students expecting to transfer to such institutions should contact the Los Angeles Mission College Transfer Center to see a counselor and consult the respective catalog of these institutions regarding specific requirements for upper division standing.

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ [www.assist.org](http://www.assist.org). At the time of publication, the following IGETC pattern was available. Please check the Assist website for the most recent information and see a counselor for help in planning your coursework.

A minimum "C" grade is required in each course. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale.

## WHAT IS THE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM?

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division General Education Requirements in either the UC or CSU system without the need to take additional lower-division general education courses after transfer.

The IGETC is NOT an admission requirement to the UC or CSU system. There is no connection between completion of the IGETC and eligibility for admission to the UC or CSU system, or admission to a specific campus or program. Existing segmental and campus-specific admission requirements for transfer students remain unchanged. Requirements for lower division courses for admission to particular majors also remain unchanged.

A minimum total of 60 transferable units must be completed before transfer, for priority admission status. It is recommended that students complete lower division (the first two years of a four-year college) major requirements and general education requirements for the UC and/or CSU prior to transfer.

It may not be advisable for all students to follow the IGETC. Some students may be better served by taking courses that fulfill the CSU General Education Breadth requirements or those of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation, (such as engineering and computer science majors on all campuses or business majors at University of California, Berkeley) may not find the IGETC option to be advantageous. The Eleanor Roosevelt College and Revelle College of the University of California, San Diego do not accept IGETC. Additional lower division General Education Requirements may be needed prior to transfer. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus.

If you are approaching readiness for transfer and are unable to complete one or two IGETC courses you may be eligible for Certification. "Certification" means that LAMC has verified that a student has completed the lower division General Education requirements listed in each area of the IGETC.

Certification does not guarantee admission or admission eligibility. Certification is not required and is not automatic; it must be requested by the student at the time the final official transcript is sent. A student may only be granted IGETC certification once (either partial or complete) prior to their first semester at the 4-year university. Students receiving partial certification must ensure that admission criteria for the university has been met (IGETC areas I and II). Students may complete the necessary coursework at the transfer institution and may NOT return to the Community College for complete certification if partial certification was granted. Without certification, the student will be held to the specific general education requirements of the university campus of choice. Please note, the UC Berkeley, College of Letters and Science does not accept partial Certification. Courses taken at several institutions may be used to fulfill the IGETC. Students should be aware, however, that placement of courses within IGETC subject areas may vary from college to college. Placement of a course will be based on the college of attendance and its IGETC pattern at the time the course was completed. Completion of the IGETC program will be certified by the last community college which the student attends."

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## CALIFORNIA STATE UNIVERSITIES

### Transfer Requirements

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ [www.assist.org](http://www.assist.org). At the time of publication, the following CSU-GE pattern was available. Please check the Assist website for the most recent information and see a counselor for help in planning your coursework.

It is recommended that students complete lower division (the first two years of a four-year college) major requirements and general education requirements of the California State University before transferring. Note that some California State Universities and some departments may require more than a "C" average for admission.

### WHAT IS THE CSU-GE (CSU GENERAL EDUCATION)?

Los Angeles Mission College has an agreement with the California State University System through which students at LAMC can complete all lower division General Education Requirements for any of the 23 CSU campuses. If the 39 unit pattern described is completed, Los Angeles Mission College will certify to the California State University System that all lower division General Education Requirements have been met. Students can receive partial certification in one of the categories A through E after completing the requirements for that category. However, a minimum of 12 units from the certification requirements must be completed for partial certification. CSU GE Breadth Certification may be certified by the last community college the student attends.

Students must petition for full or partial certification by seeing an LAMC counselor. With careful preparation, it is possible for a student to complete the AA General Education Requirements for Los Angeles Mission College while completing these certification requirements. Some courses appear in several areas, but one course may NOT be used to meet more than one General Education Requirement.

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## INDEPENDENT CALIFORNIA COLLEGES & UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available for viewing at the Transfer Center.

Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

# 2023-2024 LOS ANGELES MISSION COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

**Disclaimer:** Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website at [www.assist.org](http://www.assist.org).

This IGETC Plan totals approximately 34-37 CSU/UC transferable semester units. A minimum of 60 CSU/UC transferable semester units is required for transfer. You will need to complete additional coursework in your major and maybe some elective courses. Please see a counselor to develop an Educational Plan so you can reach your goals.

A course must be a minimum of 3 sem/4 qtr units to meet the requirements for IGETC (except area 5C). A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale.

## 1. ENGLISH COMMUNICATION

**CSU:** 3 courses required, one from each Area 1A, 1B, 1C

**UC:** 2 courses required, one from each Area 1A and 1B

### 1A. English Composition

ENGLISH 101, 101X, 101Y, 101Z  
E.S.L. 110

### 1B. Critical Thinking/English Composition

ENGLISH 102, 103  
PHILOS 005

### 1C. Oral Communication (CSU Only)

COMM 101, 102, 151

## 2. MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

1 course (3 semester/4 quarter units)

MATH 227, 227A+227B, 227S, 230, 235, 238, 245, 246, 247, 248, 260, 261, 262, 263, 270, 272, 275  
STAT 101

## 3. ARTS & HUMANITIES

At least 3 courses, with at least one from the Arts and one from the Humanities (9 semester/12 quarter units)

### 3A. Art

ART 201, 300, 501, 502  
ARTHIST 103, 110, 120, 126, 130, 140, 161, 170  
CHICANO 052, 054, 057, 058  
CINEMA 003, 107  
DANCEST 805  
HUMAN 001, 003  
MUSIC 111, 141  
THEATER 100, 110, 114  
PHOTO 121

### 3B. Humanities

ANTHRO 104  
ARTHIST 161  
CHICANO 037, 042, 044, 046  
CINEMA 004  
ENGLISH 203, 205, 206, 208, 218, 240  
HUMAN 001, 003  
LING 001  
PHILOS 001, 014, 020, 033  
SPANISH 003, 004, 005, 006, 015, 026

## 4. SOCIAL & BEHAVIORAL SCIENCES

At least 3 courses from at least two academic disciplines (9 semester/12 quarter units)

ADMIN JUS 001, 004  
AFRO AM 002, 004  
ANTHRO 102, 104, 121  
CH DEV 001  
CHICANO 002, 007, 008, 019, 020, 044, 047  
ECON 001, 002  
GEOG 002, 007  
HISTORY 001, 002, 011, 012, 086  
JOURNAL 100  
LAW 003  
LING 001  
POL SCI 001, 002, 003, 005, 007  
PSYCH 001, 002, 013, 014, 041, 052  
SOC 001, 002, 003, 011, 013, 028, 031

## 5. PHYSICAL & BIOLOGICAL SCIENCES

At least 2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a corresponding lab course. See Area 5C (7 semester/9 quarter units)

### 5A. Physical Science

ASTRON 001  
CHEM 051, 065, 101, 102, 211, 212  
EARTH 001  
GEOG 001  
GEOLOGY 001  
OCEANO 001  
PHYS SC 001  
PHYSICS 006, 007, 037, 038, 039

### 5B. Biological Sciences

ANATOMY 001  
ANTHRO 101  
BIOLOGY 003, 005, 006, 007  
BIOTECH 002  
ENV SCI 002  
MICRO 020  
PHYSIOL 001  
PSYCH 002

### 5C. Laboratory Science Requirement

ANATOMY 001  
ANTHRO 111  
ASTRON 005  
BIOLOGY 003, 005, 006, 007  
BIOTECH 002

CHEM 051, 065, 101, 102, 211, 212  
EARTH 002  
GEOG 015  
MICRO 020  
PHYS SC 014  
PHYSICS 006, 007, 037, 038, 039  
PHYSIO 001

## 6. LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY)

Proficiency equivalent to two years of high school study in the same language:

FRENCH 002 or higher  
ITALIAN 002 or higher  
SPANISH 002 or higher

High School: 2 years of the same foreign language with a "C-" or better GPA in the final second-year course.

## 7. ETHNIC STUDIES

At least 1 course (3 semester/4 quarter units)

CHICANO 002, 007, 008

## CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS (CSU Requirement only)

Not part of IGETC, but may be completed prior to transfer.

For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC Subject Areas 3 and/or 4. However, if a course(s) is used to satisfy both an IGETC subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN will NOT require an additional course(s). Other CSU campuses should be consulted directly regarding their policy.

\*This requirement may be met before or after transfer to the CSU.

\*If a course is approved for more than one US Area, a student may use the course to satisfy all areas listed.

US 1.  
AFRO AM 004,  
CHICANO 007, 008  
HISTORY 011, 012  
US 2.  
POL SCI 001  
US 3.  
POL SCI 001

# 2023-2024 LOS ANGELES MISSION COLLEGE CSU GE-BREADTH CERTIFICATION PLAN

**Disclaimer:** Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website at [www.assist.org](http://www.assist.org).

CSU GE Plan courses must be completed with a passing grade of A, B, C, D or P. However, areas A1, A2, A3 and B4, must be completed with a C- or better \* Courses may be used only once to satisfy one CSU subject area, even if they are listed in the course agreement under more than one subject area. Courses may be used to satisfy both CSUGE and major requirements.

**Warning:** Many students attend multiple California Community College campuses. If that's you, be sure to follow the CSUGE at each college of attendance. CSUGE policy states that CSUGE coursework completed in a specific subject area will be used in the area designated by the California Community College at which the course was completed. This is also the policy if you complete courses at more than one of the LACCD campuses. You must follow the CSUGE of each college you attend.

## A. ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING

9 semester/12-15 quarter units. One course from each area.

### A-1 Oral Communication:

minimum grade of C required  
COMM 101, 102, 151

### A-2 Written Communication:

minimum grade of C required  
ENGLISH 101, 101X, 101Y, 101Z  
E.S.L. 110

### A-3 Critical Thinking:

minimum grade of C required  
COMM 102  
ENGLISH 102, 103  
PHILOS 005, 006, 009

### Effective Fall 2016:

CSUGE Areas A1, A2, A3, and B4 must be completed with a grade of "C" or higher.

## B. SCIENTIFIC INQUIRY & QUANTITATIVE REASONING

9 semester/12 quarter units. At least one course from Physical Science, Life Science, and Mathematics/Quantitative Reasoning. At least one of the science courses must contain a laboratory component that corresponds to the lecture course used. See Area B-3 below.

### B-1 Physical Science

ASTRON 001  
CHEM 051, 052, 065, 101, 102, 211, 212  
EARTH 001  
GEOG 001  
GEOLOGY 001  
OCEAN 001  
PHYS SC 001, 014  
PHYSICS 006, 007, 037, 038, 039

### B-2 Life Sciences

ANATOMY 001  
ANTHRO 101  
BIOLOGY 003, 005, 006, 007  
BIOTECH 002  
ENV SCI 002  
MICRO 020  
PHYSIOL 001  
PSYCH 002

### B-3 Laboratory Activity

ANATOMY 001  
ANTHRO 111  
ASTRON 005  
BIOLOGY 003, 005, 006, 007  
BIOTECH 002  
CHEM 051, 065, 101, 102, 211, 212  
EARTH 002  
GEOG 015  
MICRO 020  
PHYS SC 014  
PHYSICS 006, 007, 037, 038, 039  
PHYSIOL 001

## B-4 Mathematics/Quantitative Reasoning:

minimum grade of C required

MATH 215, 227, 227A + 227B, 227S, 230, 238, 240, 240S, 245, 246, 247, 248, 260, 261, 262, 263, 270, 272, 275

STAT 101

## C. ARTS & HUMANITIES

9 semester/12-15 quarter units

At least one course from C-1, and one course from C-2.

### C-1 Arts

ART 201, 300, 501, 502  
ARTHIST 103, 110, 120, 126, 130, 140, 161, 170  
CHICANO 052, 054, 057, 058  
CINEMA 003, 107  
DANCEST 805  
ENGLISH 240  
HUMAN 001, 003  
INTRDGN 104  
MULTMD 110  
MUSIC 101, 111, 141, 321, 322, 323, 324, 341  
PHOTO 010, 121  
THEATER 100, 110, 114

### C-2 Humanities

ANTHRO 104  
ARTHIST 161  
CHICANO 007, 037, 042, 044, 046, 057, 058  
CINEMA 004  
ENGLISH 127, 203, 205, 206, 208, 218, 240  
FRENCH 001, 002  
HISTORY 086  
HUMAN 001  
ITALIAN 001, 002  
LING 001  
PHILOS 001, 014, 020, 033  
SPANISH 001, 002, 003, 004, 005, 006, 026, 035, 036

## D. SOCIAL SCIENCES

6 semester or 9 quarter units for students who begin LAMC in Fall 2023.

Students with catalog rights prior to Fall 2023, will need to complete 9 semester or 12 quarter units in Area D, from at least two different disciplines for certification. However, continuing students may opt to follow the revised 2023-2024 CSU GE Breadth pattern and complete 6 units in Area D and 3 units in Area F.

ADM JUS 001, 004  
AFRO AM 002, 004  
ANTHRO 102, 104, 121  
BUS 005  
CH DEV 001, 042  
CHICANO 002, 007, 008, 019, 020, 044, 047, 057, 071

COMM 121  
ECON 001, 002  
GEOG 002, 007  
HISTORY 001, 002, 011, 012, 086  
JOURNAL 100  
LAW 001, 003  
LING 001  
POL SCI 001, 002, 003, 005, 007  
PSYCH 001, 002, 013, 014, 041, 052  
SOC 001, 002, 003, 011, 013, 028, 031

## E. LIFELONG UNDERSTANDING & SELF DEVELOPMENT

3 semester/4 quarter units, not all in 1-unit Kinesiology/Dance Activity courses:

CHICANO 047  
CH DEV 001  
DANCETQ 121, 141, 142, 151, 152, 171, 172, 173, 231, 232, 321, 322, 462  
441, 442, 443, 444  
DNCESPC 002  
ENV SCI 006, 031  
FAM &CS 008, 011  
HEALTH 503, 504, 506, 511, 514, 516, 512, 516, 552, 555, 556, 562  
KIN ATH 100  
KIN MAJ 035, 266, 267, 268, 289, 291, 300-1, 316, 316-1, 316-2, 329-1, 329-2, 329-3, 330, 332, 334-1, 334-2, 336-1, 336-2, 347, 347-1, 347-2, 347-3, 350, 351, 371-1, 371-2, 371-3, 387, 387-3, 389-1, 389-2  
KIN 021  
NUTRTN 001, 002, 041, 052  
PSYCH

## F. ETHNIC STUDIES

3 semester or 4 quarter units

Students with catalog rights prior to Fall 2021 are NOT required to complete Area F.

CCC approved courses searchable via CVC Exchange: Students and counselors can use the CVC Exchange <https://cvc.edu/> to search for online CCC courses that meet the CSU GE Area F: Ethnic Studies requirement.

CHICANO 007, 008

## CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

Not part of CSU, but may be completed prior to transfer. For CSU GE certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy CSU GE Plan Subject Area D or Area F. However, if a course(s) is used to satisfy both an CSU GE subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN will NOT require an additional course(s). Other CSU campuses should be consulted directly regarding their policy.

\*This requirement may be met before or after transfer to the CSU.

\* If a course is approved for more than one US Area, a student may use the course to satisfy all areas listed.

US 1.  
AFRO AM 004,  
CHICANO 007, 008  
HISTORY 011, 012  
US 2.  
POL SCI 001  
US 3.  
POL SCI 001

# FACULTY

**Abed, Karineh****Mathematics**

B.S., M.S., California State University, Los Angeles

**Akl, Carole E.****Mathematics**

B.S., M.A., University of California, Los Angeles

**Allen, Veronica V.****Education & Child Development**

A.A., Los Angeles Valley College, B.A., M.A., California State University, Los Angeles  
Ed.D., University of Southern California

**Alvarez, Brianda****Counseling**

B.A., University of California, Santa Cruz  
M.A., Loyola Marymount University

**Arora, Chander P.****Life Sciences**

B.S., Ph.D., HA University, Hisar, India

**Atondo, Elizabeth****Counseling**

B.A., Stanford University  
M.S., California State University, Los Angeles

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B.A., M.S., California State University, Northridge

**Barke, Sheri****Nutrition**

B.S., California Polytechnic State University, San Luis Obispo  
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**Bazikyan, Ivet****Family & Consumer Studies and Child Development**

B.A., M.S., California State University, Northridge

**Bernal, Vilma****Business**

B.A., Pepperdine University  
M.B.A., Woodbury University

**Bill, Emily B.****Psychology**

B.A., University of California, San Diego  
M.A., National University, San Diego

**Bonilla Hein, Diana I.****Counseling**

B.A., University of California, San Diego  
M.Ed., San Diego State University

**Bordbar, Jason****Business**

B.A., University of California Los Angeles  
M.B.A., Colorado State University

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B.A., California State University, Northridge  
Ph.D., University of California, Los Angeles

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B.A., San Diego State University  
M.F.A., San Francisco State University  
Ph.D., The University of Kansas

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B.A., California Lutheran University  
M.A., Walden University  
Teaching Credential, California State University, Northridge

**Climo, Michael J.****English as a Second Language**

B.A., Sonoma State University  
M.Ed., University of Nevada, Las Vegas

**Crozer, Karen J.****English**

B.A., Cedarville University  
M.S., M.F.A., City College of New York  
M.A., Ph.D., Claremont Grad. University

**Cucuzza, Robert****Theater**

B.F.A., Carnegie Mellon University  
M.F.A., California Institute of the Arts

**Dakdouk, Roula R.****Mathematics**

B.S., M.S., California State University, Los Angeles

**Daly, Carolyn****English**

B.A., University of California, Berkeley  
M.A., Ph.D., University of Southern California

**De Silva, Lilamani****Child Development**

B.A., M.A., Pacific Oaks College, Pasadena

**Durukan, Ebru****Political Science**

B.A., Bilkent University  
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M.A., Ph.D., Claremont Graduate University

**Echeverri, Angela C.****Life Sciences & Chemistry**

B.S., M.S. University of Illinois at Urbana-Champaign  
Ph.D., University of California, Los Angeles

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A.A., College of the Canyons  
B.A., Hospitality Restaurant Management  
New England Culinary Institute

**Enos, Kelly William****Administration of Justice**

A.S., College of the Canyons  
B.S., National University, San Diego  
M.S., California State University, Los Angeles

**Escobar, Mario****Spanish**

B.A., University of California, Los Angeles  
M.A., Arizona State University  
Ph.D., University of Maryland

**Fenton, Mike****Physical Science & Chemistry**

B.S., M.B.A., Ph.D., University of California, Los Angeles

**Folland, Thomas****Art History**

B.F.A. Nova Scotia College of Art & Design, Nova Scotia, Canada  
I.S.P. Whitney Museum of American Art, New York  
M.A., University of California, Riverside  
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B.A., Colorado College  
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B.A., California State University, Los Angeles  
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B.A., California State University, Los Angeles  
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B.S. (ACS Certified), California State University, Los Angeles  
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**Grigoryan, Rita****Child Development**

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B.A., California State University, Los Angeles  
M.A., California State University, Los Angeles

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B.S., San Jose State University  
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B.A., University of California, Los Angeles  
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B.A., University of California, Los Angeles  
M.Div., Claremont School of Theology  
M.S., California State University, Northridge

**Huynh, Huy (John)****Multimedia and Cinema**

B.A., University of Houston  
M.F.A., Florida State University

**Ibarra, Sally****Counseling**

B.S., University of Chapman  
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B.A., Trinity College (CT)  
M.S., California State University, Northridge

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B.A., California State University, Northridge  
M.A., California State University, Dominguez Hills

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B.A., University of Southern California  
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B.A., M.A., California State University, Northridge

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B.S., M.S. University of  
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Ph.D., University of  
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A.S.N., Los Angeles Valley College  
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B.A., Santa Clara University  
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A.A.S., Spokane Falls Community  
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**Phares, D'Art****History**

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B.A., Loyola Marymount University  
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B.A., University of Minnesota  
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M.P.W., University of Southern  
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M.S., National University

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M.A., Pacific Oaks College

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M.A., Fresno Pacific University

**Samii, Bamdad****Mathematics**

B.S., M.S., California State University,  
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**Samplewala, Milan****Computer Science**

M.S., Physics, Bombay University,  
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A.S., Los Angeles Mission College  
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B.S., Massachusetts Institute of  
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**Sargsyan, Emil****Mathematics**

B.A., University of California, Berkeley  
M.A., University of California, Davis  
M.A., Indiana University

**Schwartz, Robert****Social Work**

B.A., Macalester College  
M.S.W., Augsburg College

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B.F.A., California State University, Long  
Beach  
M.F.A., The School of the Art Institute of  
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**Serda, Adam****Counseling**

A.A., College of the Sequoias  
B.S., M.S., Fresno State University

**Silva, Jose Trinidad****Culinary Arts**

B.A., Hospitality Restaurant  
Management  
New England Culinary Institute

**Skelton, Jacob****English as a Second Language**

Certificate in Instructional Design,  
University of Florida  
B.A., University of Florida  
M.A., Florida Atlantic University

**Sparks-Jamal, Ashley V.****Library Science**

B.A., University of Southern California  
M.L.I.S., San Jose State University

**Stage, Curtis****Multimedia & Photography**

B.F.A., California State University, Long  
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M.F.A., Claremont Graduate University

**Stein, Diane B.****Child Development**

B.S., M.A., California State University,  
Northridge

**Townsend, Stacie****Geography**

B.A., University of California, Davis  
M.A., California State University, Long  
Beach  
Ph.D., University of California, Davis

**Walker, Afri****Counseling**

B.A., University of California, Los  
Angeles  
M.S., National University

**Walker, Tashini N.****Counseling**

B.A., University of California, Los  
Angeles  
M.S., California State University,  
Northridge

**Wentz, Joshua R.****Music**

A.A., Washington State Community  
College  
B.A., Muskingum University  
M.S., Nova Southeastern University  
M.M., Winthrop University  
D.M.A., University of South Carolina

**Williams, F. Christopher****Psychology**

B.A., M.Ed, Ed.D., Penn State University

**Yamada, Ryan N.****Mathematics**

B.S., University of Puget Sound  
M.S., University of California, Riverside

**Ybarra, Albert D.****Learning Center and Library**

A.A., Cerritos College  
B.A., California State University,  
Fullerton  
M.L.I.S., University of Washington

**Yun, Yoon****Mathematics**

B.A., M.S., California State University,  
Northridge

**Zaiens, Marie Elaine****English**

B.A., Kean University  
M.A., Claremont Graduate University

# EMERITI

**Ackerknecht, Charles**

1987-1999  
Department Chair of Mathematics  
Professor of Mathematics

**Ayers, Donna**

2001-2016  
Library Department Chair,  
Associate Professor of Library Science

**Barbato, Louise**

1989-2017  
English and Communication Studies  
Department Chair  
Professor of English

**Bommer, Terry**

1975-2010  
Professor of Accounting

**Bowman, Carla\***

1976-1993  
Math and Science Cluster Chair,  
Associate Professor of Biology,  
Microbiology

**Cantley, John D.**

1972-2005  
Department Chair and Professor of Art  
History

**Cantrell, Eloise Fernandez**

1975-2011  
Department Chair and Professor of  
Family & Consumer Studies, Food  
Service  
Management, Child Development

**Casson, Edward B.**

1988-2012  
Professor of Library Science

**Chow, Stanley**

1992-2001  
Professor of Accounting,  
Business Management

**Cook, Charles**

1975-1983  
Professor of Electronics

**Cooper, Cindy**

2001 – 2021  
Department Chair of Health &  
Kinesiology

**Diaz-Cooper, Veronica**

2008-2021  
Vice Chair and Professor of English

**Dirks, Charles**

1975-2009  
Professor of Political Science

**Dowd, Marie P.**

1975-1992  
Professor of Office Administration

**Duffy, Lucille**

1976-1983  
Professor of Developmental  
Communications

**Elkerdany, Mo K.\***

2002-2011  
Associate Professor of Biology

**English, Teresa A.**

2002-2013  
Instructor of Developmental  
Communications

**Farren, Cornelius D.\***

1985-1995  
Professor of Philosophy

**Fellows, Donald K.\***

1975-1992  
Professor of Geography

**Fenyess, Maria**

1982-2007  
Natural Sciences Department Chair  
Professor of Chemistry

**Flood-Moreno, Patricia**

1995-2014  
Business & Law Dept. Chair  
Professor of Computer Applications &  
Office Technologies

**Forbes, Cecile A.**

1975-1983  
Professor of English

**Foster, Dudley E., Jr.**

1975-2010  
Professor of Music

**Foster, Leslie**

1996-2009  
Professor of Mathematics

**Frank, Sherrill J.**

1975-2009  
Professor of Computer Applications &  
Office Technologies

**Gallager, William**

1977-1979  
Assistant Professor of Philosophy

**Garcia, Rudy**

1996 - 2013  
Instructor of Culinary Arts

**Goad, Eunice**

1975-1983  
Professor of Mathematics

**Godwin, Annabelle P.\***

1975-1992  
Professor of Child Development

**Goldberg, Harlan\***

1990-2008  
Professor of Humanities

**Greenberg, Rayma**

1975-1995  
Library Department Chair  
Professor of Library Science

**Greene, Lois**

1975-1992  
Instructor of Child Development

**Hoggatt, Clela P. Alphin**

1975-1992  
Professor of English

**Jacobson, Marvin M.**

1985-1994  
Professor of Journalism

**Johnson, Patricia D.**

2004-2014  
Professor of Psychology

**Jones, David\***

1975-2001  
Assistant Professor of English

**Jordan, David\***

1997-2017  
Professor of Law

**Kalter-Flink, Joanne**

1990-2009  
Professor of Counseling

**Kearney, John H.**

1975-1984  
Professor of Cooperative Education

**Kellogg, Edmund**

1985-1995  
Professor of Law

**Kerwin-Wallis, Barbara**

2000-2017  
Professor of Art

**Klitsner, John**

1988-2013  
Athletic Director  
Professor of Health & Kinesiology

**Kubicki, Paul C.**

1992-2020  
Professor of Computer Science

**Ladinsky, Gina\***

2008-2016  
Assistant Professor of English

**Lampert, Sandra**

1978-2006  
Professional Studies Department Chair  
Professor of Family & Consumer  
Studies

**La Rosa, Ralph**

1992-2008  
English Department Chair  
Professor of English

**Leeds, Rachel L.**

1975-2006  
Professor of Speech Communication

**Levine, Stanley M.**

1986-2008  
Associate Professor of Humanities

**Long, Margie L.**

1996-2017  
Vice Chair and Professor of  
Communication  
Studies

**Lopez, Benjamin**

1976-1995  
Professor of Spanish, French

**Luis, Cynthia**

2011-2021  
Professor of English as a Second  
Language

**Macias, Sylvia**

2018-2023  
Professor of Law

**MacDowell, Sheila**

2013-2021  
Professor of Library Science

**Malki, Abdo**

2001-2013  
Professor of Mathematics

**Manoogian, Lorraine**

1999-2010  
Instructor of Geography

**Marek, Robert**

1975-1986  
Assistant Professor of Mathematics

**McClain, Doris G.\***

1975-1992  
Professor of Child Development

**McFerran, Douglas**

1975-2003  
Professor of Philosophy

**Milke, Leslie**

1993-2017  
Department Chair of Kinesiology,  
Health, Nutrition & Dance  
Professor of Health & Kinesiology

**Moss, David\***

1975-1982  
Professor of Sociology

**Mucherson, George**

1975-2001  
Professor of Sociology

**Orozco, John**

1993-2008  
English Department Chair  
Professor of English

**Pardess, David Forbes**

1975-2012  
Professor of Languages, Linguistics

**Peterson, Delbert**

1978-1995  
Associate Professor of Cooperative  
Education

**Pittluck, Donna Mae**

1975-1994  
Professor of Library Science

**Polk, Susan**

1996-2014  
Instructor of Developmental  
Communications

**Prostak, Gary**

2001-2021  
Professor of English as a Second  
Language

**Rains, Richard**

1981-2017  
Professor of Physics, Astronomy

**Raskin, Edward**

1975-2017  
Veteran Affairs

**Retig, Arthur C.**

1986-1994  
Professor of Electronics, Vocational  
Education

**Rettko, Mari**

1989-2019  
Professor of Computer Science

**Reynolds, J. Michael**

1996-2021  
Professor of Life Sciences

**Risemberg, Leon A.**

1990-2006  
Professor of Engineering

**Ritcheson, Suzanne**

1989-2011  
Professor of Counseling

**Rivera, Phoebe**

1975-2009  
Associate Professor of English, ESL,  
Spanish, Linguistics

**Ross, Febronia R.**

1975-1991  
Cluster A Chair  
Professor of Romance Languages

**Ruelas, Julie Ann\***

1992-2011  
Professor of Child Development

**Rush, Cleveland**

1975-2009  
Associate Professor of Business  
Administration

**Scheib, Gerald\***

1976-2001  
Cluster and Dept. Chair Arts & Letters  
Professor of Art

**Scheib, Jolie R.**

1992-2017  
Foreign Language Dept. Chair,  
Associate Professor of Romance  
Languages

**Schrier, Aaron**

1976-2002  
Professor of Counseling

**Scuderi, Richard J.**

1980-2009  
Director of Disabled Student Programs  
& Services

**Silver, Janice G.**

1992-2021  
Department Chair and Professor of  
Child & Family Studies

**Silvers, Sally K.**

1976-2001  
Professor of Family & Consumer  
Studies,  
Interior Design

**Smazenka, Robert L.**

1996-2017  
Department Chair of Mathematics &  
Computer Science  
Professor of Mathematics

**Smith, Marshall L.**

1975-1995  
Professor of Biology

**Suyama, Ruth**

1975-2003  
Professor of History

**Thomsen, Sandy**

1988-2014  
Library Dept. Chair  
Assistant Professor of Library Science

**Torres, Andres R.**

1975-1995  
Professor of Speech

**Wada, Junko J.**

1995-2009  
Professor of Child Development

**Waktola, Daniel**

2012-2019  
Assistant Professor of Geography

**Walker, Gwen**

1978-2010  
Professor of Counseling

**Weidler, John\***

1978-1988  
Professor of Real Estate

**Wong, Debby**

1999-2023  
Professor of Mathematics

**Woodmansee, Joyce**

1993-2017  
Professor of Computer Applications  
& Office Technologies

**Yguado, Alex**

1975-2007  
Professor of Economics

**Zandalasini, Louis J.**

1993-2021  
Professor of Culinary Arts

\*Deceased

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# GLOSSARY OF TERMS

## Academic Probation

After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

## Academic Renewal

Previously recorded substandard academic performance, which is not reflective of the student's demonstrated ability, is removed from a student's academic record for the purpose of computing the grade point average.

## Accredited institution

A postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. E.C. 66721. Title 5, C.C.R., 53406, 55000, 55022

## Add Permission Code

The student may be issued a permission code to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permission Code is processed by Admissions and Records before the published deadline.

## Admissions and Records

The office staff that admits students and certifies record of college work; also provides legal statistical data for the college

## Administration

Officials of the college who direct and supervise the activities of the institution

## Advisory

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

## Application for Admission

A form provided by the college on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a permit to register issued

## Articulation

An agreement with another institution which certifies that courses will be accepted for credit upon transfer

## ASO

Organization to which all enrolled students are eligible to join called the Associated Student Organization

## Associate Degree (AA or AS)

A degree (Associate in Arts or Associate in Science) granted by a community college, which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 semester units

## Associate Degree for Transfer

A degree (Associate in Arts for Transfer, AA-T or Associate in Science for Transfer, AS-T) granted which recognizes a student's satisfactory completion of an organized program of study and completion of the required general education for transfer (CSU GE or IGETC), totaling 60 transferable units. This degree is designed to facilitate transfer admission to a CSU in a similar major.

## Bachelor's Degree (BA, AB, BS)

A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

## Career And Academic Pathways (CAPs)

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

## Certificate of Achievement

A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 12 or more semester units, and may be pursued on a full-time or part-time basis. Upon completion, students may request the issuance of a Certificate of Achievement.

## Certificate of Competency

A noncredit certificate confirming that a student enrolled in a noncredit educational program of noncredit courses and has demonstrated achievement of a set of competencies that prepares them to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

## Certificate of Completion

A document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

## Class Number

A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes along with the scheduled time and place of the class meeting.

## Concurrent Enrollment

Enrollment in one or more college classes while attending high school, or another educational institution. Also, enrollment in two or more classes during the same semester.

## Continuous Attendance

No more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession. Students granted a "military withdrawal" under the provisions of AP 4100, will be considered to be in "continuous attendance" for their required period of military service.

**Corequisite**

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

**Counseling**

Guidance provided by professional counselors in collegiate, vocational, social, and personal matters

**Course**

A particular portion of a subject selected for study. A course is identified by a Subject Title and Course Number; for example: Accounting 1.

**Course Descriptions**

Also found in the following pages are descriptions of the courses offered in the various disciplines at Los Angeles Mission College. The title of the course is shown on the first line.

**Course Title**

A phrase descriptive of the course content; for example, the course title of Accounting 1 is "Introductory Accounting I."

**Credit by Examination**

Course or unit credit granted for demonstrated proficiency through testing.

**Credit for Prior Learning**

College credit awarded for validate college-level skills and knowledge gained outside of a college classroom. Students' knowledge and skills might be gained through experiences such as military training, industry training, state/federal government training, apprenticeships, internships, work-based learning, or other industry-based experiential learning, validated volunteer and civic activities (e.g. Peace Corps).

**CSU**

This course is acceptable for credit by all California State Universities. CSU has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate CSU catalog for information.

**Discipline**

A discipline is a field of study, and faculty that instruct in that field of study are provided.

**Dismissal**

A student on academic or progress probation may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

**Full-time student**

A student enrolled in twelve (12) or more graded units in the qualifying semester

**Graded Units**

Courses in which grades of A, B, C, D, or F were received. Grades of "Pass," "No-Pass," and "Incomplete" will not be counted in meeting the unit requirement for the Dean's or President's Honors List.

**NDA**

AB 1725 establishes a new category called Non-Degree Applicable. These classes are marked (NDA) in the schedule. Credit for these classes does not apply toward the AA or AS Degree. These classes are not transferable.

**Part-time student**

A student enrolled in six (6) to eleven (11) graded units in the qualifying semester

**Placement Level**

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

**Prerequisite**

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

**Qualifying semester**

The semester for which the student is considered for the Dean's Honors List

**Skill Certificate**

A program designed for those students who have limited time or wish to prepare for a particular field of study. Students may be seeking increased specialization that is job-related, advancement in their present jobs, or preparation for new employment. Skill Certificates are limited to 15 or fewer semester units. The courses that make up the Skill Certificate often apply toward the Certificate Program and Associate Degree. Always consult a counselor for verification.

**RPT**

This indicates that the course may be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

**Target Course**

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

**UC**

This course is acceptable for credit by all University of California campuses. UC has a limit on the number of units allowable for transfer. Please check with an LAMC counselor and the appropriate UC catalog for information. Also acceptable at CSU.

**University of California Transfer Pathway (UCTP)**

A single set of courses you can take to prepare for your major on any of the nine undergraduate UC campuses.

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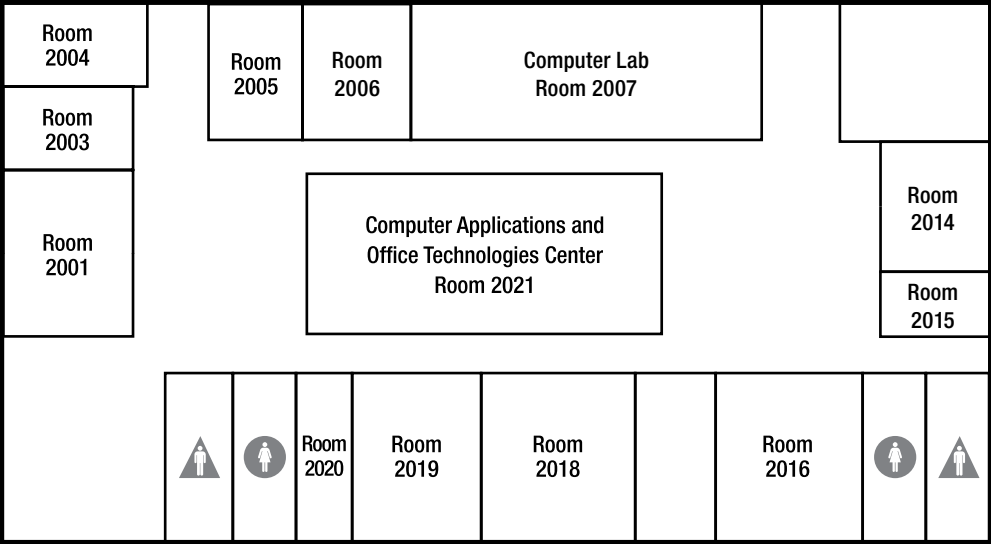
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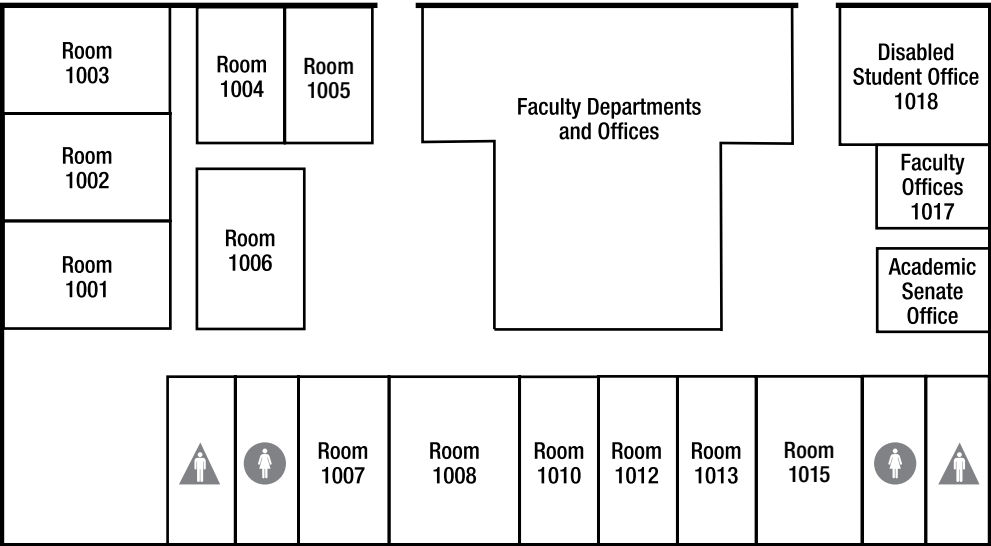
## DIRECTORY OF COLLEGE SERVICES

Academic Affairs.....	818.364.7632
Admissions & Records.....	818.833.3322 .....or 818.364.7773
Assessment Center.....	818.364.7613
Athletics.....	818.364.7727
Business Office.....	818.364.7600 x7110 .....or 818.833.3323
CalWORKs.....	818.364.7760
Campus Security.....	818.364.7843
Career Center.....	818.833.3403
Child Development Center.....	818.364.7865
College Ombudsperson.....	818.364.7632
Counseling Department.....	818.364.7655 .....or 818.364.7656
Disabled Student Programs & Services (DSPS).....	818.364.7672 .....or 818.364.7861
Telecommunication Device for the Deaf (TDD).....	818.364.7861
Eagles' Landing Student Store .....	818.364.7798
Extended Opportunity Program & Services (EOPS) .....	818.364.7645 .....or 818.364.7830
English as a Second Language (ESL) Academic ESL Program.....	818.364.7678
Essential ESL Program..... (English)	818.364.7678 .....or (Spanish) 818.364.7735
English as a Second Language (ESL) Non-Credit Program.....	818.364.7774
Financial Aid Office .....	818.364.7648 .....or 818.364.7649
Honors/Transfer Alliance Program .....	818.364.7888
International Students .....	818.364.7741
Learning Center.....	818.833.3373
Library .....	818.364.7600 x7106
President's Office .....	818.364.7795
Student Activities .....	818.364.7820
Student Health Services.....	818.362.6182
Student Services .....	818.364.7766
Transfer Center.....	818.364.7827
Veteran Resource Center .....	818.364.7658

# BUILDINGS & CLASSROOMS

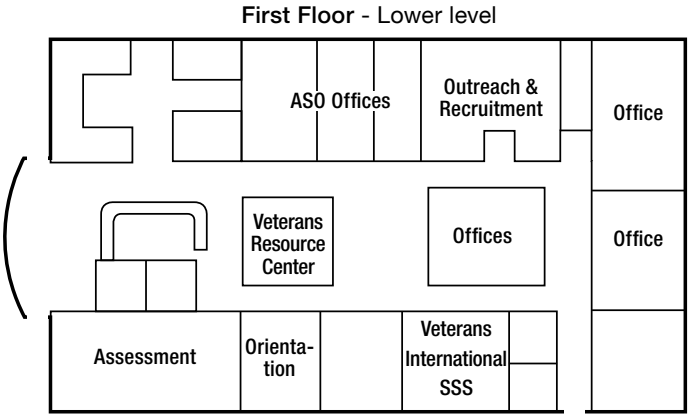
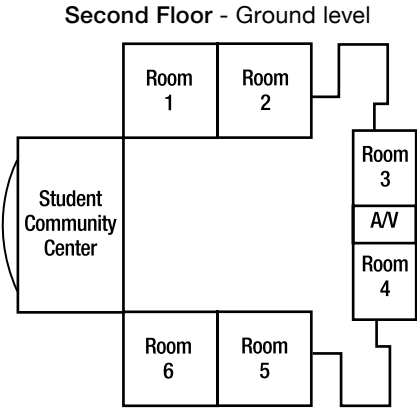


**Instructional Building (INST)**  
Second Floor

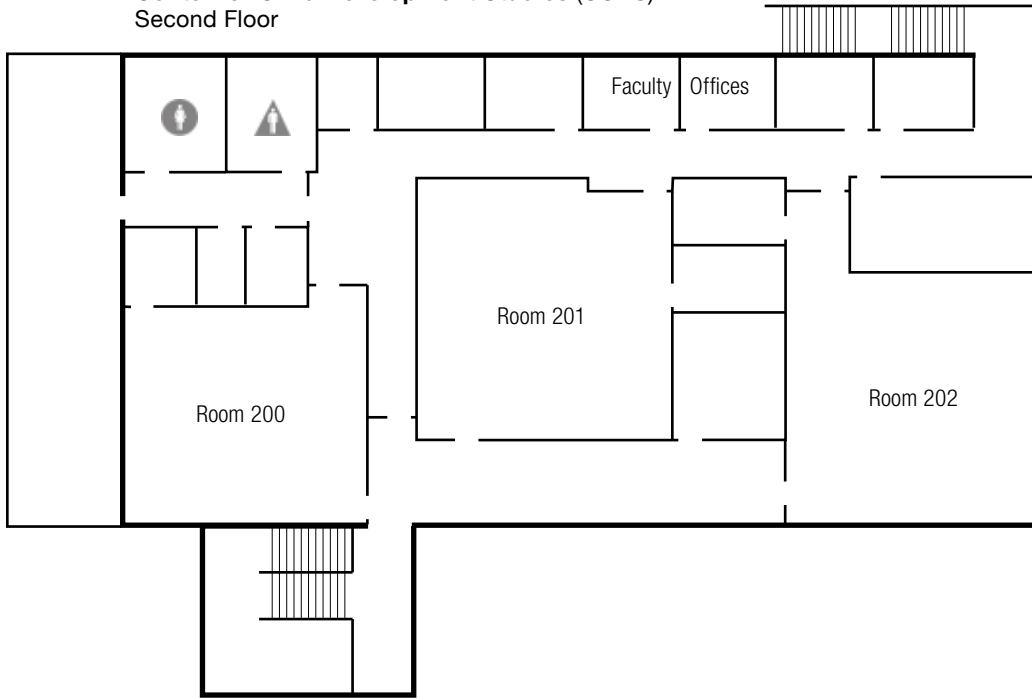


First Floor

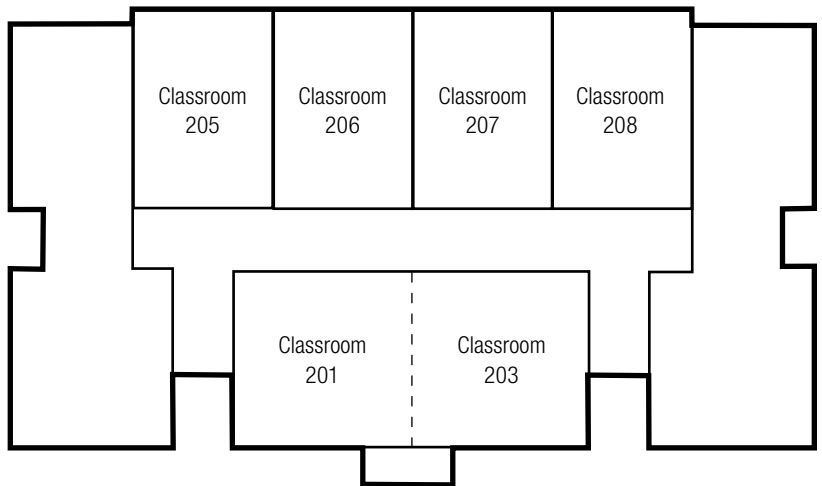
## Campus Center Building (CMPC)



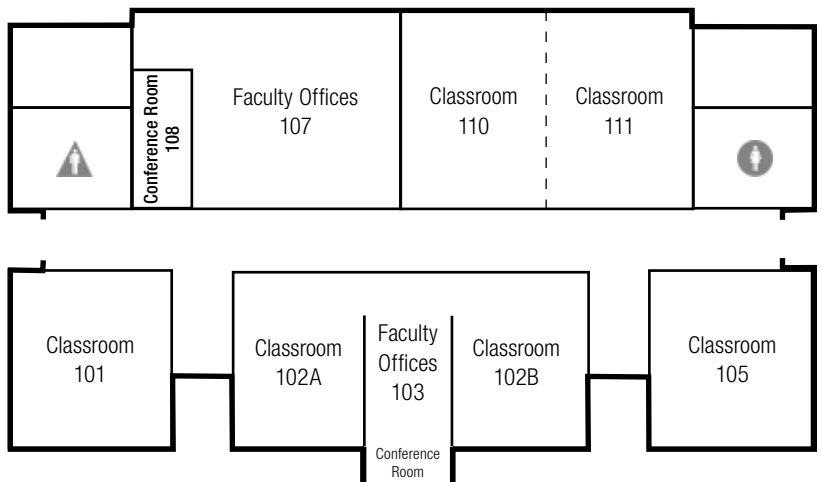
**Center for Child Development Studies (CCDS)**  
Second Floor

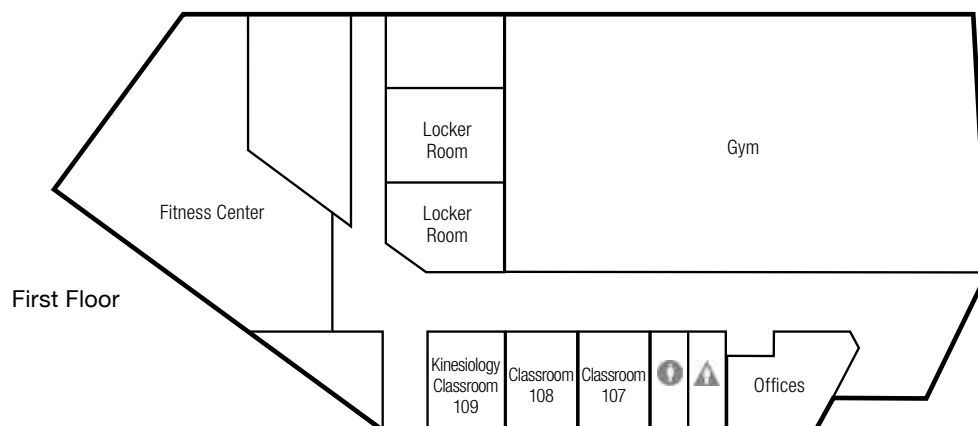
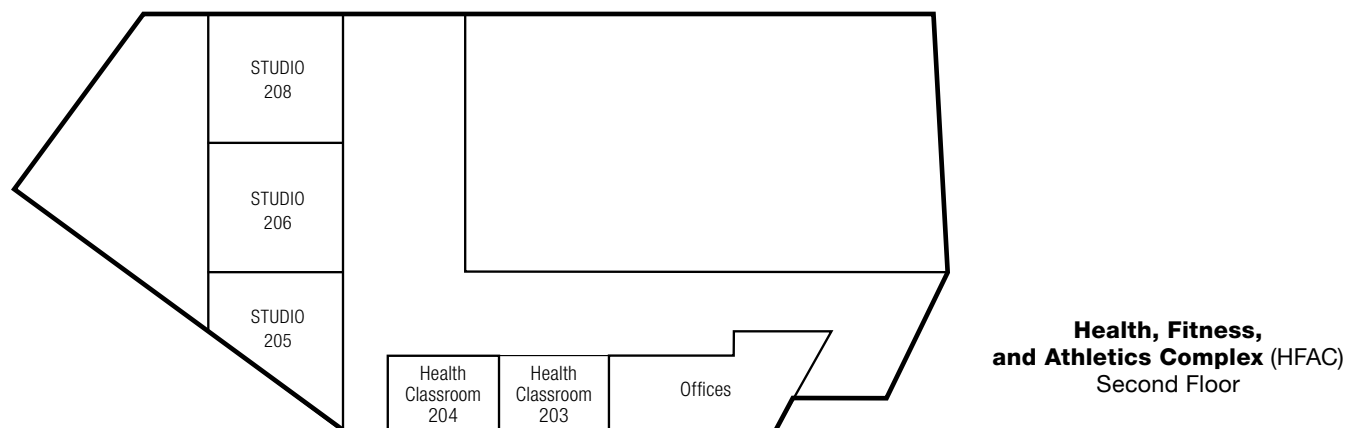
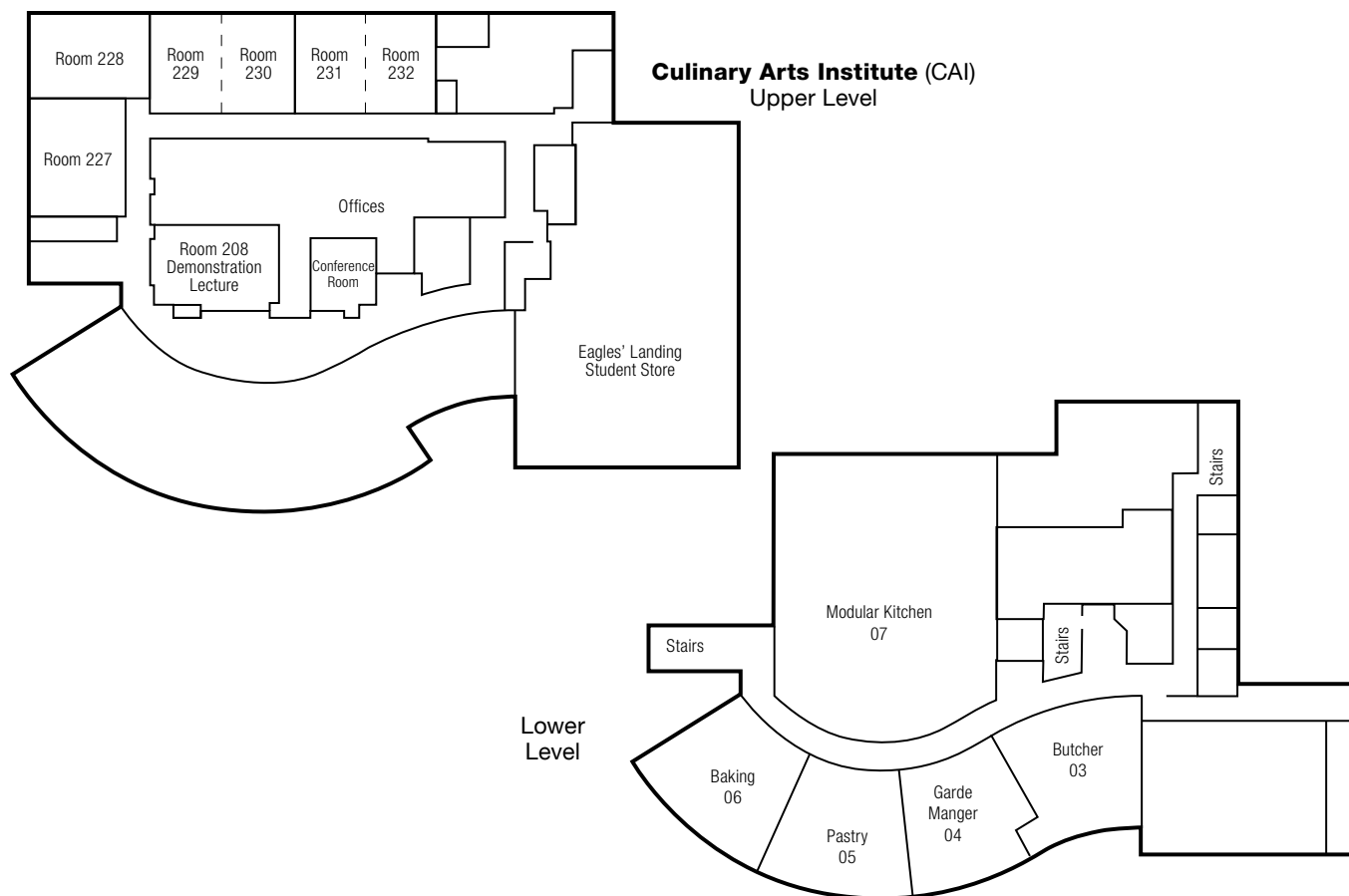


Guadalupe S. Ramirez  
**Collaborative Studies Building (CSB)**  
Second Floor

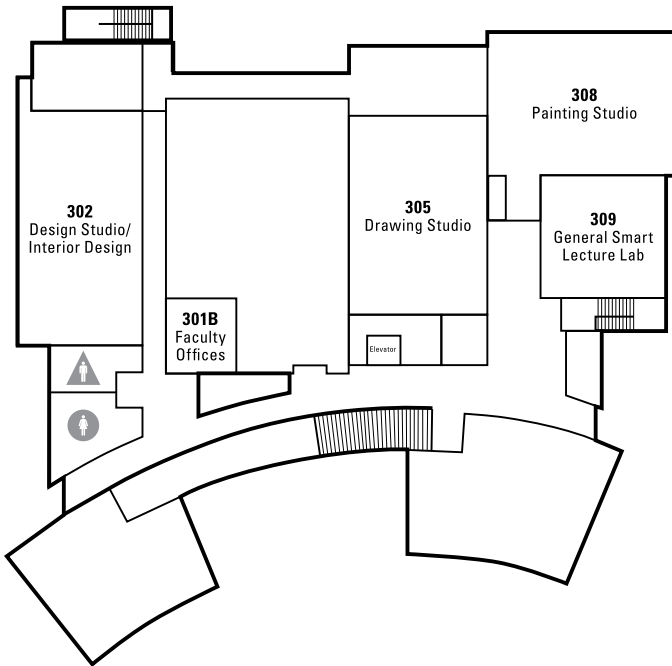


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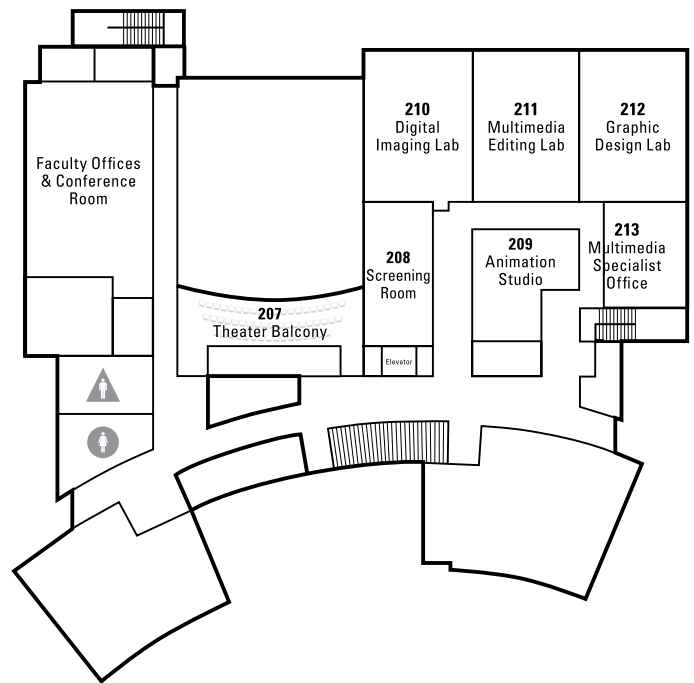




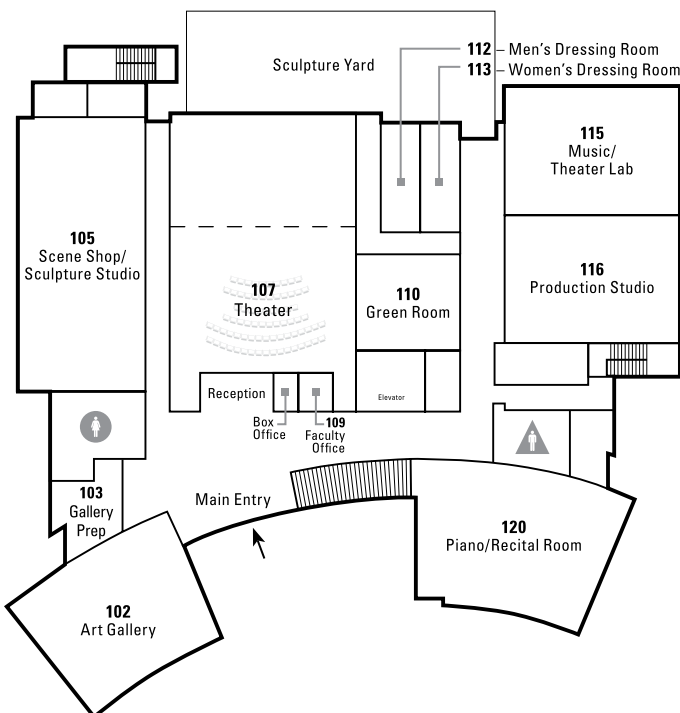
**Arts, Media & Performance (AMP)**  
Third Floor



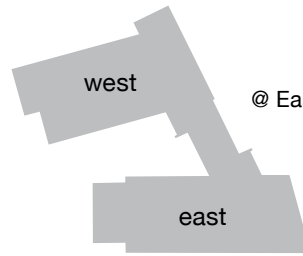
**Arts, Media & Performance (AMP)**  
Second Floor



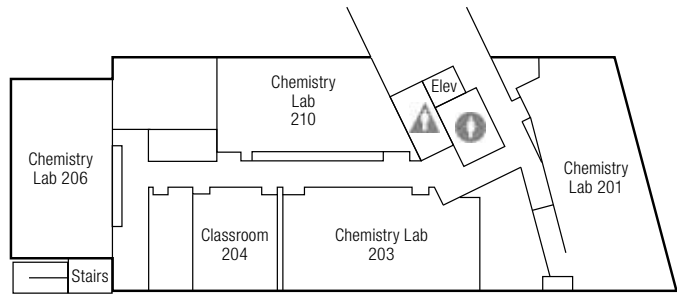
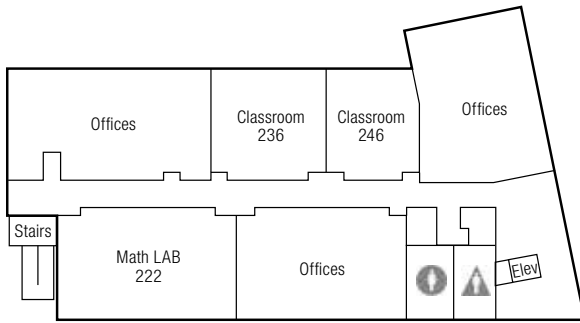
**Arts, Media & Performance (AMP)**  
First Floor



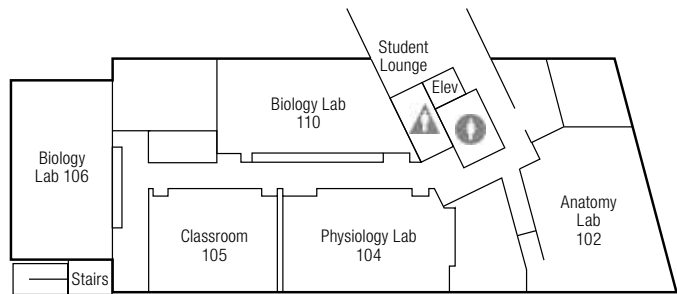
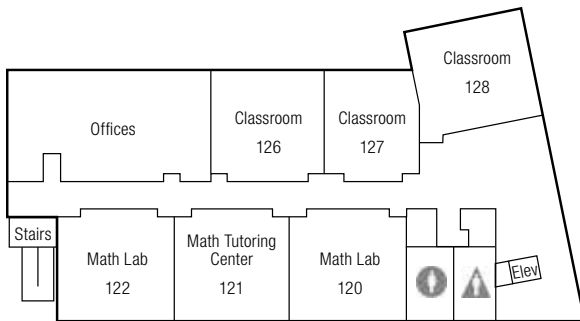
**Center for Math & Science  
(CMS)**



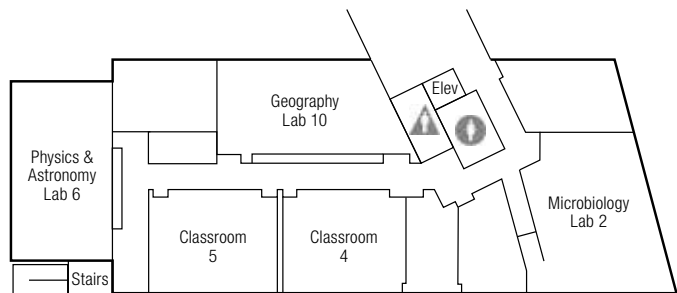
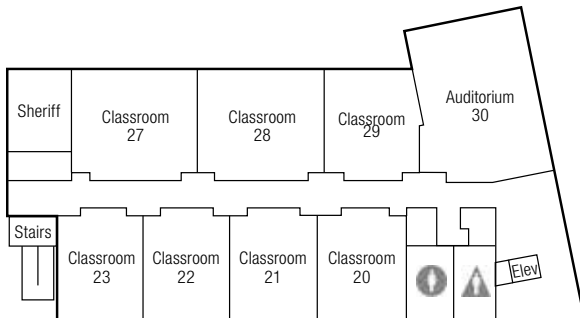
@ East Campus Complex



West ————— **Upper Level** ————— East



West ————— **Main Level** ————— East



West ————— **Lower Level** ————— East

# OFF-CAMPUS LOCATIONS

FACILITY ID	SCHOOL NAME	ADDRESS
ADMS-HS	Jane Adams High School	16341 Donmetz St. Granada Hills
ALLMARINE	Alliance Marina Innovation & Technology	11933 Allegheny St. Sun Valley
ARLETA	Arleta High School	14200 Van Nuys Blvd. Arleta
ARMINTA	Arminta Street Elementary School	11530 Strathern St. North Hollywood
BEACHY ES	Beachy Avenue Elementary School	9757 Beachy Ave. Arleta
BERT COR	Bert Corona Charter High School	9400 Remick Ave. Pacoima
BIRMING	Birmingham Community Charter High School	1700 Haynes St. Van Nuys
BROADUS	Broadus Elementary School	12561 Filmore St. Pacoima
CAMP AFFL	Camp Afflerbaugh-Paige	6621 North Stephens Ranch Rd. La Verne, CA 91750
CAMP DORO	Camp Dorothy Kirby	1500 South McDonnell Ave. Commerce, CA 90040
CAMP KILP	Campus Kilpatrick	427 Encinal Canyon Rd. Malibu, CA 90265
CAMP NIDO	Barry J. Nidorf Juvenile Hall	16350 Filbert St. Sylmar, CA 91342
CAMP ROCK	Camp Glenn Rockey	1900 Sycamore Canyon Rd. San Dimas, CA 91773
CENTR JUVE	Central Juvenile Hall	1605 Eastlake Ave. Los Angeles, CA 90033
SB JDAC	San Bernardino County Juvenile Detention and Assessment Center (JDAC)	900 E. Gilbert St. San Bernardino, CA 92415
CCEC	PUC Community Charter Early College High School	11500 Eldridge Ave. Lake View Terrace
CCLA-ART	Cesar Chavez Learning Academies – Arts, Theater, Entertainment School (ArTES)	1001 Arroyo Ave. San Fernando
CCLA-ASE	Cesar Chavez Learning Academies – Academy of Scientific Exploration (ASE)	1001 Arroyo Ave. San Fernando
CCLA-PC	Cesar Chavez Learning Academies – Parent Center (PC)	1001 Arroyo Ave. San Fernando
CCLA-SJHS	Cesar Chavez Learning Academies – Social Justice Humanitas (SJH)	1001 Arroyo Ave. San Fernando
CCLA-TPA	Cesar Chavez Learning Academies – Teacher Prep Academy (TPA)	1001 Arroyo Ave. San Fernando
CCRC	Child Care Resource Center	20001 Prairie St. Chatsworth
CHASE-ES	Chase Street Elementary School	14041 Chase St. Panorama City
DIEGO HS	Diego Rivera Learning Center – Performing Arts High School	6100 S. Central Ave. Los Angeles
DISC PREP	Discovery Charter Prep.	13570 Eldridge Ave.
DYER ES	Dyer Street Elementary School	14500 Dyer St. Sylmar
EARLYCOLL	Early College Academy	400 West Washington Blvd.
EL DORADO	El Dorado Elementary School	1651 Valencia Ave. Sylmar
EL NIDO	El Nido Family Center	11243 Glenoaks Blvd. Pacoima
FAIRAVE		
FIVE KEYS	Five Keys Charter	13545 Van Nuys Blvd. Pacoima
GRANT HS	Grant High School	13000 Oxnard St. Valley Glen
GRIDLEY	Gridley Elementary School	1907 Eight St. San Fernando
HADDON	Haddon Ave STEAM Academy Magnet	10115 Haddon Ave. Pacoima
HARDING	Harding Elementary School	13060 Harding St. Sylmar
HRRCK ES	Herrick Elementary School	13350 Herrick Ave. Sylmar
HUBB-ES	Hubbard Elementary School	13325 Hubbard St. Sylmar
HZLTN ES	Hazeltine Elementary School	7150 Hazeltine Ave. Van Nuys
INSP-MS	PUC Inspire Charter Academy Middle School	12550 Van Nuys Blvd. Pacoima
JLONDONHS	Jack London High School	12924 Oxnard St. Valley Glen
KENN-HS	John F. Kennedy High School	11254 Gothic Ave. Granada Hills
LAKE-MS	PUC Lakeview Charter Academy Middle School	11465 Kagel Canyon St.
LAKEVIEW	PUC Lakeview Charter High School	13361 Glenoaks Blvd. Sylmar
LA-LEAD	Los Angeles Leadership Academy	234 E. Avenue 33 Los Angeles
LASPALMAS	Las Palmas	

FACILITY ID	SCHOOL NAME	ADDRESS
LAUSD CE	LAUSD Career Education	
LAUSD LDNE	LAUSD Local District North East	
LDNE GE	Local District North East General Ed	
LKRSHM-ES	Lankershim Elementary School	5250 Bakman Ave. North Hollywood
MAGNOLIA	Magnolia Science Academy	18238 Sherman Way Reseda
MAGNOLIA2	Magnolia Science Academy 2	17125 Victory Blvd. Van Nuys
MCHS		
MEND	Meet Each Need with Dignity	10641 San Fernando Rd. Pacoima
MEX CONSU	Mexican Consulate	
MILLIK-MS	Millikan Middle School	5041 Sunnyslope Ave. Sherman Oaks
MONTAGUE	Montague Elementary School	13000 Montague St. Arleta
MORNINGSID	Morningside High School	576 N MacLay San Fernando
MTGLEASON	Mount Gleason Middle School	10965 Mount Gleason Ave. Sunland
NOHO HS	North Hollywood High School	
NUEVA	Nueva Esperanza	
NVM INST	North Valley Military Institute	14800 Sherman Way, Van Nuys
OLIVE VIST	Olive Vista	
OMELVENY	O'Melveny Elementary School	728 Woodworth St. San Fernando
ORTHO-HS	Orthopedic High School	300 W. 23rd St.
OSCEO-ES	Osceola Elementary School	14940 Osceola St. Sylmar
OXNARD-ES	Oxnard Elementary School	
P CH	Pacoima City Hall	13520 Van Nuys Blvd. Pacoima
PAC-CHAMB	Pacoima Chamber of Commerce	
PACOIMA	LAMC – Pacoima	13420 Van Nuys Blvd., Pacoima
PANORAMA	Panorama High School	8015 Van Nuys Blvd. Panorama City
PINEWOOD	Pinewood Ave Elementary School	10111 Silverton Ave. Tujunga
POLY-HS	Polytechnic High School	12431 Roscoe Blvd. Sun Valley
PUC-PC	PUC Parent Center	1218 4th St. San Fernando
RANCHITO	Ranchito Ave Elementary School	7940 Ranchito Ave. Panorama City
RESEDA-HS	Reseda High School	18230 Kittridge St. Reseda
RFROST-MS	Robert Frost Middle School	
SANTAROSA	Santa Rosa	
SAR-COUG	Sara Coughlin Elementary	11035 Borden Ave. Pacoima
SENDAK	Sendak Elementary School	11414 West Tiara St. North Hollywood
SFDO-ES	San Fernando Elementary School	1130 Mott St. San Fernando
SFDO-HS	San Fernando High School	11133 O'Melveny Ave. San Fernando
SFDO-MS	San Fernando Middle School	
ST-SDAC		
SUN-TUJ	Los Angeles Mission College Sunland-Tujunga satellite campus	7224 Foothill Blvd. Sunland-Tujunga
SNVL-HS	Sun Valley High School	9171 Telfair Ave. Sun Valley
SUNVLMAG	Sun Valley Magnet	7330 Bakman Ave. Sun Valley
SYL LRN	Sylmar Leadership Academy	14550 Bledsoe St. Sylmar
SYL-BIO	Sylmar Biotechnology Academy	13050 Borden Ave. Sylmar
SYLMAR-ES	Sylmar Elementary School	3291 Phillippi Ave. Sylmar
SYLM-HS	Sylmar High School	13050 Borden Ave. Sylmar
TELFAIR	Telfair Elementary School	10975 Telfair Ave. Pacoima
TRIUMPH	PUC Triumph Charter High School	13361 Glenoaks Blvd. Sylmar
USC-MAE	USC Media Arts/ Engineering Magnet	822 W. 32nd St.
VALERIO	Valerio St Elementary School	15035 Valerio St. Van Nuys
VALLEYOAK	Valley Oak	
VALOR HS	Valor Academy High School	9356 Lemona Ave. North Hills
VAUG CTR	Vaughn Next Century Learning Center	11505 Herrick Ave. San Fernando
VERD-HS	Verdugo Hills High School	10625 Plainview Ave. Tujunga
VINEDALE	Vinedale Elementary School	10150 La Tuna Canyon Rd. Sun Valley
VISTADELV	Vista Del Valle Elementary School	12441 Bromont Ave. San Fernando
VISTA-MS	Vista Middle School	15040 Roscoe Blvd. Van Nuys
VOCES	Voces	9171 Telfair Ave, Sun Valley
VPC-HS	Valley Public Charter High School	12513 Gain St. Pacoima
WROGERSHS	Will Rogers High School	14711 Gilmore St. Van Nuys
YPI-SF	Youth Policy Institute – San Fernando	11844 Glenoaks Blvd. San Fernando



# LAMC Campus



## MAIN CAMPUS

### LRC – LIBRARY/LEARNING RESOURCE CENTER

#### 1st Floor (Lower Level)

- METAS

#### 2nd Floor (Ground Level)

- Adult Basic Education Department/ Noncredit Program
- Career Center
- Computer Lab
- Electronic Training Rooms
- Faculty Learning Center
- Learning Center
- Teleconference Room

#### 3rd Floor (Top Level)

- Library

### CCDS – CENTER FOR CHILD DEVELOPMENT STUDIES

- Child Development Center
- Classrooms 200-202
- FCCN Office

### INST – INSTRUCTIONAL BUILDING

#### 1st Floor

- Classrooms 1001-1018
- Disabled Students Programs & Services (DSPS)
- Faculty Offices

#### 2nd Floor

- Classrooms 2001-2021
- Computer Science Lab
- Computer Applications & Office Technologies Center

### ACADEMIC AFFAIRS & STUDENT SERVICES

- Vice President of Academic Affairs
- Academic Affairs
- Vice President of Student Services
- Student Services

### STUDENT SERVICES CENTER

- Information Booth
- Admissions & Records
- Counseling
- EOPS
- Financial Aid & Scholarships

### CSB – COLLABORATIVE STUDIES

#### 1st Floor

- Classrooms 101-111
- Faculty Offices

#### 2nd Floor

- Classrooms 201-208

### CMPC – CAMPUS CENTER

#### 1st Floor (Lower Level)

- Assessment & Orientation
- ASO Office
- Campus Resource Center
- Career Education
- College Promise
- Dream Center
- Food Pantry
- International Students Program
- LAUSD CATS
- Outreach & Recruitment
- Robotechas
- Student Success Center
- Title V

#### 2nd Floor (Ground Level)

- Assembly Area
- Audio-Visual
- Meeting Rooms 1-6
- Student Community Center

### CS – CAMPUS SERVICES

- Office of the President
- Vice President of Administrative Services
- Business Office
- Fiscal Services
- Human Resources
- Mailroom
- Purchasing
- Receiving
- Reprographics
- Student Health Center
- Transfer Center

### AMP – ARTS, MEDIA & PERFORMANCE

#### 1st Floor (Ground Level)

- Art Gallery
- Scene Shop/Sculpture Studio
- Theater
- Green Room
- Music/Theater Lab
- Production Studio
- Piano/Recital Room

#### 2nd Floor

- Faculty Offices
- Theater Balcony
- Screening Room
- Animation Studio
- Digital Imaging Lab
- Multimedia Lab
- Graphic Design Lab
- Animation Studio

#### 3rd Floor (Top Level)

- Design Studio/Interior Design
- Drawing Studio
- Painting Studio
- General Smart Lecture Lab

### CAI – CULINARY ARTS

#### 1st Floor (Ground Level)

- Culinary Arts Institute
- Eagles' Landing Student Store

#### 2nd Floor (Top Level)

- Classrooms 208-232
- Faculty Offices

### BUNG – CLASSROOM BUNGALOWS

- Bungalows 1–10

### FACILITIES SERVICES

- Plant Facilities

## EAST CAMPUS

### HFAC – HEALTH, FITNESS & ATHLETICS COMPLEX

#### 1st Floor (Lower Level)

- Classrooms 107-109
- Fitness Center
- Gym

#### 2nd Floor (Ground Level)

- Classrooms 203-208
- Faculty Offices

### CMS – CENTER FOR MATH & SCIENCE

#### 1st Floor (Lower Level)

- Classrooms 2-29
- Auditorium Classroom 30

#### 2nd Floor (Ground Level)

- Classrooms 102-128
- Math Tutoring Center
- STEM Office & Lounge

#### 3rd Floor (Top Level)

- Classrooms 201-246



**LOS ANGELES  
MISSION COLLEGE**

13356 Eldridge Avenue  
Sylmar, California 91342

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